

## MINUTES OF IQAC MEETING!

Date: 16/09/2019

Time: 1:30 pm

Venue: Principal's Chamber

Agenda:

1. NAAC Visit schedule, Proposed dates on Oct. 17-18, Nov - 4-5, Nov 21-22, 2019
2. SSR - ready for presentation - Date Confirmation
3. Peer team visit, Discussion on Principal's presentation, HOD's presentation, Visit to lab, course file, Co-PO Mapping, Attachment calculation - Discussion.
4. Previous NAAC Visit report - Compliance report.
5. AQAR - Previous years + current year
6. NIRF details - Prof. Leekshmi R. Babu

## MEMBERS PRESENT:

1. Dr. S. SURESH BABU - Principal & Chair person
2. Dr. Senthil Saravanan - Co ordination - IQAC
3. Dr. Saji
4. ANIL KUMAR. AV
5. Dr. Manoj Narayanan
6. Ambika Sekhar
7. Prof. Thomas Mathew
8. Abhilasha Parthasarathy
9. Jasmim Basheer

The meeting starts with a warm welcome by Principal.

\* As per the NAAC guidelines, IQAC proposed the dates for peer team visit.

\* SSR was prepared by ECE, BEE and BS faculty members, Principal suggested to present the SSR to all the faculty members. It is decided to have SSR presentation on Wednesday (18/09/2019)

- \* Dr. Sudheer will visit on 24/07/2019 for mock NAAC visit. Preparations for mock visit.
- \* Laboratories need to clean, Principal instructed to HoDs.
- \* Principal discussed about course mapping and attachment for the departments not opted out for NBA Process.
- \* Prof. Athalasha given charge to Previous NAAC visit report.
- \* All AQARS should be keep ready, Audit reports and NBA reports should be keep ready.
- \* Principal discussed about MoUs and stressed for keep file on MoUs before the peer team visit.
- \* Update the activities of various cell and record the meeting minutes.
- \* Prof. Thomas Mathew is entrusted to make ready all the files for peer team visit.

The meeting concluded with vote of Thanks by Coordinator.

