CSI COLLEGE OF ENGINEERING, KETTI

**Approved by AICTE, New Delhi (F.No.730-52-301 (E)ET|97 dated NOV. 17, 1997),
Government of Tamil Nadu (vide GO Ms. No, 112, dated 23.3.1998),
Affiliated to Anna University, Chennai (Tamil Nadu Act 26of 2001 w.e.f.31.12.2001).**

IQAC – Internal Quality Assurance Cell
Minutes of IQAC Meetings

First meeting – 13th September 2016

Members attended:

S.No.	Members	Designation	Department
1	Dr.T.John Oral Bhaskar	Principal	Civil Engineering
2	Mr.T.Udhaya Kumar	Administrative Officer	Administrative Office
3	Mr.Naveen	Head of the Department	Civil Engineering
4	Mrs.Nisha		Computer Science & Engineering
5	Mrs.Gomathi		Electronics & Communication Engineering
6	Mr.Shankar		Electrical & Electronics Engineering
7	Mr.Stalin Alex		Information Technology
8	Mr.Sam Chelladurai		Mechanical Engineering
9	Mr.Kennedy		Science & Humanities
10	Mr.H.B.Thiagarajan	Controller of Examinations	Science & Humanities
13	Dr.A.Faizur Rahman	Assistant Professor	Mechanical Engineering

Points discussed:

> - Awareness of NAAC accreditation and assessment programme to be conduct for faculty
> - Faculty and non-teaching staff to be allocate for 7 criteria's
> - List of files discussed to maintain for NAAC implementation and finalized 31 files to maintain in each department

List of files

1. Department profile including vision and mission of the department in printable form
2. Equipment purchase file
3. Equipment Stock Register (source of purchase, cost, accuracy, year of purchase)
4. Department Library file
5. Department placement cell file
6. Department academic calendar with Internal & Remedial tests date
7. Curriculum revision file (Existing and Previous)
8. Circular file
9. Anti-ragging committee file
10. Collaboration files with MOU
11. Best practices followed in curriculum and Teaching –Learning
12. Consultancy project file
13. Teaching and non-teaching staff file
14. Staff meeting note /file with agenda
15. Publication file for Faculty & Students

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16. Ongoing, completed and applied project file-faculty
17. Awards received by faculty members & students
18. Question bank for each subject
19. Class time table
20. Admission file
21. Database of students with photos
22. Scholarship file
23. Feedback forms of the students and Remedial measures taken for the weaker students
24. Measures taken for the advanced learners
25. Internal assessment file
26. UG & PG Pass percentage details year wise
27. Parents teachers meeting file
28. Alumni file
29. Conference/workshop/seminar / Extension activities / awareness programmes file organized with photo evidence
30. Green measures following in the department
31. Faculty log book, Class log book, Attendance Register

13/09/16   13/09/16   13/9/16.
IQAC Coordinator   **NAAC coordinator**   **Principal**