

Minutes of IQAC meeting - 5

Venue: Placement & IQAC conference hall

Date: 16.02.18 Time: 2.00 pm

Agenda of the meeting:

1. Review and confirm the minutes of the earlier meeting
2. IIQA status
3. First installment fees
4. Collection of documents for SSR
5. Submission of SSR
6. Allotting in-charges for different criteria's
7. Internal assessment test
8. Guest lecturer and Industrial visit
9. Any other matter with the permission of the chair

Members present

| SL. No. | Name | Role of IQAC |
|---------|--|----------------------------------|
| 1 | Dr. K.Raja, Principal | Chairman |
| 2 | Dr. B. Sridhar, Prof & Head / ECE | Senior Administrative Officers |
| 3 | Dr. A. Kalaimurugan, Prof / EEE | Internal Member – Senior Teacher |
| 4 | Prof.G.A. Senthil, Prof & Head / CSE | Internal Member – Senior Teacher |
| 5 | Prof.M. Srividhya, Asso.Prof / Petro | Internal Member – Senior Teacher |
| 6 | Prof.S. Akbar Basha, Prof & Head / Civil | Internal Member – Senior Teacher |
| 7 | Prof.S. Revathy, Prof & Head / MBA | Internal Member – Senior Teacher |
| 8 | Dr. A. Shanmugavel, Asso.prof / Phy | Internal Member – Senior Teacher |
| 9 | Prof.G Ramesh , Asso.Prof / Mech | Internal Member – Senior Teacher |
| 10 | Mr.Mohammed, Manager | Mr.Mohammed, Manager |
| 11 | Dr. R. Senthilkumar, Prof & Head / Mech | IQAC Coordinator |
| 12 | Dr. A. Saravanan, Prof & Head / EEE | 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: IIQA status

Resolution: Principal revealed that IIQA was completed on 04.01.18 and approved by the NAAC on 16.01.18

Agenda No.3: First installment fees

Resolution: It was discussed to make necessary arrangement for the first installment fees of Rupees 2,21,250/- for NAAC process.

Agenda No.4: Collection of documents for SSR

Resolution: Principal reviewed the sample data's collected by the department for the SSR and go with the same momentum

Agenda No.5: Submission of SSR

Resolution: The members unanimously decided to submit the SSR on or before 22.02.18

Agenda No.6: Allotting in-charges for different criteria's

Resolution: The members decided to allot Criterion in-charges to make the work faster and accurate. The following members were appointed as criterion in-charges.

| Sl.no | Criteria | In-Charges | Designation/Dept |
|-------|-----------------|-------------------|--------------------|
| 1 | Criterion – I | Mr.S.Akbar Basha | Asso.Prof. / Civil |
| 2 | Criterion – II | Mr. G.Ramesh | Asso.Prof. / Mech |
| 3 | Criterion – III | Mrs.M.Sri Vidhya | Asso.Prof. / Petro |
| 4 | Criterion – IV | Mr.Dharma Prakash | Asso.Prof. / CSE |
| 5 | Criterion – V | Dr.A.Saravanan | Prof. / EEE |
| 6 | Criterion – VI | Dr.B.Sridhar | Prof. / ECE |
| 7 | Criterion – VII | Mrs.S.Revathy | Prof. / MBA |

Agenda No.7: Internal assessment test

Resolution: The department heads are insisted to take care about the internal assessment in a serious manner for the betterment of the student community

Agenda No.8: Guest lecturer and Industrial visit

Resolution: The Principal insist the heads to complete the Industrial visit and Guest lecture pending if any before the model exam

Agenda No.9: 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



[Signature]
 Principal

PRINCIPAL
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