



# 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 26 of 2001 w.e.f.31.12.2001).

## Internal Quality Assurance Cell

### Minutes of IQAC

First Meeting – 11/08/2021			
Members attended			
s.no	Members	Designation	Department
1	DR.Joshuva Gnana Sekaran	Principal	Mechanical Engineering
2	Dr. A. Faizur Rahman	IQAC Coordinator	Mechanical Engineering
3	Mr. Naveen Kumar	Head of the Department	Civil Engineering
4	Mrs. Nisha Priya		Computer Science and Engineering
5	Mrs. Komathi vanitha		Electronics and Communication Engineering
6	Mr. Shankar		Electrical and Electronics Engineering
7	Mr. Sam Chelladurai		Mechanical Engineering
8	Mr. Kennedy		Science and Humanities
9	Mr.Chandrasekaran	IQAC Member	Electronics and Communication Engineering
11	Dr.Ponmani	IQAC Member	Science and Humanities
12	Mrs.Kowsalya	IQAC Member	Electrical and Electronics Engineering
13	Mr.Silamboli	IQAC Member	Electronics and Communication Engineering
11	Mr. Thiagaragan	Controller of Examination	Information technology

#### Points discussed are:

- It was decided Only after the conduction of the program on Bloom's Taxonomy the preparation of Log Book and Course File will be finalized so it is planned to be conducted by this month before internal test I.
- The necessary documentation regarding NAAC Preparation was discussed and all collected documents to be submitted by the department coordinators to the overall coordinator, Dr.Faizur Rahman AP- Mech.
- The faculty members who have to leave the Institution shall give a prior notice for getting relieved from their duties and to get their original certificates.
- College calendar shall be compiled soon and a soft copy shall be uploaded in the college website.
- The file to be kept in the department has been revised

#### The List of files to be maintained for NAAC in each department in both Hard & soft copy

1. Department profile including vision and mission of the department and PO'S PEO'S AND CO'S
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 and higher education details



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6. Department academic calendar with Internal & Remedial tests date
7. Curriculum revision file (Existing and Previous)
8. Circular file
9. Anti-ragging committee file/Complaints received from the students
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
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 and counseling record
22. Scholarship file
23. Feedback forms and Remedial measures taken for the weaker students
24. Measures taken for advanced learners
25. Internal assessment file
26. UG & PG Pass percentage details year wise
27. Parents teachers meeting file
28. Alumni file
29. Green measures /Conference/Workshop/Seminar/ Extension activities/ Awareness programmes organized with photo evidence
30. Master attendance staff/student

The meeting ended with a formal vote of thanks.

**IQAC COORDINATOR**

**PRINCIPAL**