



CSI COLLEGE OF ENGINEERING, KETTI

Approved by AICTE, New Delhi (F.No.730-52-301 (E)ETJ97 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 26 of 2001 w.e.f.31.12.2001).

INTERNAL QAULITY ASSURANCE CELL MINUTES OF IQAC MEETING

First Meeting – 03/07/2018

Members attended

s.no	Members	Designation	Department
1	DR.V.Prakash	Principal I/C	Science and Humanity
2	Mr.T. Udhaya Kumar	Administrative Officer	Administrative Officer
3	Dr. A. Faizur Rahman	IQAC Coordinator	Mechanical Engineering
4	Mr. Naveen	Head of the Department	Civil Engineering
5	Mrs. Nishapriya		Computer Science and Engineering
6	Mrs. Komathi vanitha		Electronics and Communication Engineering
7	Mr. Shankar		Electrical and Electronics Engineering
8	Mr. Thiagarajan		Information Techonology
9	Mr. Sam Chelladurai		Mechanical Engineering
9	Mr. Kennedy		Science and Humanities
10	Mr.Chandrasekaran	IQAC Member	Electronics and Communication Engineering
11	Mr.Karthick B	IQACMember	Civil Engineering
12	Mr. H. B. Thiagaragan	Controller of Examination	Science and Humanities

Points Discussed:

Agenda 1- Program documentation work has to be include all the followings:

It is noted to prepare program documentation for the program which to be held from this academic year has to be followed the below list

(I) Flyer

(II) Requisition letter to Principal to conduct the program also Requisition has to be given to principal for news paper advertisement regards the conduction of the program and also that news paper cutting must be filed for documentation.

(III) Minutes of meeting regarding the planning of the program with all the HOD

(IV) Agenda of the program which includes every meeting has to be started with Singing Tamil Thaivazthu and should be ended with National Anthem

(V) Program Overview

Detail write up about the program or minutes of discussion should be prepared and given by the program co-coordinator for all the program including village visits, camp, social activities.

(V) Profile of the chief guest must be present in the documentation.



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(VI) Attendance must have the attendees signature.

(VII) For all the programs geo tag pictures must be taken and submitted for documentation and the same should be given to Mrs. Angeline Felicia with content regarding the program for social media updates.

(VIII) Need to keep a sample of the certificate given to the attendees.

Agenda 2- Procedure to conduct class committee meeting:

- After each internals the class committee meeting should be conducted by the staffs who were not handling the subjects for the particular class with the HOD and three students from the respective classes.
- The entire information subject wise has to be registered accordingly. Also the action taken regarding the meeting has to be recorded.

Agenda 3- Procedure to follow for Subject allocation:

- For subject allotment initially a short meeting has to be conducted for the discussion of Number of subject , Number of laboratory, Staff availability and to select the elective paper.
- The willingness form must be distributed among department staff for filling the priority of the subject as well the laboratory.
- In case of choosing the same subject by more than one staff will be considered by
 - I. Based on prior experience and weightage of the subject
 - II. Core area of the staff
 - III. Work load

The same should be mentioned by the HOD in the original subject allotment sheet as remarks.

Agenda 4- Formats need to be updated:

- For preparing phase attendance common standard format has to be followed.
- A common Standard Individual master time table should be maintained with the allocation of hours per subject which must be based on credits allotted in the syllabus.

Agenda 5- Additional Registers to record the following:

- It is noted to maintain a Staff movement registers in the Office for those who are going for External duties like Practical, Evaluation, Squad, Question paper and Answer Key setting.



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- To Maintain an Event Register in the office to record all the College / Govt programmes which is to be conducted with the Chief Guest or with the concerned person signature
- Government Exams like TNPSC, JEE etc which is conducted inside the College Premises also should be registered in the same with the exam incharge signature.
- Stock Register has to be updated according to the present availability of the equipment.
- The class committee register need to be maintained in each departments. Also the action taken regarding the meeting has to be recorded.

The meeting ended with a vote of thanks to the chair.

IQAC COORDINATOR

PRINCIPAL SIGNATURE