

## Minutes of IQAC meeting - 6

**Venue:** Placement & IQAC conference hall

**Date:** 27.04.18 **Time:** 2.30 pm

### **Agenda of the meeting:**

1. Review and confirm the minutes of the earlier meeting
2. Receipt of SSR
3. Opting out optional metrics
4. Addition of 2012-2013 data
5. Quarries in DVV
6. Date of visit for NAAC peer team
7. Internal ISO audit and MRM
8. Preparing for University exams
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: Receipt of SSR**

**Resolution:** Principal shared that SSR and its relevant documents were submitted successfully in online on 21.02.18 without much difficulty and appreciate the coordinators, in-charges, heads and faculty members for this successes in continuing to the submission principal disclose the receipt of SSR from NAAC on 17.04.18

**Agenda No.3: Opting out optional metrics**

**Resolution:** Principal shared that NAAC allow to remove the metrics which is not related to the system, after the discussion it was decided to opt out 1.1.2, 2.1.1, 2.2.3, 2.4.5 and 4.2.6 metrics with explanation and upload the file to NAAC on 24.04.18

**Agenda No.4: Addition of 2012-2013 data**

**Resolution:** Principal shared that after the submission of SSR, and opt out metrics NAAC asked us to include 2012-2013 data. Updated SSR was submitted on 06.04.18 with the help of all heads and criterion in-charges.

**Agenda No.5: Quarries in DVV**

**Resolution:** Principal communicates the mail received from NAAC regarding DVV quarries. Steps were taken to rectify the quarries and upload the same successfully

**Agenda No.6: Date of visit for NAAC peer team**

**Resolution:** After the discussion with the members it was decided to give three dates for NAAC visit in the month of August. I – 02, 03.08.18, II – 16, 17.08.18, III – 30,31.08.18

**Agenda No.7: Internal ISO audit and MRM**

**Resolution:** Principal insisted the management representative to conduct MRM and Internal ISO audit to ensure the quality of the system

**Agenda No.8: Preparing for University exams**

**Resolution:** Principal requested all the heads to take necessary steps to attain good result. Inform to the students to use DLC in the study holidays for their studies

**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



  
Principal

**PRINCIPAL**

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