

Minutes of IQAC Meeting

Platform: IQAC CELL




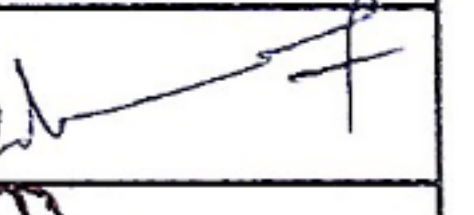
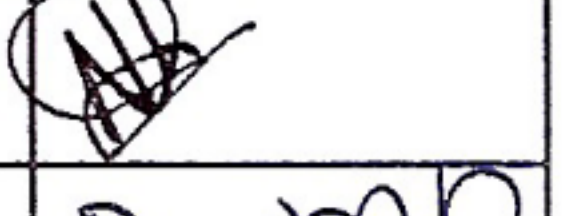
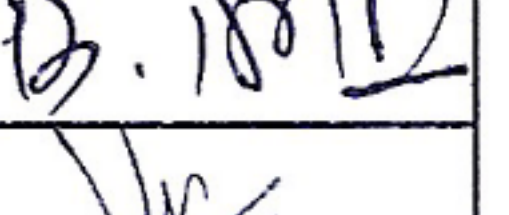



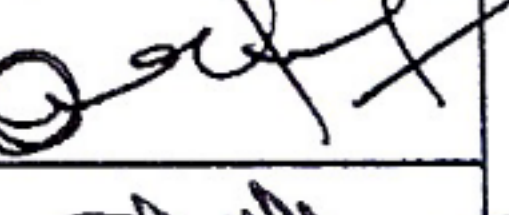
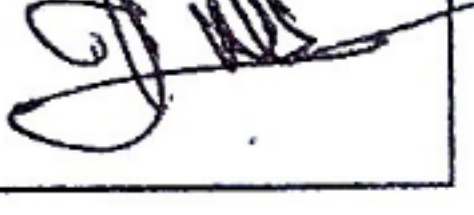
Date: 21.02.2024

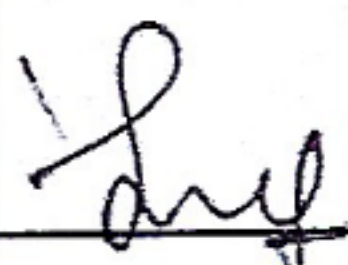




Time: 02.00 pm

Agenda of the meeting:

1. Review of minutes of 2nd IQAC Meeting
2. Data & Proof Collection for previous years
3. Quality Assurance Initiatives of the institution – NAAC Accreditation.

Members Present:

SL. NO.	NAME	EXPERTISE	ROLE In IQAC	Signature
1	Dr. K. G. PARTHIBAN	The Principal	Chairman	
2	MR. A. THAMEEZ AHAMED	Chief Executive Officer	Management	
3	Dr. J. SATISH KUMAR	Mathematics ASP/ S&H	Director/ IQAC	
4	Dr. C. SELVAMURUGAN	HoD/ ASP/FT	Member – Senior Teacher	
5	Dr. N. APARNA	HoD/ ASP/ BME	Member – Senior Teacher	
6	Dr. B. NATHAN	HoD/ Prof. / CSE	Member – Senior Teacher	
7	Dr. V. SENTHILKUMAR	HoD/ Prof. / S & H	Member – Senior Teacher	
8	Mr. A. MOHAMED NOORDEEN	AP/ AI & DS	Member – Teacher	
9	Mr. R. CHANDRA PRAKASH	AP/ R & A	Member – Teacher	
10	Mr. C. KARTHICK	AP/ BME	Member – Administrative	
11	Mr. M. FADULU MOHAMED	Public Relations Officer	Member – Administrative	

12	Mr. SUNDARAMOORTHY	CEO & Director/ SunShiv Electronics	Member – Industrialist	
13	Mr. A. SIVABALAN	Vice President/ Hanodale Solutions	Member – Employer	
14	Mr. P. MARUTHASALAM	President/ Pichanur Panchayat	Member – Local Society	
15	Mr. M. YOUNUS MOHAMED	Associate Consultant/ Infosys	Member – Alumni	
16	Mr. S. MOHAMMED YASER	IV/ ECE	Member – Student	

Points Discussed

Agenda No. 1: Review of Minutes of 2nd IQAC Meeting:

- Review of decisions made in the 2nd IQAC meeting.
- Verification of the implementation status of the discussed actions.
- Addressing any pending items or issues raised during the previous meeting.

Agenda No. 2: Data & Proof Collection for Previous Years:

- Discussion on the importance of collecting accurate data and proofs for the past academic years.
- Allocation of responsibilities to departments and faculty members for gathering required documents and data.
- Review of previous year's reports to ensure consistency and validity of data.

Agenda No. 3: Quality Assurance Initiatives of the Institution – NAAC Accreditation:

- Discussion on the progress of ongoing quality assurance initiatives.
- Overview of preparations required for NAAC Accreditation, including documentation, evidence collection, and adherence to criteria.
- Identification of areas needing improvement to meet NAAC standards.


Head of IQAC


Chairperson

Copy to:

1. The Director
2. The CEO
3. The Principal
4. The Members of IQAC
5. Heads of all Departments

ACTION TAKEN REPORT ON MINUTES OF IQAC MEETING

Academic Year 2023-2024

Action Taken Report on the decision of the IQAC meeting was held on 21.02.2024 during the academic year 2023-2024. To implement the decision of the IQAC meeting the following actions were taken:

Plan of Action	Action Taken
Review of Minutes of 2nd IQAC Meeting	The minutes of the 2 nd IQAC meeting were reviewed and ratified. All action items, including faculty development programs and improvements in academic processes were successfully implemented. Pending issues were discussed and timelines for their resolution were established.
Data & Proof Collection for Previous Years	Data and supporting documents from the previous academic years (2017-2022) have been systematically collected and compiled. A team was formed to cross-check and validates all data before submission for accreditation purposes. Departments submitted their reports in a timely manner, ensuring accuracy in the collected data.
Quality Assurance Initiatives of the Institution – NAAC Accreditation	A comprehensive review of quality assurance activities was conducted to align with NAAC accreditation requirements. Necessary evidence for NAAC criteria was collected and compiled. Steps were taken to address identified gaps in academic processes and infrastructure with action plans for their improvement. The institution is on track to submit its NAAC accreditation application with all required documentation.


 Head IQAC


 Chairperson