

## MADRAS SCHOOL OF SOCIAL WORK

### Minutes of the IQAC Meeting

The first IQAC meeting for the academic year 2021-22 was held on 31.08.2021 at the Video Conference Hall, Madras School of Social Work and the following members were present during the meeting.

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|-----|---------------------------|---|
| 1.  | Dr. S. Raja Samuel        | Principal, MSSW.  |
| 2.  | Mr. Viju Thomas           | Board Member, SSER.   |
| 3.  | Dr. R.Subhashini          | Dean, MSSW.   |
| 4.  | Dr.V.Bharathi Harishankar | Professor & Head, Department of Women Studies,<br>University of Madras. |
| 5.  | Dr.L.Camillus Rajkumar    | Chief Administrative Officer, Damien Foundation India<br>Trust.         |
| 6.  | Mr. Kenneth Jeyseelan R B | AVP – HR, TCS.  |
| 7.  | Mr. H.Narayanan           | Chief Executive, AMM Foundation.  |
| 8.  | Dr. A Enoch               | IQAC Coordinator, MSSW  |
| 9.  | Dr. J. Chandrasekar       | Assistant Professor, MSSW   |
| 10. | Dr.J S Gunavathy          | Head of the Department, MSW Aided, MSSW.                                |
| 11. | Dr.V.Sakthirekha          | Librarian, MSSW   |
| 12. | Dr.P.Amuthalakshmi        | M.Phil & PhD Coordinator, MSSW.   |
| 13. | Dr.Damen Queen            | Programme Head, MSW SF, MSSW.   |
| 14. | Dr.C.Francis              | Programme Head, MSW D&E, MSSW.  |
| 15. | Dr.P.Mohana               | Head of the Department, MA HRM, MSSW.                                   |
| 16. | Mr.E.Joseph Eric Dunston  | Programme Head, MA HROD, MSSW.  |
| 17. | Mr.V.Moses Selvakumar     | Head of the Department, MA DM, MSSW.                                    |
| 18. | Mr.Antony Stephen         | Head of the Department, MA SE, MSSW.                                    |
| 19. | Dr.V.Subasree             | Head of the Department, M.Sc., MSSW.                                    |
| 20. | Mr.Sangeeth Gopinath      | Programme Head, B.Sc., MSSW.  |
| 21. | Mr.T.Rufus Singh          | Assistant Professor, BSW, MSSW.   |



Chairperson of the IQAC welcomed the members for the meeting and given overview of the NAAC and AQAR preparation.

The coordinator of IQAC requested the members to discuss and give suggestions for the quality improvement frame work and initiated discussions on the below agenda.

Since this is new committee and the first meeting of this academic year each external members were introduced to the HoDs of the departments and HoDs introduced themselves with the external members.

Agenda for the Meeting:

- AQAR
- NAAC Preparations
- Any other

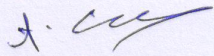
Discussions:

- Dr.Bharathi, Professor & Head, Department of Women Studies, University of Madras asked to Collect information from the Department Annual Report also from College Annual Report and to create a Template for all the 7 Criteria in NAAC. Further, she explained to establish basic server for IQAC especially for the purpose of collecting the Data and to classify the data Year wise and Date wise. She also advised us to create a Data Cell which should be a Centralized Repository to get copies of entire documents and to complete the mapping for all the 7 criteria of NAAC. She also asked the College to arrange a meeting with the University of Madras Faculty for finalizing the template required for NAAC within 3 months.
- Mr.Viju Thomas, Board Member, SSER requested the College Digitalize the data by using the college software iStudio and storing the data in the same by borrowing extra cloud space, as it was very difficult to store and retrieve the data while preparing for NAAC.
- Mr.Kenneth Jayaseelan, AVP – HR, TCS advised the College that Data collection should be customized based on the Work flow pattern followed at IIT, Madras and by using RACI Scale. He also said that based on the RASCI Scale, 4 Persons in each department should be assigned – Responsible, Accountable, Support, Consult and Inform so as to make data collection quick and easy.
- Dr.L.Camillus Rajkumar, Chief Administrative Officer, Damien Foundation India Trust said that roles should be clearly communicated to each and every person so that they can

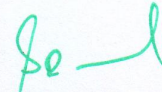


know who will log in, who will upload the data, who can view the data and who will generate reports and also said that Dashboard should be created to know how much data we have collected so far and how much data yet to be collected.

- Dr Subashree pointed out that Technical person to design certificates and data operation need to be appointed.
- Research, teaching and consultation has to be incorporated in the template to register the activities.
- The strength of the college is Extension and consultation we do focus the core areas to develop.



Dr.A.Enoch  
IQAC Coordinator



Dr.S.Raja Samuel  
Principal