

IQAC – Quality Circle Members

Sl.No.	Quality Circle	Members	Responsibility
1.	Identification of Training Needs of Administrative Staff Members	Thiru.B. Baskaran, Deputy Registrar Thiru. P. Ravichandran, Deputy Registrar Thiru. K. Maruthalingam, Deputy Registrar Tmt. S. Kala Devi, Assistant Registrar	To Study on the administrative training required for the administrative staff members and to forward the findings to the undersigned for further action.
2.	Evaluation of Administrative and Technical Staff Members	Dr. R.S. Rajesh, Professor/CSE Tmt. S. Nirmala, Assistant Registrar Thiru. C. Thankaswamy, System Programmer	To Study the various measures for evaluating the administrative and technical staff members. Also to forward the findings to undersigned for further action.
3.	Resource Optimization	Dr. B. Revathy Professor & Head / Commerce Dr. V.Balamurugan, Director-IQAC Dr. P. Arockia Jansi Rani, Associate Professor/CSE Dr. S. Kalidass, Associate Professor/ Animal Science	To Study the resource usage at the University and to forwarded its findings on resource optimization to the undersigned.
4.	Administrative Auditing	Thiru. P. Ravichandran Deputy Registrar Tmt. S. Kala Devi, Assistant Registrar Thiru. E. Eswaran, Superintendent	To formulate the parameters for assessing the activities of administrative sections. Also to prepare the indicative list of files/ documents to be maintained at sections, for the administrative audit In addition, Evaluation criterions and score sheet/

			check list is to be forwarded to the undersigned.
5.	Office Automation	Dr. A. Suruliandi, Professor / CSE Dr. S. Saudia, Assistant Professor/IT Dr. G. Murugeswari, Assistant Professor/CSE Thiru. C. Thankaswamy, System Programmer	To identify the areas and user requirements on office automation. The findings may be forwarded to the undersigned.