



## INTERNAL QUALITY ASSURANCE CELL MINUTES OF IQAC MEETING

Minutes of the IQAC Meeting held on 18th August 2020 at 03.00 p.m. through Google Meet

### Internal Members attended

Dr. Joshua Gnaana Sekaran/Principal  
Dr. A. Faizur Rahman/IQAC Coordinator  
Mr. Chandrasekaran/ IQAC Member  
Dr. Ponmani/ IQAC Member  
Mrs. Kowsalya/ IQAC Member  
Mr. Vinod/ Dept NAAC Coordinator  
Mrs. Gnaana Jothi sheela/ Dept NAAC Coordinator  
Mrs. Jayalakshmi/ Dept NAAC Coordinator  
Mr. Glen Sudarsan/ Dept NAAC Coordinator  
Mr. Gokulram/ Dept NAAC Coordinator  
Mrs. Reshma/ Dept NAAC Coordinator  
Mr. Thiagarajan/ Controller of Examination

The Chairperson welcomed the Coordinator of IQAC and the members of IQAC.

### **The Major agenda of the present meeting are:**

To present the IQAC members with the action taken report so they may make suggestions for the action plan for the upcoming academic year.

### **The Following points were discussed in the meeting:**

1. The Coordinator placed the action taken report of the academic year 2019-20 to the committee Members for their suggestions.
2. The plan of action for 2020-21, is prepared based on the report of the academic year 2019-20 and presented by the Coordinator
3. IQAC in charge members will take the responsibility to organize/Webinars/Seminars /Conferences / Training Programme on Quality Initiatives by Teaching staff, Non teaching staff and students.
4. Faculty members must be encouraged to apply for more patents, and publish the papers in the high impact factored indexed journals.
5. IQAC Coordinator and her team, provided a brief report progress of NAAC assessment process and planned To form subcommittee of IQAC members for collecting the details of NAAC.
6. It is a practice of the institute to collect the self appraisal form of each faculty signed by the HoD through IQAC.

At the end of the meeting Dr. Faizur Rahman, Coordinator IQAC, thanked the chairperson and the members.

**IQAC CO-ORDINATOR**

**PRINCIPAL**