

Meeting Minutes (July 2016 – September 2016)

IQAC Meeting Information

Objective	To review of the academic performance of the college		
Date	01/07/2016	Location	IQAC Cell
Time	10:00 AM	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr.T. Balamurugan
Timekeeper	Dr. M. Rukmangathan	Note Taker	Prof. M. Radhakrishnan
Submitted by	Dr. T. Balamurugan	Approved by	Dr. B. Gopi
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3– Dr. B. Gopi 4– Dr. T. Balamurugan 5 – Ms. KalaimaniShanmugan 6 – Dr. C. Venkatesan		7 – Dr. B. Anupriya 8 – Mr. R. Raghuraman 9 – Mrs.M.R Vimala Devi. 10 – Dr. M. Rukmangathan 11 – Dr. M. Madheswaran(External Member) 12 – Dr. R. Sudhesh (Anna University,Trichy Campus)

	Agenda Items	Presenter	Time Allotted
1	Welcoming the IQAC members for the first meeting of the academic year 2016-17	Dr. T. Balamurugan	2 Minutes
2	Introduction of IQAC members	IQAC members	5 Minutes
3	Discussion on importance of IQAC	Dr. T. Balamurugan	5 Minutes
4	Discussion regarding the academic schedule	Dr. B. Gopi	10 Minutes
5	Discussion regarding the first year admissions	Dr. M. Rukmangathan	10 Minutes
6	Discussion regarding the submission of requirements by the departments for the academic year 2016-17	Dr. B. Gopi	10 Minutes
7	Discussion regarding the importance of research activities and faculty improvement.	Dr. B. Gopi	10 Minutes

Discussion

1. The IQAC coordinator welcomed all the members of IQAC for the first IQAC meeting of the academic year 2016-17.
2. All the IQAC members introduced themselves to others.
3. The importance and various activities of IQAC were briefed by the IQAC coordinator.
4. The college level academic calendar was presented by the Principal and the Heads of various Departments were requested to prepare their department academic calendar.
5. The regulatory norms and procedure for first year admissions was briefed by the first year coordinator.
6. The Heads of various Departments were requested to submit the requirement such as equipments, consumables, stationeries, etc.
7. The importance of research and development activities and faculty development was discussed.

	New Action Items	Responsible	Due Date
1	Submission and getting approval of department academic calendar	HoDs	05-07-2016
2	Formation of admission committee	Principal	05-07-2016
3	Conduct of academic audit	Convener of the Academic Monitoring Committee	As per the schedule
4	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	05-07-2016
5	Getting recognized supervisor status and registering for Ph.D by the faculty members	HoDs	Immediate

Other Notes & Information

The Management congratulates all the faculty members for their tireless effort made during the academic year 2015-16 for providing quality education to the rural community.

IQAC Coordinator

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Meeting Minutes (October 2016 – December 2016)

IQAC Meeting Information

Objective	To review of the academic performance of the college		
Date	03/10/2016	Location	IQAC Cell
Time	10:00 AM	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr.T. Balamurugan
Timekeeper	Dr. M. Rukmangathan	Note Taker	Prof. M. Radhakrishnan
Submitted by	Dr. T. Balamurugan	Approved by	Dr. B. Gopi
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3– Dr. B. Gopi 4– Dr. T. Balamurugan 5 – Dr. KalaimaniShanmugan 6 – Dr. C. Venkatesan 7. Mr. S. Rajkumar	8 – Dr. B. Anupriya 9 – Mr. R. Raghuraman 10 – Mrs. M. R. Vimaladevi 11 – Dr. M. Rukmangathan 12 – Dr. M. Madheswaran(External Member) 13 – Dr. R. Sudhesh (Anna University,Trichy Campus)	

	Agenda Items	Presenter	Time Allotted
1	Review of the minutes of the previous meeting.	Dr. T. Balamurugan	5 Minutes
2	Actual status of syllabus completion both theory and practical.	HoDs	10 Minutes
3	Discussion regarding the University examination result analysis.	HoDs	10 Minutes
4	Discussion regarding the Assessment test results.	HoDs	10 Minutes
5	Discussion regarding the association activities.	HoDs	10 Minutes
6	Discussion on the outcome of Class Committee Meeting.	HoDs	5 Minutes
7	Discussion regarding the industrial visits and in-plant training.	HoDs	5 Minutes
8	Discussion regarding the preparatory works for final year students' project work.	HoDs	5 Minutes

Discussion

1. The minutes of previous meeting was reviewed and found all points stand completed.
2. Actual status of syllabus completion both theory and practical was reviewed and found as per the academic schedule.
3. The University examination result for the even semester of the academic year 2015-16 was reviewed and found satisfactory.
4. The Assessment test result was reviewed and found satisfactory.
5. The status of conducting various association activities was reviewed and found as per the academic schedule of the departments.
6. The minutes of the Class Committee Meeting was reviewed and a detailed discussion was made.
7. Organizing industrial visits and making the students to go for in-plant training during the semester holidays was insisted.
8. Formation of batches and execution of final year students' project work was discussed.

	New Action Items	Responsible	Due Date
1	Conduct of various association activities as per the department academic calendar	HoDs	As per schedule
2	Organizing industrial visits and in-plant training	HoDs	Semester holidays
3	Formation of batches and execution of final year students' project work	HoDs and Project coordinators	Before the end of Odd semester

Other Notes & Information

The Management and Principal requested all HoDs to take extra care on the slow learners by conducting special coaching classes during the study holiday periods

IQAC Coordinator

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Meeting Minutes (January 2017 – March 2017)

IQAC Meeting Information

Objective	To review of the academic performance of the college		
Date	03/01/2017	Location	IQAC Cell
Time	10:00 AM	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr.T. Balamurugan
Timekeeper	Dr. M. Rukmangathan	Note Taker	Prof. M. Radhakrishnan
Submitted by	Dr. T. Balamurugan	Approved by	Dr. B. Gopi
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3– Dr. B. Gopi 4– Dr. T. Balamurugan 5 – Dr. KalaimaniShanmugan 6 – Dr. C. Venkatesan		7 – Dr. B. Anupriya 8 – Mr. R. Raghuraman 9 – Mrs. M. R. Vimaladevi 10 – Dr. M. Rukmangathan 11 – Dr. M. Madheswaran(External Member) 12 – Dr. R. Sudhesh (Anna University,Trichy Campus)

	Agenda Items	Presenter	Time Allotted
1	Review of the minutes of the previous meeting.	Dr. T. Balamurugan	2 Minutes
2	Actual status of syllabus completion both theory and practical.	HoDs	5 Minutes
3	Discussion on Assessment test result.	HoDs	5 Minutes
4	Discussion on the outcome of Class Committee Meeting.	HoDs	10 Minutes
5	Discussion regarding the industrial visits and in-plant training.	HoDs	10 Minutes
6	Discussion regarding the association activities.	HoDs	10 Minutes
7	Discussion regarding the model examinations	HoDs	10 Minutes
8	Discussion regarding the End semester University examinations both theory and practical	Dr. M. Rukmangathan	10 Minutes

Discussion

1. The minutes of previous meeting was reviewed and found all points stand completed.
2. Actual status of syllabus completion both theory and practical was reviewed and found as per the academic schedule.
3. The Assessment test result was reviewed and found satisfactory.
4. The minutes of the Class Committee Meeting was reviewed and a detailed discussion was made.
5. Organizing industrial visits and making the students to go for in-plant training during the semester holidays was insisted.
6. Association activities schedule was reviewed
7. Model exam schedule was reviewed
8. End semester exam schedule was revealed

	New Action Items	Responsible	Due Date
1	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	05-07-2017
2	Getting recognized supervisor status and registering for Ph.D by the faculty members	HoDs	Immediate

Other Notes & Information

The Management congratulates all the faculty members for their tireless effort made during the odd semester of the academic year 2016-17 for providing quality education to the rural community.

IQAC Coordinator

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Meeting Minutes (April 2017 – June 2017)

IQAC Meeting Information

Objective	To review of the academic performance of the college		
Date	03/04/2017	Location	IQAC Cell
Time	10:00 AM	Meeting Type	Quality Objectives Setting
Called By	IQAC Coordinator	Facilitator	Dr.T. Balamurugan
Timekeeper	Dr. M. Rukmangathan	Note Taker	Prof. M. Radhakrishnan
Submitted by	Dr. T. Balamurugan	Approved by	Dr. B. Gopi
Attendees	1. Mr. T. Senthilkumar 2. Prof. S. Kothandapani 3– Dr. B. Gopi 4– Dr. T. Balamurugan 5 – Dr. KalaimaniShanmugan 6 – Dr. C. Venkatesan 7. Mr. S. Rajkumar	8 – Dr. B. Anupriya 9 – Mr. R. Raghuraman 10 – Mrs. M. R. Vimaladevi 11 – Dr. M. Rukmangathan 12. Mr. G. Senthil 13 – Dr. M. Madheswaran(External Member) 14 – Dr. R. Sudhesh (Anna University,Trichy Campus)	

	Agenda Items	Presenter	Time Allotted
1	Review of the minutes of the previous meeting.	Dr. T. Balamurugan	5 Minutes
2	Actual status of syllabus completion both theory and practical.	HoDs	10 Minutes
3	Discussion regarding the University examination theory and practical.	HoDs	10 Minutes
4	Discussion regarding Model examination.	HoDs	10 Minutes
5	Discussion on college day	HoDs	10 Minutes
6	Discussion on sports day	HoDs	5 Minutes
7	Discussion regarding the industrial visits and in-plant training.	HoDs	5 Minutes
8	Discussion on convocation day	HoDs	5 Minutes

Discussion

1. The minutes of previous meeting was reviewed and found all points stand completed.
2. Actual status of syllabus completion both theory and practical was reviewed and found as per the academic schedule.
3. The arrangements for conducting of University examination for the even semester of the academic year 2016-17 was reviewed and found satisfactory.
4. The model exam result was reviewed and found satisfactory.
5. The status of conducting college day was reviewed and found as per the academic schedule.
6. The status of conducting sports day was reviewed and a detailed discussion was made.
7. The status of industrial visits and the arrangements during the semester holidays was reviewed.
8. Discussion regarding the convocation day was made.

New Action Items		Responsible	Due Date
1	Conduct of special coaching classes	HoDs	As per schedule
2	Organizing industrial visits and in-plant training	HoDs	Semester holidays
3	Organizing various exhibitions and programmes	HoDs and Project coordinators	As per schedule

Other Notes & Information

The Management and Principal requested all HoDs to take extra care on the slow learners by conducting special coaching classes during the study holiday periods

IQAC Coordinator

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