

Chettinad Academy of Research and Education
(Deemed to be University u/s 3 of the UGC act, 1956)

Internal Quality Assurance Cell (IQAC) 36th MOM

Minutes of the 36th Meeting of the IQAC held on 15.05.2020 (Friday) at 11.00 am through Zoom app Meeting ID: 204 759 159 in view of the national lockdown due to COVID-19 crisis.

Members participated the meeting

1	Dr.Balasubramanian T	Vice Chancellor, Chettinad Academy of Research and Education
2	Ms.Jeyendrasaraswathi S	Registrar, Chettinad Academy of Research and Education
3	Dr.Murugesan R	Director Research, Chettinad Academy of Research and Education
4	Mr.Mohan R	Finance Officer, Chettinad Academy of Research and Education
5	Mr.Dhinakaran D	Legal Officer, Chettinad Academy of Research and Education
6	Mr.Manickam M	Head Infrastructure, Chettinad Academy of Research and Education
7	Mr.SatishBabu B	IT Head, Chettinad Academy of Research and Education
8	Dr.Prince Johnson Samuel	Deputy Registrar - Academics, Chettinad Academy of Research and Education
9	Dr.Jagannathan N R	Professor of Eminence, Dept. of Radiology, Chettinad Hospital & Research Institute
10	Dr.SripathiKandula	Principal, Faculty of Allied Health Sciences, Chettinad Hospital & Research Institute
11	Dr.Veena M Joseph	Principal, Chettinad College of Nursing
12	Dr.Lakshmi K	Professor & Dean In-charge, Chettinad School of Pharmaceutical Sciences
13	Dr.Mohan Rao	Professor & Head, General Medicine, Chettinad Hospital & Research Institute
14	Dr.Ruckmani A	Professor & Head, Pharmacology, Chettinad Hospital & Research Institute
15	Dr.Priyadarshinishanmugam	Professor & Head, Microbiology, Chettinad Hospital & Research Institute
16	Dr.Maignana Kumar R	Associate Professor, Pharmacology, Chettinad Hospital & Research Institute
17	Ar.Vaidyanathan K	Associate Professor, Chettinad School of Architecture
18	Dr.Shyamtanu Pal	Associate Professor, Chettinad School of Law
19	Dr.Shoba Narayan	Assistant Professor, Chettinad Hospital & Research Institute

20	Dr.Rajesh Kannan S	Assistant Professor, Community Medicine, Chettinad Hospital & Research Institute
21	Dr.Rajesh P	Principal, Chettinad Dental College & Research Institute
22	Ms.Ruchi Sinha	Assistant Professor, Chettinad School of Law

Special Invitee: Dr.Arun Kumar R, Vice Principal & Professor, Pharmacology, Chettinad Hospital & Research Institute

Dr.Balasubramanian T chaired the meeting, welcomed all the members and appraised the various initiatives taken by CARE to its students, employees and patient community during this COVID-19 crisis including e-classes, subscription to various e-resources, e-clinic, distribution of free medicines, disinfectants to the surrounding villages, working with reduced staffs, reduction in working hours, creation of awareness to the general public through e-posters, e-pamphlets etc.,

Agenda items were taken up for discussion.

Agenda No. 1

To confirm the Minutes passed in the 35th Meeting of the IQAC held on 18.03.2020.

Resolved to confirm and approve the Minutes of the 35th meeting held on 18.03.2020.

Agenda No. 2

To consider the acceptance of the action taken report on the Minutes passed in the 35th meeting of the IQAC held on 18.03.2020.

Discussion Points	Action Taken Report
Compilation of documents for submission of NAAC SSR	The criteria champions along with their respective teams compiled the necessary data and submitted for discussion.
International Association of Universities Membership	Completed. CARE was awarded the membership of IAU
Preparation for ISO Audit	The ISO audit was successfully completed and awarded.
Application for Expansion of scope in NABL accreditation	Expansion of scope in NABL was successfully completed and awarded.

Preparation for application for Institutional Bio-safety Committee & application for DELNET	CARE was awarded the membership of DELNET (Digital Library) for the usages of students and faculty. Submitted application for Bio-Safety Committee registration
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Resolved to accept the action taken on the resolutions passed in the 35th meeting of the IQAC held on 18.03.2020.

Agenda No. 3

To inform the resignation submitted by Dr. Vijayashree, IQAC Coordinator, on 29.04.2020 in view of COVID situation

Chairperson informed all the members about the resignation of the IQAC Coordinator due to COVID situation and greatly appreciated her contributions towards IQAC.

Resolved to accept the resignation submitted by the IQAC Coordinator in view of the COVID situation.

Agenda No. 4

To consider and ratify the appointment of Dr. Arun Kumar R, Vice Principal & Professor, Pharmacology, Chettinad Hospital & Research Institute as new Director for IQAC.

Resolved to ratify the appointment of Dr. Arun Kumar R, Vice Principal & Professor, Pharmacology, Chettinad Hospital & Research Institute as new IQAC Director.

Agenda No. 5

To inform the resignation submitted by Mrs. Vijayalakshmi, Finance Officer, CARE

Chairperson informed all the members about the resignation of the Mrs. Vijayalakshmi, Finance Officer, CARE due to personal reasons and to include the newly appointed Finance Officer Mr. Mohan R in place of Mrs. Vijayalakshmi

Resolved to accept the resignation submitted by Mrs. Vijayalakshmi, Finance Officer, CARE and to include Mr. Mohan R in IQAC members.

Agenda No. 6

To inform the IQAC about the responsibilities for the preparation of SSR for NAAC:

The following responsibilities were assigned to various members in the light of meticulous preparation of pending NAAC documents

SI No.	Role and Responsibility	Follow Up
1.	The matters related to curriculum to be collated in the specific required format.	Deputy Registrar Dr. Prince
2.	Analysis of Feedback collected from various stakeholders and action taken report for the same.	Dr. Arun Kumar
3.	Details regarding Full-time faculty at the level of Professor, Associate Professor, Assistant Professor has to be collected in order to be included for NAAC	Respective Heads of the Department to provide the data to Registrar's office.
4.	Consolidated list of Ph.D. guides as per MCI/INC/UGC norms	Research Director
5.	Mock survey of Student Satisfaction Survey	Criteria II Champion along with heads of all colleges and Registrar's Office
6.	Verification and finalization of Finance Related Audited Statement	Finance Officer
7.	Collation of data relating to Faculty Development Programs	Dr. Sanjay
8.	Minutes of Various Committee and Board Meetings	Registrar Office
9.	Necessary Website Changes to upload all the required NAAC documents in the web portal	Mr. SathishBabu, IT Head

Agenda No. 7

To inform IQAC about various accreditation process

ISO 9001-2015 certification for CARE IQAC	Audit completed
Participation in AICTE Utkrisht Sansthan Vishwakarma Awards	Documents submitted
Institutional Biosafety registration	Completed
Membership with Biotech Research Society Institutional Membership	Submitted application

Participation in the E-LEAD certification by QS I Gauge	Submitted application
Participation in the WEEK Ranking 2020	Submitted application
Submission of the documents to IGBC	Submitted application

The meeting was concluded with a thanks note from Vice chancellor to all the members for their active participation.



CHAIRPERSON