



Minutes of IQAC Meeting -1

Venue : Board Room

Date & Time : 21.09.2018, 3 pm

Agenda:

1. Internal Assessment marks analysis
2. Syllabus completion
3. Innovative teaching methodology
4. Lab status
5. Slip test conduction
6. Any other matter with the permission of the Chair

S. No	Name	Designation
1	Dr. K. Krishnakumar, Principal	Chairman
2	Mr. P. Ramesh, Dean Administration	Senior Administrative Officer
3	Dr. C. Ezhilarasan, Vice Principal	Internal Member – Senior Teacher
4	Mrs. K. Kala, HoD / BME	Internal Member – Senior Teacher
5	Mr. M. Robinson Joel, HoD / CSE	Internal Member – Senior Teacher
6	Mr. C. Prabhu Christopher, HoD / MECH	Internal Member – Senior Teacher
7	Mr. S. Kesavaraman, HoD / CIVIL	Internal Member – Senior Teacher
8	Ms. Vasudevan, HoD / EEE	Internal Member – Senior Teacher
9.	Mr. Gnana Arun Johnson, HoD / ECE	Internal Member – Senior Teacher
10.	Mr. Sanjay	Campus Manager
11	Dr. C. Nelson Kennedy Babu, Dean	NAAC Coordinator
12	Mr. S.K. Vijai Anand, AP / CSE	IQAC Coordinator

Points Discussed:

Agenda No. 1: Internal Assessment marks analysis

Resolution: Subject wise IA-III and Model results feed back is collected and analyzed. It is found that the department-wise the percentage is not appreciable. Students should give the special coaching after college hours. Special coaching is scheduled from 3.15 PM to 4.15 PM.



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Agenda No. 2: Syllabus completion

Resolution: The syllabus completion is collected from all department for all subjects to check all the faculty completed their tasks. Feedback should collected from faculty and students separately and should submitted to the HoD.

Agenda No. 3: Innovative teaching methodology

Resolution: HoDs are requested to monitor whether the innovative teaching methodology is used in the class room. HoDs should ensure that teaching aids and new methodology is followed by the faculty and it is delivered to the students.

Agenda No. 4: Lab Status

Resolution: All the students should get exposed to their lab experiments. They should prepare for viva before they are doing the experiment. The practical approach of handling lab is essential for all faculty. They should train the students for all experiments.

Agenda No. 5: Slip test conduction

Resolution: The members agreed that Slip test give confidence to the students to face their internal exams. All faculty should ensure that all are writing the slip test and it should be mandatory for average and below average students. Analysis also done for slip test to ensure the continuous improvement.



IQAC Coordinator

Copy to

1. The Chairman
2. The Correspondent
3. The Joint-Correspondent
4. The members of IQAC

