SRI KRISHNA ARTS AND SCIENCE COLLEGE

(An Autonomous Institution Affiliated to Bharathiar University)

Coimbatore – 641008

IQAC Meeting Minutes – 2024-2025

Members Present

Date: 26.09.2024	**Time:** 2.00pm	**Venue:** Council Hall	**Meeting No:** 01/2024-25

Sl.No	Name	Designation	Signature
1.	Dr. R. Jagajeevan, Principal	Head - IQAC	
2.	Dr. R. Vijayasamundeswari	Vice Principal & Dean	
3.	Dr. K.S. Jeen Marseline	Dean & HoD	
4.	Dr. C. Sunitha	HoD	
5.	Dr. M. Manikandan	Dean & HoD	
6.	Mrs. V. A. Rinsey Antony	Dean & HoD	
7.	Dr. B. Meena Preethi	COE – Controller	
8.	Dr. S. Anbumalar	HoD	
9.	Dr. W. Maria Josephine	Dean	
10.	Dr. P. Radhakrishnan	HoD	
11.	Dr. B. Anuja Beatrice	HoD	
12.	Mr. P. Rajan	Dean	
13.	Dr. D. Maheswari	HoD	
14.	Dr. O.M. Saravanakumar	HoD	
15.	Dr. A. Alagarsamy	HoD	
16.	Dr. J. Vijimol	HoD	
17.	Mr. G. Sathish Kumar	HoD	

18.	Dr. S. Henry Kishore	HoD	
19.	Dr. R. Reena	HoD	
20.	Dr. Devika Rani Dhivya	HoD	
21.	Dr. B. Radha	HoD	
22.	Dr. C. Dhanalakshmi	HoD	
23.	Dr. N. Sivakumar	HoD	
24.	Dr. J. Mary Saranya	HoD	
25.	Dr. P. T. Saleendran	HoD	
26.	Dr. K.R. Senthil Kumar	Librarian	
27.	Dr. C. Kumaresan	Physical Director	
28.	Mr. C. Julian Gnana Dhas	IQAC Coordinator	
29.	Mrs. M. Subhashree	Senior Administrative Officer	

The meeting started with the welcome address and the members took up the agenda for the meeting.

Agenda

1. AQAR 2023-2024 submission
2. Internal Audit – Odd Semester 2024-25
3. GenAI – Question Bank Preparation

Minutes of the meeting

1. AQAR 2023-2024 submission:

- The committee discussed the requirements and deadlines for the Annual Quality Assurance Report (AQAR) for the academic year 2023-2024.
- Criteria Incharges will lead the compilation of data from various departments, ensuring all relevant metrics are included.
- A timeline for submissions was established, with a draft expected by 31.10.2024.

2. Internal Audit – Odd Semester 2024-25:

- An overview of the internal audit process for the odd semester was presented by IQAC Coordinator.
- The committee emphasized the importance of thorough verification of documents and check the compliance with established standards.
- The audit schedule was discussed and proposed to conduct during third week of November 2024.

3. Gen AI – Question Bank Preparation:

The members proposed to improve the standard of question paper by incorporating generating AI technology. Hence, it was decided to conduct a workshop for faculty members on Gen AI QP Setting.

The use of generative AI for creating a question bank will be introduced by coursera Team.

It was decided to organized the workshop during third week of October 2024.

26-09-24
IQAC COORDINATOR

26/09/2024
PRINCIPAL