

## Meeting Minutes (July 2017 – September 2017)

### **IQAC Meeting Information**

<b>Objective</b>	To review of the academic performance of the college		
<b>Date</b>	01/07/2017	<b>Location</b>	IQAC Cell
<b>Time</b>	10:00 AM	<b>Meeting Type</b>	Quality Objectives Setting
<b>Called By</b>	IQAC Coordinator	<b>Facilitator</b>	Dr.T. Balamurugan
<b>Timekeeper</b>	Dr. M. Rukmangathan	<b>Note Taker</b>	Prof. M. Radhakrishnan
<b>Submitted by</b>	Dr. T. Balamurugan	<b>Approved by</b>	Dr. B. Gopi
<b>Attendees</b>	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)

	<b>Agenda Items</b>	<b>Presenter</b>	<b>Time Allotted</b>
1	Welcoming the IQAC members for the first meeting of the academic year 2017-18	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 2017-18	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 2017-18.
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.

	<b>New Action Items</b>	<b>Responsible</b>	<b>Due Date</b>
1	Submission and getting approval of department academic calendar	HoDs	05-07-2017
2	Formation of admission committee	Principal	05-07-2017
3	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	05-07-2017
4	Getting recognized supervisor status and registering for Ph.D by the faculty members	HoDs	Immediate
5	Initiation towards getting NAAC accreditation	IQAC coordinator	Immediate

## Other Notes & Information

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

**IQAC Coordinator**

**PRINCIPAL**

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1. IQAC File
2. Individual Members

## Meeting Minutes (October 2017 – December 2017)

### IQAC Meeting Information

<b>Objective</b>	To review of the academic performance of the college		
<b>Date</b>	03/10/2017	<b>Location</b>	IQAC Cell
<b>Time</b>	10:00 AM	<b>Meeting Type</b>	Quality Objectives Setting
<b>Called By</b>	IQAC Coordinator	<b>Facilitator</b>	Dr.T. Balamurugan
<b>Timekeeper</b>	Dr. M. Rukmangathan	<b>Note Taker</b>	Prof. M. Radhakrishnan
<b>Submitted by</b>	Dr. T. Balamurugan	<b>Approved by</b>	Dr. B. Gopi
<b>Attendees</b>	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)	

	<b>Agenda Items</b>	<b>Presenter</b>	<b>Time Allotted</b>
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
9.	Discussion regarding the conduct of Science Exhibition	Physical Director	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 2017-18 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.
9. Discussion regarding the conduct of Science exhibition was made.

	<b>New Action Items</b>	<b>Responsible</b>	<b>Due Date</b>
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
4	Conduct of Science Exhibition	Physical Director	05-01-2018
5	Submission of SSR for NAAC accreditation	IQAC coordinator	Before 31-01-2018

## 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 2018 – March 2018)

<b>IQAC Meeting Information</b>			
<b>Objective</b>	To review of the academic performance of the college		
<b>Date</b>	03/01/2018	<b>Location</b>	IQAC Cell
<b>Time</b>	10:00 AM	<b>Meeting Type</b>	Quality Objectives Setting
<b>Called By</b>	IQAC Coordinator	<b>Facilitator</b>	Dr.T. Balamurugan
<b>Timekeeper</b>	Dr. M. Rukmangathan	<b>Note Taker</b>	Prof. M. Radhakrishnan
<b>Submitted by</b>	Dr. T. Balamurugan	<b>Approved by</b>	Dr. B. Gopi
<b>Attendees</b>	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)	
<b>Agenda Items</b>		<b>Presenter</b>	<b>Time Allotted</b>
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

<b>Discussion</b>			
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 and end semester exam schedule was reviewed			
8. The various follow up activities to be done by the academic monitoring committee was discussed.			
<b>New Action Items</b>		<b>Responsible</b>	<b>Due Date</b>
1	Formation of admission committee	Principal	05-07-2018
2	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	05-07-2018
3	Getting recognized supervisor status and registering for Ph.D by the faculty members	HoDs	Immediate
4	Getting ready for NAAC accreditation	IQAC coordinator	As per schedule
<b>Other Notes &amp; Information</b>			
The Management congratulates all the faculty members for their tireless effort made during the odd semester of the academic year 2017-18 for providing quality education to the rural community.			

**IQAC Coordinator**

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### Meeting Minutes (April 2018 – June 2018)

<b>IQAC Meeting Information</b>			
<b>Objective</b>	To review of the academic performance of the college		
<b>Date</b>	03/04/2018	<b>Location</b>	IQAC Cell
<b>Time</b>	10:00 AM	<b>Meeting Type</b>	Quality Objectives Setting
<b>Called By</b>	IQAC Coordinator	<b>Facilitator</b>	Dr.T. Balamurugan
<b>Timekeeper</b>	Dr. M. Rukmangathan	<b>Note Taker</b>	Prof. M. Radhakrishnan
<b>Submitted by</b>	Dr. T. Balamurugan	<b>Approved by</b>	Dr. B. Gopi
<b>Attendees</b>	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. D.Kavitha 11 – Dr. M. Rukmangathan 12. Mr. G. Senthil 13 – Dr. M. Madheswaran(External Member) 14 – Dr. R. Sudhesh ( Anna University,Trichy Campus)	
<b>Agenda Items</b>		<b>Presenter</b>	<b>Time Allotted</b>
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

<b>Discussion</b>			
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 2017-18 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.			
<b>New Action Items</b>		<b>Responsible</b>	<b>Due Date</b>
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
4	Getting ready for NAAC accreditation	IQAC coordinator	As per schedule
<b>Other Notes &amp; Information</b>			
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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2. Individual Members

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## Meeting Minutes (July 2018 – September 2018)

### IQAC Meeting Information

<b>Objective</b>	To review of the academic performance of the college		
<b>Date</b>	02/07/2018	<b>Location</b>	IQAC Cell
<b>Time</b>	10:00 AM	<b>Meeting Type</b>	Quality Objectives Setting
<b>Called By</b>	IQAC Coordinator	<b>Facilitator</b>	Dr.T. Balamurugan
<b>Timekeeper</b>	Dr. M. Rukmangathan	<b>Note Taker</b>	Prof. M. Radhakrishnan
<b>Submitted by</b>	Dr. T. Balamurugan	<b>Approved by</b>	Dr. B. Gopi
<b>Attendees</b>	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)

	<b>Agenda Items</b>	<b>Presenter</b>	<b>Time Allotted</b>
1	Welcoming the IQAC members for the first meeting of the academic year 2018-19	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 2018-19	Dr. B. Gopi	10 Minutes
7	NAAC Assessment	IQAC coordinator	10 Minutes

## Discussion

1. The IQAC coordinator welcomed all the members of IQAC for the first IQAC meeting of the academic year 2018-19.
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. Informed to get ready for NAAC Assessment

	<b>New Action Items</b>	<b>Responsible</b>	<b>Due Date</b>
1	Submission and getting approval of department academic calendar	HoDs	05-07-2018
2	Formation of admission committee	Principal	05-07-2018
3	Submission of requirement such as equipments, consumables, stationeries, etc.	HoDs	05-07-2018
4	Getting recognized supervisor status and registering for Ph.D by the faculty members	HoDs	Immediate
5	Initiation towards getting NAAC accreditation	IQAC coordinator	As per the schedule

## Other Notes & Information

The Management congratulates all the faculty members for their tireless effort made during the academic year 2017-18 for providing quality education to the rural community.

**IQAC Coordinator**

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