

Date :

MINITUES OF MEETING

08.02.2021

ACADEMIC YEAR: 2020 -2021

Sl. No.	NAME OF THE MEMBERS	DESIGNATION
1	Dr. K.Ganesh Babu	IQAC Chief Coordinator (Principal), Chairperson
2	Dr. R. Ashok Kumar	IQAC Coordinator
3	Dr. AVM. S. Karthick	Management Representative
4	Dr. K. Pandikrishnan	Management Representative
5	Dr. G. Manikandan	IQAC External Expert
6	Mr.G.Sundreshwaran	IQAC Infrastructure Coordinator
7	Mr. M.Kirithika Devi	IQAC Teaching Coordinator
8	Mrs.L.Malathy	IQAC Academic Coordinator
9	Mr.L.Rajamohan	IQAC Innovation and Skill Development Coordinator
10	Mr. N. Sabarirajan	IQAC Research Coordinator
11	Mr.M.Karthikeyan	IQAC Discipline Coordinator
12	Mr.M.Srinivasan	IQAC Affiliation and Scholarship Coordinator
13	Ms.K.Srividya	IQAC Website, Media and Advertisement Coordinator
14	Mr. G.Annamalai	IQAC Activities Coordinator
15	Mr. M.Anbarasan	IQAC Transport Coordinator
16	Ms.VTA.Anitha	IQAC Admission Coordinator
17	Ms. B.Gowsalya	IQAC Institute Industries Partnership Cell Coordinator
18	Dr. S. Dinesh Kumar	IQAC Placement Coordinator
19	Mr.SP.Palaniappan	IQAC Examination Cell Coordinator
20	Mr. S.Arun kumar	Alumni Member
21	Mr.S.Jeeva	Student Member

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The Agenda for the meeting is mentioned below.

Item No.	Agenda
1	To discuss about the FDPs related to research and innovation.
2	To review the awareness program on outcome based education
3	To recommended conducting short term courses.
4	To advice the conduct external academic audit by expert person.
5	Any other discussion with the permission of the chair person.

Principal welcomed the gathering and the meeting is convened by IQAC coordinator and the following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
1	To discuss about the FDPs related to research and innovation.	Resolved to conduct the FDPs related to research and innovation.	HoD's were informed to take further action and collect the related information from industry and research centre.
2	To review the awareness program on outcome based education.	Resolved to awareness program on outcome based education.	HoD's were informed to submit the action plan by next 3 weeks.
3	To recommended conducting short term courses.	Resolved to conduct short term courses.	NAAC Coordinators were informed to submit the action plan by next 3 weeks.
4	To conduct external academic audit by expert person	Resolved to complete the file by making the addition or deletion etc., and to keep review for submission at any time..	NAAC coordinators were informed for further action

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5	Any other discussion with the permission of the chair person.	Resolved to know about the welfare schemes for staff.	NAAC coordinators and HoD's were informed for further action
6	Closer of the course B.Tech - Information Technology from the academic year 2022-23.	Minutes of Trust Board meeting approved and instruction issued for closer in AICTE for the academic year 2022-23.	Applied for closer of B.Tech - Information Technology to AICTE for the academic year 2022-23 waiting for AICTE approval letter (EOA).

Resolution 1:

It is advised to conduct or attending various subjects on FDPs for all staff members for research and innovation for improve the self learning and institution growth

Resolution 2:

The following valuable points were suggested by our Chair person to improve the growth and quality of the students and faculty members:

- i Faculty advisors are insisted to learn about the outcome based education.
- ii Each and every one known about the outcome based education including all slake holders.
- iii It is advised to distribute the outcome based education all the slake holders.
- iv All the regulation of outcome based education are must be displayed in our college website.

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08/02/2022.

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Resolution 3:

It is recommended to attending and conducting more and more short term courses to learn about knowledge and innovation for students, staff members and non teaching staffs.

Resolution 4:

To conduct external academic audit by expert person to audit to various department files and documentation to ensure maintain the documentation.

Resolution 5:

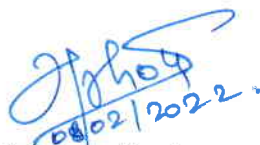
It was discussed to form a team to verify the physical infrastructure. If there is any facilities to be added, the team will inform the concerned department to carry out the deficiency. Further it was resolved to keep up the facilities in the respective departments and the concerned facility coordinators will monitor regularly.

Resolution 6:

Applied for closer of B.Tech - Information Technology to AICTE for the academic year 2022-23 waiting for AICTE approval letter (EOA). The above matter approved by the committee.

No other points were discussed.

The IQAC coordinator proposed the vote of thanks and the meeting came to an end.



IQAC Coordinorator

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IQAC Chairperson

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