

IQAC Meeting – Minutes

Date: 20.08.2018

Time: 12.30 p.m

Venue: IQAC Office

The meeting started with the IQAC coordinator welcoming the members.

1. Staff members are asked to keep all files ready for the NAAC peer team visit.
2. It was proposed to have the NAAC peer team visit during last week of August
3. HoDs are asked to prepare their power point presentation.
4. Strict discipline to be maintained inside the campus.
5. Work team were allotted for various activities on the day

The following members attended the meeting

Dr.K.Namashivayam

Dr.S.Manikandan


Ms.T.Saroja

Dr.J.Jayanthi

Dr.P.V.Kumaraguru

Dr.P.Rajan

Ms. Rajini Surendranath



Principal

IQAC MEETING – MINUTES

Date: 12.09.2018

Venue: IQAC Office

Time: 12.30 p.m

The meeting started with the IQAC coordinator welcoming the members.

Members present in the Meeting

1. **Dr.K.Namashivayam**
2. **Dr.S.Manikandan**
3. **Ms.T.Saroja**
4. **Dr.J.Jayanthi**
5. **Dr.P.V.Kumaraguru**
6. **Dr.P.Rajan**
7. **Ms. Rajini Surendranath**

The following Points were discussed:

- Dr. Namashivayam Ex-officio member highlighted the various activities carried out by the IQAC in the academic year 2017-18.
- Programme outcome, Programme Specific outcome and Course Outcome to be framed for revised syllabus.
- Curricular activities related to social values are to be improvised.
- To initiate Intellectual Property rights related seminars from Dean Research.
- Standard files, Document evidence and Templates are to be updated periodically.
- ICT enabled certificate course are to be encouraged.



Principal

IQAC Meeting – Minutes

Date: 19.11.2018

Time: 12.30 p.m

Venue: IQAC Office

Members attended:

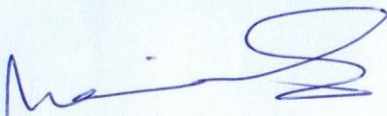
1. Dr.S.Manikandan
2. Ms.T.Saroja
3. Dr.J.Jayanthi
4. Dr.P.V.Kumaraguru
5. Dr.P.Rajan
6. Ms. Rajini Surendranath


Agenda: Internal Audit and any other matter

The meeting started with the IQAC coordinator welcoming the members.

The following Points were discussed:

1. 25 registers are to be verified.
2. Scholarships from various bodies are to be accounted.
3. Teams are formed for the audit visit.
4. Standard formats are to be given to all the departments.
5. Proposed audit date is first week of December
6. Dean research is to write the proposal for Intellectual Property.


IQAC Co-ordinator


Principal

IQAC Meeting – Minutes

Date: 07.01.2019

Venue: Board Room

Time: 2.30 p.m

The following members attended the meeting

Dr.S.Manikandan

Ms.T.Saroja

Dr.J.Jayanthi

Dr.P.V.Kumaraguru

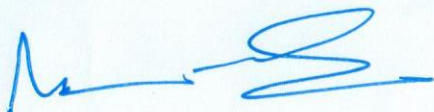
Dr.P.Rajan

Ms. Rajini Surendranath

The Principal addressed the gathering followed by the Dean of Academic

For the smooth conduct of internal audit, the following instructions are given to internal audit members.

1. To collect data from inception of Department date
2. Data to be collected with evidence and Photocopies
3. For official communication purpose, all faculties are advised to use official mail id.



IQAC – Coordinator



Principal