



# **DHAANISH AHMED** **COLLEGE OF ENGINEERING**

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Dhaanish Nagar, Padappai (Near Tambaram), Chennai - 601 301.

## **Minutes of IQAC Meeting**

Venue: Placement & IQAC Conference hall

Date: 12/08/2016 Time: 2.00 pm

### **Agenda of the Meeting:**

1. Review and confirm the minutes of last meeting held on 08.01.2016.
2. Identification of slow learners and advanced learners, and planning of remedial classes.
3. Discussion on mentor-mentee programme
4. Introduction of new Certificate courses
5. Preparation of academic calendar and teaching plan
6. Organizing soft skill and placement training programme for students
7. Formation of different committees and associations for AY 2016-2017.
8. Organizing faculty development programme
9. Green Campus
10. Discuss and finalize IIQA
11. Any other matter with the permission of the chair.

### **Members Present:**

S.No	Name & Designation	Role in IQAC
1.	Dr. V.Srinivasa Raghavan, Principal	Chair Person
2.	Dr. B.Sridhar, HOD / ECE	Senior Administrative officer
3.	Prof. G.A. Senthil, HOD / IT	Senior Administrative officer
4.	Dr. B.Sachuthananthan HOD / Mech	Senior Administrative officer
5.	Dr. A.Palani, HOD / MBA	Senior Administrative Officer
6.	Prof. R.Vijayarangan Prof/ Petroleum	Senior Administrative Officer
7.	Prof. S.Sivakumar, HOD / Civil	Senior Administrative Officer
8.	Prof. G.Ida John, Asso. Prof/ Chemistry	Senior Administrative Officer
9.	Prof. S.Jerin Rose, Asst.Prof/Petro	Internal Member – Senior Teacher
10.	Prof. B.Manikandan, Asso.Prof/ CSE	Internal Member – Senior Teacher



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11.	Prof. C.Elayaraja, Assoc.Prof/ ECE	Internal Member – Senior Teacher
12.	Prof. G Ramesh , Asso.Prof / Mech	Internal Member – Senior Teacher
13.	Prof. A. Saravanan, HOD / EEE	NBA & IQAC Coordinator

### **Points Discussed**

**Agenda No. 1:** Review and confirm the minutes of last meeting

The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

**Agenda No. 2:** Identification of slow learners and advanced learners and planning of remedial classes.

**Resolution:** It has been decided to identify slow and advanced learners, and continue conduction of remedial classes for slow learners. Also, the advanced learners shall be engaged in suitable additional activities/ tasks, including under TRIC.

**Agenda No. 3:** To decide mentor-mentee programme

**Resolution:** Importance of mentorship was discussed. It was decided with permission of chair to execute mentorship programme, wherein each teacher would be given a set of students (mentee) for mentorship. The mentorship plan was presented to the IQAC members by Principal.

**Agenda No. 4:** Introduction of new Value Added courses

**Resolution:** It was discussed and decided to select and schedule new value added courses as per the choice of students for the current Academic Year.

**Agenda No. 5:** Distribution of academic calendar and teaching plan

**Resolution:** It was decided to frame academic calendar and teaching plan of 2016-17. It has been decided to circulate academic calendar to all departments and to collect teaching plans from all the faculty members.



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**Agenda No. 6:** Organizing soft skill and placement related training programme for students

**Resolution:** It was discussed and decided to organize soft skills and personality development programme, mock interviews, group discussions for students.

**Agenda No. 7:** Formation of different committees and associations.

**Resolution:** In order to execute all administrative and academic work smoothly, it has been decided to form different committees as per the need, for the academic year 2016-17

**Agenda No. 8:** Organising faculty development programme

**Resolution:** To upgrade the skills and the knowledge of research, all members discussed on conduction of faculty development programme and decided to plan two programmes in an academic year.

**Agenda No. 9:** Green campus initiation

**Resolution:** As part of environment consciousness and ambience, the Principal pointed out the need of green campus and urged to plan and execute the same by engaging suitable resources.

**Agenda No. 10:** Discuss and finalize IIQA

**Resolution:** The discussion took place on the IIQA preparation and gave timeline for the same.

**Agenda No. 11:** Any other matter with the permission of the chair: Nil

**Copy to**

1. The Chairman
2. The Secretary
3. The Members of IQAC



**IQAC Coordinator  
Head Of the Department  
Electrical and Electronics Engineering  
Dhaanish Ahmed College of Engineering  
Dhaanish Nagar, Padappal,  
Chennai - 601 301.**