



Sri Ramachandra
Institute of Higher Education and Research
(Deemed to be University)

Accredited by NAAC with 'A' Grade (CGPA 3.62/4.00)

Graded as 'Category-I University' by the UGC

Porur, Chennai - 600 116

www.sriramchandra.edu.in

Minutes of the Meeting

General Body Meeting				
Venue: IQAC Board Room		Date: 16.05.2019	Time: 10.30 AM – 1.00 PM	
Chairperson		Prof.P.V.Vijayaraghavan		
Co-Chairperson		Prof. Mahesh Vakamudi		
Senior Coordinator		Dr. A. Ravi		
Coordinator		Dr. D. Chamundeeswari		
Ex-Officio Members		Status		
Thiru R.V. Sengutuvan, Pro-Chancellor		Apologies		
Dr. S. P.Thyagarajan, Professor of Eminence and Dean (Research)		Present		
Prof. K. V. Somasundaram, Professor Of Eminence & Advisor (Academic)		Present		
Thiru. N. Natarajan, Special Officer		Present		
External Members		Status		
Prof.C.Thangamuthu, Former Vice Chancellor, Bharathidasan University, Trichy		Present		
Mr. V. Ramesh, CEO, Professional Skill Training & Consultancy P. Ltd., Hyundari Motors, Chennai.		Present		
Mr. N. Kanniah, General Secretary (SRMU)		Apologies		
Dr. N.T. Arunkumar, Representative of IT Innovation Promotion, Govt. of Andhra Pradesh.		Apologies		
Members		Members		Status
Thiru.V. Swaminathan	Present	Prof. R. Sivakumar		Present
Prof. A. Ravikumar	Present	Dr. Solomon. F.D. Paul		Present
Prof. K. Balaji Singh	Present	Dr. W. Charles Emmanuel Jebaraj		Present
Dr. D. Prathiba	Apologies	Dr. S. Senthil Kumar		Present
Prof. Roopa Nagarajan	Present	Prof. Narasimman Swaminathan		Present
Prof. Latha Ravichandran	Present	Dr. A. R. Rajagopalan		Present
Thiru. J. Ravisankar	Apologies	Dr. Selvam Jesiah		Present

Mr. Vasanth Kumar Subramanian	Present	Dr. Kalpana Balakrishnan	Apologies
Dr. S. Anandan	Apologies	Dr. S. Sankar	Present
Dr. P. Sampath Kumar	Present	Alumni Members:	
Dr. C. Ravindran	Present	Dr. M. Koushik Muthuraja	Apologies
Dr. S. Sathasivasubramanian	Present	Dr. V. Pavithra	Present
Dr. K. Chitra	Apologies	Student Members:	
Dr.S.J. Nalini	Present	Mr. Aditya	Apologies
Dr.A. Porkodi	Present	Ms. Sonali Agarwal	Apologies
Prof. N. Venkatesh	Present		
Agenda		<ol style="list-style-type: none"> 1. Submission of NAAC Cycle-3 IIQA 2. Submission of NAAC Cycle-3 SSR 3. NIRF 2019 Report & Analysis 4. Any other matter 	

Issue/Report Findings/conclusions	Action to be taken	Responsible person	Target date	Follow up
NAAC Process	<p>First stage is IIQA submission. After its approval by NAAC, SSR has to be submitted online within 45 days. Quantitative metrics: 670 points Qualitative metrics:330 points DVV Team verifies the Quantitative data and submit its report to NAAC within 30 days.</p> <p>NAAC will conduct Peer Team visit within next 30 days and assess the Qualitative data. After the Peer Team report submission to NAAC, it calculates the CGPA based on both Qualitative & Quantitative metrics. Based on the CGPA, the grade will be arrived at.</p>	Dr. S P Thyagarajan Dr. A. Ravi Dr. D. Chamundeeswari & IQAC team	June 2019	<p>July 30th 2019</p> <p>August 30th 2019</p> <p>September 15th to 30th 2019</p>
Publication Analysis	<p>Total number of publications (2014-2018) is 3939</p> <p>Average citation per</p>	Dr. S P Thyagarajan	June, 2019	May, 2019

	paper is 10.4 while the 'H' index - SCOPUS 63, WOS -56.			
Teacher student ratio	Only full time teachers (professors, Asso prof. Asst. prof. Lecturers were included for the calculation	Dr. S P Thyagarajan	June 2019	GM - HR
Ph D guides	MD/MS/ M.Ch teachers with experience and eligibility criteria according to the Medical and Dental Council of India and UGC norms taken for calculation	Prof. Roopa Nagarajan	June 2019	Academic Section
Student feed back Mock survey of Student Satisfaction Survey	Sensitise students on the Student Satisfaction survey	Asst. Deans Dr. Leena Dr Pankaj Dr Sumathi & Dr vignesh	June 2019	Dr. A Ravi Dr Chamundeeswar i
Expenditure for library resources	Vice Chancellor advised to check with Director Finance.	Librarian	June, 2019	Dr. D Chamundeeswar i
Faculty Development program data to be checked for the year 2018	Number of Faculty attended Faculty Development programs are more in number during 2018	Dr. Latha Ravichandran	June 2019	Dean Education
Restriction of vehicles inside the campus	Number of battery operated cars to be enhanced	Dr. K S Sridharan Mr. Veeraiah	June 2019	July 2019
Gap Analysis of SSR	Quantitative and Qualitative Metrics were analysed and areas were identified.	Dr. S P Thyagarajan	June 2019	Dr. A. Ravi Dr. D. Chamundeeswar i
Reservation for SC/ST in Admission process	Deemed University to Follow	Registrar		
Best Practices	1. Promotion of Blended Learning at Sri Ramachandra Institute of Higher Education and Research by integration of e-learning and ICT via MOODLE based Learning Management System (LMS). 2. Automation	Prof. Vijayasagar Controller of	June 2019	IQAC

	Management System for Evaluation workflow	Examinations		
Full Time IQAC Head- insisted by Dr Ravikumar	To appoint Director IQAC	Vice Chancellor	July 2019	GM -HR
SWOC analysis	DOF- IQAC Team to prepare report card for all colleges based on their performance	Dr. A. Ravi Dr. D. Chamundeeswari	Once in 3 months	IQAC Team
NAAC Preparatory Visit 19 th to 21 st June-2019	<u>Five- members team</u> Dr. Rangaswami Dr. Seema Dr. Ciddi Veeresham Dr. Thangamuthu Dr. Sivasubramanian	Vice-Chancellor, Dr. S P Thyagarajan	19 th to 21 st June-2019	Dr. A. Ravi Dr. D. Chamundeeswari & IQAC Team
Analytical Report of NIRF -2019, Areas of improvement	No. of student from outside state No. of student from Outside Country	Admission cell	July 2019	IQAC Team
	No. of student receiving full tuition fee waiver from Institution / Private / state / Central	Vice-Chancellor, Director-Finance	July 2019	IQAC Team
	No. of Student graduating in minimum stipulated time	Constituent colleges	July 2019	IQAC Team
	No. of student placed. Median salary of placed graduates	Placement cell	July 2019	IQAC Team
	No. of PhD students graduated	Academic office & COE	July 2019	IQAC Team
	No. of Patents granted. At least one patent to be licenced (commercialized) or technology transferred. Publication in SCOPUS, WOS, PUBMED databases only. No. of students initiated start-ups.	Dr S P Thyagarajan, CRF	July 2019	IQAC Team
	Perception	All Faculties	July 2019	IQAC Team

The Vice Chancellor informed the General Body of new positions created viz. Deputy Director for placement, Asst. Director of International students, Communications and Asst. Deans. He appreciated the efforts taken by the IQAC team.

The Senior Coordinator thanked all the members for their presence and valuable contributions.


Dr. P V Vijayaraghavan
Chairperson / IQAC



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**Action Taken Report on the minutes of General Body Meeting of IQAC conducted on
16th May 2019**

Issue/Report Findings/conclusions	Action to be taken	Responsible person	Target date	Action Taken
NAAC Process	<p>First stage is IIQA submission. After its approval by NAAC, SSR has to be submitted online within 45 days. Quantitative metrics: 670 points Qualitative metrics:330 points DVV Team verifies the Quantitative data and submit its report to NAAC within 30 days.</p> <p>NAAC will conduct Peer Team visit within next 30 days and assess the Qualitative data. After the Peer Team report submission to NAAC, it calculates the CGPA based on both Qualitative & Quantitative metrics. Based on the CGPA, the grade will be arrived at.</p>	Dr. S P Thyagarajan Dr. A. Ravi Dr. D. Chamundeeswari & IQAC team	15 th June 2019	IIQA submitted on 24.10.2019
Publication Analysis	Detailed publication analysis from 2014 to 2018 to be carried out.	Dr. S P Thyagarajan	June, 2019	Prepared publication analysis report using researgence portal. Total number of publication is 3936 Average citation h-index (overall)

				-66 Total indexed publication (Scopus, WOS, Pubmed, UGC) - 2283
Teacher student ratio	Only full time teachers (professors, Asso prof. Asst. prof. Lecturers were included for the calculation	Dr. S P Thyagarajan	June 2019	Only Full time teachers included and the ratio is 1:9.86
Ph D guides	MD/MS/ M.Ch teachers with experience and eligibility criteria according to the Medical and Dental Council of India and UGC norms taken for calculation	Prof. Roopa Nagarajan	June 2019	MD,MS, MCh teachers eligible guides submitted by Academic Officer, Prof. Roopa Nagarajan on 4 th July 2019 – 351 guides
Student feed back Mock survey of Student Satisfaction Survey	Sensitise students on the Student Satisfaction survey	Asst. Deans Dr. Leena Dr Pankaj Dr Sumathi & Dr vignesh	June 15 th , 2019	Sri Ramachandra Awareness week was held between 27 th – 31 st August along with mock student satisfaction survey on curriculum conducted and analysed
Expenditure for library resources	Vice Chancellor advised to confirm with Director of Finance.	Librarian	June, 2019	Confirmed with Director of Finance and the approved expenditure for library resources INR in lakhs is 43.19
To check the FDP data as the number is more in 2018		Dr. Latha Ravichandran	June 2019	In view of the revised curriculum by the MCI, more faculty were trained with additional training on Blended learning

				methodology to improve the Teaching Learning process. 647 number of faculty were trained.
Restriction of vehicles inside the campus	Number of battery operated cars to be enhanced	Dr. K S Sridharan Mr. Veraiah	June 2019	Number of battery operated cars increased from 2 to 3 for transportation inside the campus
Gap Analysis of SSR	Quantitative Metrics related gaps to be analysed.	Dr. S P Thyagarajan	June 2019	The report of the gaps in the Quantitative metrics of SSR analysed

GAP ANALYSIS

METRIC NO.	CRITERIA	WEIGHTAGE	GAPS ANALYSED AND ACTION TAKEN
1.4.2	Feedback process of the Institution - Hosting website Reporting to BOM	10	Submitted to BOM
2.1.1	Due consideration is given to equity and inclusiveness by providing reservation of seats to all categories during the admission process	3	NA - Document collected from Registrar
2.1.3	Student enrolment pattern and student profile to demonstrate national/international spread of enrolled students from other states and countries	3	20.16% More data to be collected from student section
2.4.1	Average percentage of full-time teachers against sanctioned posts during the last five years	15	100% Sanctioned post list submitted to BOM
2.6.2	Incremental performance in Pass percentage of final year students in the last five years	15	Collected from COE's Office
3.1.3	Average percentage of teachers awarded national/international fellowship/financial support for advanced studies/ collaborative research participation in Indian and overseas Institutions during the last five years	3	Cash award for awardies initiated
3.3.3	Number of awards / recognitions received for innovation / discoveries by the Institution/teachers/research scholars/students during the last five years	4	More information regarding awards collected from all the faculties

3.4.4	Average number of Ph.D/ DM/ M Ch/ PG Degree in the respective disciplines awarded per recognized PG teacher* of the Institution during the last five years	16	Data collected from Academic officer
3.4.5	Average Number of research papers per teacher in the approved list of Journals notified on UGC website / PubMed / Scopus / Web of Science during the last five years	20	Collected the data from researgence portal
3.4.6	Average number of books/ chapters in edited volumes published per teacher during the last five years	8	ISBN number for the books and chapters collected from researgence portal
3.4.7	Average number of papers in National/International conference-proceedings published per teacher during the last five years	4	Collected the data from researgence portal
3.6.3	Number of awards and recognitions received for extension and outreach activities from Government / other recognized bodies during the last five years	5	Proof collected from the awardees
3.7.1	Average Number of Collaborative activities for research, faculty exchange, student exchange/ Industry-internship etc..., per year	10	International Relations office submitted the data
5.2.2	Average percentage of placement /self-employed professional services of outgoing students during the last five years	15	Placement Officer collected more data and submitted to IQAC
6.3.5	Institution has Performance Appraisal System for teaching and non-teaching staff	3	Data collected from HR department

Best Practices	<ol style="list-style-type: none"> Promotion of Blended Learning at Sri Ramachandra Institute of Higher Education and Research by integration of e-learning and ICT via MOODLE based Learning Management System (LMS). Automation Management System for Evaluation workflow 	<p>Prof. Vijayasagar</p> <p>Controller of Examinations</p>	<p>June 2019</p> <p>August 2019</p>	<p>Prof. Vijayasagar submitted the Best practices on 13.08.2019 and approved by the Vice Chancellor</p> <p>Controller of Examinations submitted on</p>
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				30.08.2019 and approved
Full Time IQAC Head- insisted by Dr Ravikumar	To appoint Director IQAC	Vice Chancellor	July 2019	Proposal prepared by VC, Registrar and Senior Coordinator. Pending for approval
SWOC analysis DOF prepared the report and given to all the faculties	DOF- IQAC Team to prepare report card for all colleges based on their performance	Dean of Faculties Dr. A. Ravi Dr. D. Chamundeeswari	Once in 3 months	Prepared a Report card for faculties by Dean of Faculties and presented to the faculties on the following dates
				17.07.2019 – Faculty of Public Health 17.07.2019 – Faculty of Pharmacy 22.07.2019 – Faculty of Management 24.07.2019 – Faculty of Biomedical Sciences 24.07.2019 – Faculty of Nursing 31.07.2019 – Faculty of AHS 07.08.2019 – Faculty of Dental Sciences 14.08.2019 – Faculty of Physiotherapy
NAAC Preparatory Visit 19 th to 21 st June-2019	<u>Five- members team</u> Dr. Rangaswami Dr. Seema Dr. Ciddi Veeresham Dr. Thangamuthu Dr. Sivasubramanian	Vice-Chancellor, Dr. S P Thyagarajan	19 th to 21 st June-2019	Preparatory team visit conducted between 19 th to 21 st June 2019 and report submitted.
Analytical Report of NIRF -2019, Areas of improvement	No. of student from outside state No. of student from Outside Country	Admission cell		All the parameters analysed and preparation for NIRF 2020 submission and the process
	No. of student receiving full tuition fee waiver from Institution / Private / state / Central	Vice-Chancellor, Director-Finance		
	No. of Student graduating in minimum stipulated time	Constituent colleges		
	No. of student placed. Median salary of placed graduates	Placement cell		

	No. of PhD students graduated	Academic office & COE		initiated
	No. of Patents granted. At least one patent to be licenced (commercialized) or technology transferred. Publication in SCOPUS, WOS, PUBMED databases only. No. of students initiated start-ups.	Dr S P Thyagarajan, CRF		
	Strategy for Perception to be developed	All Faculties		



Dr. A. Ravi,
Senior Coordinator



Dr. P V Vijayaraghavan
Chairperson / IQAC