

Name of the Meeting: IQAC Meeting		Ref. No. : MEET/ IQAC/2019-20		
Venue: Board Room		Date: 09-10-2019		
Members Present: Dr.S.Muthu, Dr.K.Mylsamy, Dr.P.Magudeaswaran, Dr.K.G.Parthiban Dr.P.Venkateswari, , Dr.S.Sobana, Dr.N.A.Vasanthi, Dr.H.Kalaiyaras, Dr.M.Natarajan, Mr.D.Pandian, Mr.B.Subhashini, Mr.K.S.Ramesh, Ms.R.D.Priyanka, Mr.B.Sridhar, Ms.D.Gunasundari				
Sl. No.	Points Discussed	Target Date	Responsibility	Remarks
1.	Details asked for Internal Quality Assurance Cell (IQAC) Submission of Annual Quality Assurance Report (AQAR) criteria wise.		Coordinator's & all staff members	
2.	Model Lab Timetable & Class Time – Table planned.		Time table Coordinator's	
3.	Faculties are listed criteria wise for ARIIA.		Coordinator's & all staff members	
4.	Details asked for NAAC , AISHE (All India Survey on Higher Education) & IQAC Detail		HoD's & Coordinator's	
5.	In view of enhancing AIT in all dimensions <ul style="list-style-type: none"> Improving result & Placements Improving Lab performance & SDT Student performance and participation in co-curricular and extracurricular activities Motivation for special achievements (Product Development, Applying for external awards, etc.,)	Immediate	All Faculty members	
6.	General Campus Discipline / Maintenance	Immediate	All Faculty members	
7.	Academic to be planned on 22-10-2019	22-10-2020	HoD's & Coordinator's	
8.	Programme on Effective preparation AQAR report	15-10-2020	HoD's & Coordinator's, Faculty	

Name of the Meeting: IQAC Meeting		Ref. No. : MEET/ IQAC/2019-20		
Venue: Board Room		Date: 10-12-2019		
Members Present: Dr.S.Muthu, Dr.K.Mylsamy, Dr.P.Magudeaswaran, Dr.K.G.Parthiban Dr.P.Venkateswari, , Dr.S.Sobana, Dr.N.A.Vasanthi, Dr.H.Kalaiyaras, Dr.M.Natarajan, Mr.D.Pandian, Mr.B.Subhashini, Mr.K.S.Ramesh, Ms.R.D.Priyanka, Mr.B.Sridhar, Ms.D.Gunasundari				
Sl. No.	Points Discussed	Target Date	Responsibility	Remarks
1.	The details to be uploaded for ARIIA is discussed and the same is to be completed as per the excel format which has already been sent to HoDs.	Immediately	HoD	
2.	The criteria vise NAAC AQAR details to be completed by the different HoDs are discussed	-	Coordinator's	
3.	In this regard a meeting of all staff members is arranged	-	Coordinator's & all staff members	

Name of the Meeting: IQAC Meeting		Ref. No. : MEET/ IQAC/2019-20		
Venue: Board Room		Date: 30-01-2020		
Members Present: Dr.S.Muthu, Dr.K.Mylsamy, Dr.P.Magudeaswaran, Dr.K.G.Parthiban Dr.P.Venkateswari, , Dr.S.Sobana, Dr.N.A.Vasanthi, Dr.M.Natarajan, Mr.D.Pandian, Mr.B.Subhashini, Mr.K.S.Ramesh, Ms.R.D.Priyanka, Mr.B.Sridhar, Ms.D.Gunasundari				
Sl. No.	Points Discussed	Target Date	Responsibility	Remarks
1.	ARIIA : Uploading of details in the given format and the information required is to be collected from the department are discussed.	20-11-19	Dr.K.Mylsamy	
2.	Individual Faculty Log Book and Master Log book verification procedures are discussed and the verification to be carried out by identified internal auditors	21-10-19	1.Dr.P.Magudeaswaran and Dr.P.Selvam 2. Dr.P.Venkateswari and Mr.D.Saravanakumar 3.Dr.K.G.Parthiban and Mr.P.L.Navaneethakrishnan 4. Dr.K.Mylsamy and Mr.M.Perarasan	
3.	Coaching Class for all the senior classes are conducted as per the requirement of faculty members handling the subjects and students.		HoDs and faculty members	
4.	Anna University Examinations: Faculty members assigned examination work are permitted to attend the same.		Faculty members / Examiners	
5.	Extended working hours upto 5.00PM for the first years is scheduled for extra coaching.	From 13-11-19 to 19-11-19	Faculty members handling first year subjects.	

Name of the Meeting: IQAC Meeting		Ref. No. : MEET/ IQAC/2019-20		
Venue: Board Room		Date: 10-03-2020		
Members Present: Dr.S.Muthu, Dr.K.Mylsamy, Dr.P.Magudeaswaran, Dr.K.G.Parthiban Dr.P.Venkateswari, , Dr.S.Sobana, Dr.N.A.Vasanthi, Dr.M.Natarajan, Mr.D.Pandian, Mr.B.Subhashini, Mr.K.S.Ramesh, Ms.R.D.Priyanka, Mr.B.Sridhar, Ms.D.Gunasundari				
Sl. No.	Points Discussed	Target Date	Responsibility	Remarks
1.	AU Web Portal Entry - All HoDs and faculty members must ensure that the entry will be completed.	Even Semester	All HoDs	
2.	Syllabus completion	Even Semester	All Faculty members	
3.	Academic Audit	07-04-2020	HoDs and Tutors	
4.	AU – Inspection documentation - HoDs are requested to keep ready all the documents meant for inspection	-	Principal and HoDs	
5.	Daily Attendance - Daily attendance must be updated by 9.30 am and long absentees should be informed to attend regularly, so that they can maintain minimum of 75%.	Daily	HoDs	

