

MINUTES OF MEETING (2017 – 2018)

FIRST MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on **Thursday 15th June 2017** at 10.30 a.m in the Principal cabin of the college. The meeting was started on a welcome note by Dr. A.Muthumoni, Chairman IQAC.The Chairman requested all the members for open house discussion on academic excellence.

S. No.	Name of the member	Designation	Category
1	Dr. A. Muthumoni	Principal	Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr.Venkatesan	Senior Administrative Staff	Member
4	Dr. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
7	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
8	Mr. M. Palani Kumar	Senior faculty – English	Member
9	Dr. P. Balaji	Senior faculty – Biotechnology	Member
10	Mr. R.Sakthivel	Senior faculty – Business Administration	Member
11	Mrs. P.P. S Vijayalakshmi	Senior faculty – HMCS	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. L. Bharath	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

Agenda 1: Nomination of new IQAC Industry Expert and Local Expert

Agenda 2: Conduction of orientation programme on Life Skills training for I year students

Agenda 3:Completion of syllabus well in advance and conducting atleast 2 Model Exams

Agenda 4: To prepare question banks to students to have a mock drill before the end semester examinations.

Agenda 5: To Conduct atleast one funded seminar/conference/workshop for the academic year

SECOND MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on **Wednesday 6th December 2017** at 10.30 a.m.
The following members attended the meeting.

S. No.	Name of the member	Designation	Category
1	Dr. A. Muthumoni	Principal	Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Dr. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
7	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
8	Mr. M. Palani Kumar	Senior faculty – English	Member
9	Dr. P. Balaji	Senior faculty – Biotechnology	Member
10	Mr. R. Sakthivel	Senior faculty – Business Administration	Member
11	Mrs. P.P. S Vijayalakshmi	Senior faculty – HMCS	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. L. Bharath	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

Agenda 1: Review of minutes of the first IQAC meeting

Recommendation given by IQAC committee	Action taken for implementation and outcome
Nomination of new IQAC Industry Expert and Local Expert	Two Experts were approached and waiting for their acceptance
Conduction of orientation programme on Life Skills training for I year students	Orientation programme for I year students was conducted
Completion of syllabus well in advance and conducting atleast 2 Model Exams in each semester before the end semester	Syllabus was completed in time and 2 model exams were conducted
To prepare question banks to students to have a mock drill before the end semester examinations.	Question banks were prepared and circulated
To Conduct atleast one funded seminar/conference/workshop for the academic year	Department of Biotechnology has planned to organize the 6 th National Conference on Emerging Trends and New Challenges in Biotechnology-Advances in Biomaterials and Applications Dr. V. Veeramanikandan, Assistant Professor, Department of Microbiology has submitted a proposal for conducting a Lecture workshop in recent trends in Microbiology and Biotechnology

Agenda 2: To conduct minimum Two internal faculty professional development training for the faculty members through training and placement cell

Agenda 3: To place minimum 70% placement for placement registered students.

Agenda 4: To bag more university ranks than the previous academic year

Agenda 5: To motivate NSS/YRC/RRC co-ordinators to conduct more extension activities

THIRD MEETING OF THE IQAC COMMITTEE

The meeting of the IQAC committee was held on **Friday 16th March 2018** at 10.30 a.m. The following members attended the meeting.

S. No.	Name of the member	Designation	Category
1	Dr. A. Muthumoni	Principal	Chairman
2	Mr. S. Govindaraj	Superintendent	Member
3	Mr. Venkatesan	Senior Administrative Staff	Member
4	Dr. D. Santhi Jeslet	Senior Faculty – Computer Science	Member
5	Dr. B. Mathivanan	Senior faculty – Commerce	Member
6	Dr. T. Pakutharivu	Senior faculty – Biochemistry	Member
7	Mr. G. Sivaraman	Senior faculty – Computer Science	Member
8	Mr. M. Palani Kumar	Senior faculty – English	Member
9	Dr. P. Balaji	Senior faculty – Biotechnology	Member
10	Mr. R. Sakthivel	Senior faculty – Business Administration	Member
11	Mrs. P.P. S Vijayalakshmi	Senior faculty – HMCS	Member
12	Mr. K. Suresh Babu	Management Representative – Estate Officer	Member
13	Mr. C. Udhaya Kumar	Alumini Representative	Member
14	Mr. L. Bharath	Student	Member
15	Mr. T. Balaji Singh	Industrialist	Member
16	Mr. R. Yuvaraj	Senior faculty – Microbiology	Coordinator

Agenda 1: Review of minutes of the Second IQAC meeting

Recommendation given by IQAC committee	Action taken for implementation and outcome
To conduct minimum Two internal faculty professional development training for the faculty members through training and placement cell	Effective public speaking workshop for new staff members was conducted on 16 th November 2017 Planned to conduct a training on Work – Life balance for staff members in the month of April 2018

