

## IQAC – Subcommittee Members

Sl.No.	Name of the Subcommittee	Members	Responsibilities
1.	Academic Audit	Dr.B. Rajasekaran, Prof &Head / Management Studies. Dr.C. Kannan, Prof & Head / Chemistry Dr. A. Palavesam, Prof & Head / Animal Science Dr. V. Balamurugan Director- IQAC	To Finalize the indicative list of files, Audit Report, Check list, etc.
2.	AQAR Preparation	Dr. T.R. Rajasekaran, Prof & Head / Physics Dr. A. Thirumagal, Librarian Dr. B. William Dharma Raja, Associate Prof & Head /Education Dr. V. Balamurugan, Director-IQAC	To Finalize the AQAR for every academic year and to ensure its uploading to NAAC.
3.	PBAS/CAS Scrutiny	Dr. K. Senthamarai Kannan, Director/ Research Dr. T.R. Rajasekaran, Prof & Head /Physics Dr. P. Madhava Soma Sundaram Prof & Head/Criminology&Cri.Justice Dr. V.Balamurugan, Director-IQAC	To finalize the format of CAS applications and to Scrutinize the CAS application.
4.	Standardization of Forms / Proforma	Dr. A. Thirumagal, Librarian Thiru. P. Ravichandran Deputy Registrar Thiru. C. Thankaswamy, Sys.Programmer Dr. V.Balamurugan, Director-IQAC	To Standardize various formats / proforma used in University and to allot unique number.

## 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.