**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Circular**

 **IQAC meeting is scheduled to conduct on 10th July 2015, 3.00 PM at Carrier Lab of Mahaveer Block. All the IQAC Members are directed to attend the meeting**.

**PRINCIPAL IQAC coordinator**

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| **S.No** | **Title** | **Faculty members/Head** | **Signature** |
| 1 | Chairman | Dr.R.Varatharajan, Principal |  |
| 2 | Co-ordinator | Mrs.B.Thendral, AP/ECE |  |
| 3 | Members | Dr.Bharathi, Prof/HOD-CSE |  |
| 4 | Members | Mr.D.Duraikumar, Associate Professor /HOD-IT |  |
| 5 | Members | Mrs Manimegalai.A, Professor / HOD-ECE |  |
| 6 | Members | Mr.Deva Kumar.S, Associate Professor /HOD-S&H |  |
| 7 | Members | Mr.Sudhakaran. M, Associate Professor /HOD-EEE |  |
| 8 | Members | Mr.Margabandhu. S, Associate Professor /HOD-MBA |  |
| 9 | Members | Mr.Gopinath. R, AP/HOD-Mech |  |
| 10 | Members | Mr.M.Mani, APHOD-Civil |  |
| 11 | Members | Mr.Ramprabu.P, Librarian |  |
| 12 | Members | Mrs.Vijaya. C, AP/IT |  |
| 13 | Members | Mr.Kumar.M.V, AP/ECE |  |
| 14 | Members | Mrs.Muth Selvi.G, AP/EEE |  |
| 15 | Members | Mr.Magesh Kumar.K, AP/Mech |  |
| 16 | Members | Mr.Muthukumar.S, Associate Prof/CSE |  |
| 17 | Members | Mr.Mahendra Kumar.S, Associate Prof/S&H |  |
| 18 | Members | Mrs.Rajalakshmi.C.N, Associate Prof/MCA |  |

 **Internal Quality Assurance Cell (IQAC)**

The meeting of IQAC is scheduled on

* **Date:** 10th July 2015
* **Time:** 3:00 p.m.
* **Venue:** Carrier lab,Mahaveer Block

Following members attended the meeting:

1. Dr.R.Varatharajan, Principal (Chairman)
2. Mrs.B.Thendral, AP/ECE (Co ordinator)
3. Mr.D.Duraikumar, Associate Professor /HOD-IT
4. MrsManimegalai.A, Professor / HOD-ECE
5. Mr.DevaKumar.S, Associate Professor /HOD-S&H
6. Mr.Sudhakaran. M, Associate Professor /HOD-EEE
7. Mr.Margabandhu. S, Associate Professor /HOD-MBA
8. Mr.Gopinath. R, AP/HOD-Mech
9. Mr.Ramprabu.P, Librarian
10. Mr.MageshKumar.K, AP/Mech
11. Mr.Muthukumar.S, Associate Prof/CSE
12. Mrs.Rajalakshmi.C.N, Associate Prof/MCA
13. Mrs.AnneMary.J, APHOD-Civil
14. Mr.G.Illanchezhia Pandian, Prof/HOD-CSE/Dean
15. Mr.MahendraKumar.S, Associate Prof/S&H

Following members could not attend the meeting:

1. Mrs.Vijaya. C, AP/IT
2. Mr.Kumar.M.V, AP/ECE
3. Mrs.MuthSelvi.G, AP/EEE

**Minutes of the meeting**

**The following points were discussed**

1. **Result analysis & Result improvement activities**
2. **Planned to conduct pre-midterm test to the students to get them more marks in internal assessment tests.**
3. **Special classes for arrear candidates.**
4. **Various committees are constituted and some of the committees reconstituted.**
5. **To decide about conducting internal audit.**
6. **Assessment Schedule preparation.**
7. **Conducting an awareness programme to avoid Junk Food through Retract club.**
8. **Uploading of Anna university question papers with answers of last odd**
9. **Semester (Nov-Dec 2014) and even semester (April-May-2015) must be done in E-Saraswathi on or before 15th July 2015.**
10. **Faculty are advised to upload the Anna university question and answers in the**
11. **E-Saraswathi as and when the Anna university examination is over.**
12. **ECE faculties and UG, PG Students are advised to join in fifteenth IIRS Outreach Programme on “Basics of Remote Sensing, Geographical Information System & Global Navigation Satellite System” during 10 August- 27 November 2015 through A-View.**
13. **Lab coordinators of all departments are instructed to give service details for lab equipments.**
14. **After getting the feedback from students regarding foods through canteen committee, corrective actions are intimated to the Canteen incharge.**
15. **All department HODs are instructed to give proposals to conduct Seminars, Workshops, Faculty development programs for the current semester.**
16. **The minutes of the first meeting held on 10th June, 2015 was Confirmed unanimously by the members**
17. **Decided to conduct faculty feedback by students. Faculties are instructed to visit the library at least one hour per day.**
18. **Professional society committee members are instructed to conduct various activities in the college.**
19. **Faculties are instructed to visit the library at least one hour per day.**
20. **It is decided to conduct IQAC Meeting on every Quarterly year.**
21. **Decided to conduct Next IQAC meeting on 15-10-2015.**

 **IQAC COORDINATOR**