

Minutes of IQAC meeting - 2

Venue: Placement & IQAC conference hall

Date: 23.07.18

Time: 2.00 pm

Agenda of the meeting:

1. Review and confirm the minutes of the earlier meeting
2. NAAC student survey status
3. Result analysis of even semester – 2017-2018
4. II Installment fees for NAAC
5. Hotel and Airport details to NAAC team
6. NAAC peer team visit
7. Preparation for NAAC peer team visit
8. Completion status of NAAC files
9. Any other matter with the permission of the chair

Members present

Sl. No.	Name	Designation
1	Dr. K.Raja, Principal	Chairman
2	Dr.A.Saravanan, Dean	Senior Administrative Officers
3	Dr. B. Sridhar, Prof & Head / ECE	Senior Administrative Officers
4	Dr. A. Kalaimurugan, Prof / EEE	Internal Member – Senior Teacher
5	Ms. D.Kavitha, Asst.Prof / CSE	Internal Member – Senior Teacher
6	Dr.J.Sendhil, Prof & Head / PETRO	Internal Member – Senior Teacher
7	Prof.S. Akbar Basha, Prof & Head / Civil	Internal Member – Senior Teacher
8	Dr.Aminur Rahman, Asso.Prof / MBA	Internal Member – Senior Teacher
9	Dr. A. Shanmugavel, Asso.prof / Phy	Internal Member – Senior Teacher
10	Mr.Mohammed, Manager	Campus, Manager
11	Mr.P.Parthasarathy, Training head, Godrej, Chennai	Special Industry invite - Industrialist
12	Mr.T.Thiyagarajan	Special invitee – Parents coordinator
13	Ms.Varalakshmi	Special invitee – Parents coordinator
14	Dr. R. Senthilkumar, Prof & Head / Mech	NAAC - Coordinator
15	Mr.G Ramesh , Asso.Prof /Mech	IQAC - Coordinator
16	Mr.Mohamed Sadiq	IV – Civil Student member
17	Mr.J.Afreen	IV – CSE Student member
18	Mr.M.J.Abdul Basith	IV – EEE Student member
19	Mr.R.Mohammed Iftiqar	IV – ECE Student member
20	Mr.M.Rahul Prasad	IV – MECH Student member
21	G.Mohamed Maajith Sohail	IV – PETRO Student member

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

Resolution: The members read the minutes of the earlier meeting and the minutes were reviewed and passed.

Agenda No.2: NAAC student survey status

Resolution: Principal shared that NAAC student survey was completed on 09.07.18, out of 1255 student's data 116 students were received the mail from NAAC. The students were given their mixed feedback about the institution. The members were discussed to narrate the thing doing for the students through heads and senior faculties in the class room and planned to take steps for the discrepancy. Principal represented about the feedback to the management.

Agenda No.3: Result analysis of even semester – 2017-2018

Resolution: Principal discussed the results of even semester – 2017-2018 and disclosed that overall college pass percentage was 53.50%. After the discussion it was decided take most care and effort about the slow learners to increase the pass percentage

Agenda No.4: II Installment fees for NAAC

Resolution: Principal shared that NAAC asked to pay the II installment fees of Rupees 2,21,250/- for the processing and Rupees 1,77,000/- for logistics of NAAC visit. Necessary steps were taken and completed the process on 21.07.18

Agenda No.5: Hotel and Airport details to NAAC team

Resolution: Principal shared that NAAC asked for the nearest airport and hotels with 3 star for staying of peer team. After the discussion with the IQAC members, details of the Airport and hotels were send the NAAC.

Agenda No.6: NAAC peer team visit

Resolution: Principal disclosed that NAAC peer team visit was confirmed and scheduled on 16, 17.08.18. and instructed the heads to communicate the students about the NAAC visit along with senior faculty and class coordinators.

Agenda No.7: Preparation for NAAC peer team visit

Resolution: Principal insisted all the heads to meet in the morning 9.15 am to share the work to be done on that day and to meet in the evening 4.45 pm to discuss the status of the work assigned on that day. The head are requested to complete the work and prepare the department to meet the NAAC team on the day of visit

Agenda No.8: Completion status of NAAC files

Resolution: It was discussed to update the status of the file completion daily

Agenda No.12: Any other matter with the permission of the chair


Resolution: Nil



IQAC/Coordinator

Copy to:

1. The Chairman
2. The Secretary
3. The Members of IQAC
4. Heads of the department



Principal
PRINCIPAL
Dhaanish Ahmed Collage of Engineering,
Dhaanish Nagar, Padappai, Chennai - 601 301.