

Minutes of IQAC meeting - 1

Venue: Placement & IQAC conference hall
Time: 2.00 pm

Date: 07.06.18

Agenda of the meeting:

1. Review and confirm the minutes of the earlier meeting
2. NAAC student survey
3. Reopening of the college
4. Academic calendar and Academic planning
5. Timetable
6. FAP hours
7. Books and Stationary
8. IV and Guest lecture
9. Inauguration of department association
10. Activation of society activities
11. Completion status of NAAC files
12. 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

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

Resolution: Principal shared NAAC student online survey was opened on 22.05.18 and request the heads to follow-up the students to complete the online survey with the respective class coordinators.

Agenda No.3: Reopening of the college

Resolution: After the discussion the members unanimously decided to reopen the college on 27.06.18

Agenda No.4: Academic calendar and Academic planning

Resolution: Principal insisted to plan the academic activities with three IAT, one TWO mark test and One Model exam. Prepare the academic calendar by incorporating all the details. Dean sir take charge to prepare academic calendar

Agenda No.5: FAP hours

Resolution: It was discussed to use the last period for FAP to improve the teaching learning process and encourage the participating learning

Agenda No.6: Timetable

Resolution: It was discussed to prepare the time table weekly 7 periods for academic and last hours will be utilized for FAP and Saturday last period will be dismissed in the favour of students

Agenda No.7: Books and Stationary

Resolution: Principal insisted all the heads to prepare the books and stationary list for this academic year 2018-19 (odd semester) and submit to the Dean as quick as possible.

Agenda No.8: IV and Guest lecture

Resolution: It was discussed and planned to provide one Industrial visit for all sections and minimum one or two guest lecture for a department.

Agenda No.9: Inauguration of department association

Resolution: It was discussed and decided to inaugurate the department association with a guest speaker on or before 31.07.18

Agenda No.10: Activation of society activities

Resolution: It was discussed to encourage the students to register in the engineering society and motivate them to participate in various activities

Agenda No.11: Completion status of NAAC files

Resolution: Principal reviewed the status of the NAAC files and request the heads to prepare the department to face the peer team visit in a good manner

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

Resolution: Principal insisted all the heads to follow the student discipline inside the department and campus with proper dress code and avoid the roaming of students during the class hours.


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