



R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY

R S M Nagar, Pudukovoyal – 601 206



MINUTES OF THE MEETING -IQAC

Venue: Seminar Hall-Main block

Date: 04/04/18

Time:10.30AM

S.No	Topic	Discussion / Action to be taken
1	Establishment of IQAC	Established on 01-03-17
2	Review of the Objectives	<ul style="list-style-type: none"> ➤ To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution. ➤ To promote measures for Institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3	Review of the Functions	<ul style="list-style-type: none"> ➤ Development and application of quality benchmarks / parameters for the various academic and administrative activities of the Institution. ➤ Dissemination of information on the various quality parameters of higher education. ➤ Organisation of workshops, seminars on quality related themes and promotion of quality circles. ➤ Documentation of the various programmes / activities leading to quality improvement. ➤ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. ➤ Administering Feedback Mechanism for the College.
4	Composition	The members are Principal, Vice Principal, All HODs, Academic Coordinator, All Cell Convenors, Administrative Officer, Chief Librarian, Transport Incharge, One Faculty member from all departments, One Alumni, One industrialist, One representative from Local Society and ISO –Management Representative cum IQAC coordinator.
5	Proposed Task for the next three months	<ul style="list-style-type: none"> ➤ IQAC should frame an action plan in the beginning of every year –adhering with the academic calendar of the Institution(Action plan required from academic background and from all cells) ➤ Analysis of Stake holders' feedback report by all cells and Action taken report to be submitted to IQAC (every year end, Review of questionnaires in the beginning of the academic year) ➤ Institutional /Department level Activities on quality circles -reports, IQAC meetings, minutes to be uploaded in the IQAC webpage (every quaterly) ➤ AQAR –to be submitted by July first week




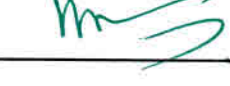
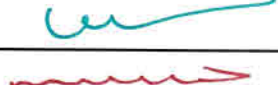



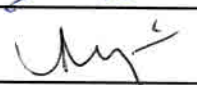


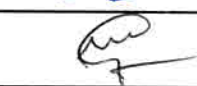
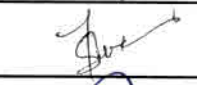


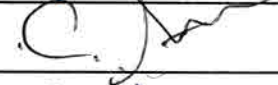



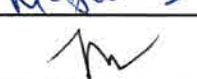


Copy to:

- The Chairman/The Director/Vice-Chairman for kind information
- Principal
- VP
- All HODs
- All Cell convenos, NBA &NAAC Coordinator
- All faculty members

IQAC Coordinat

D. G. D. e

Members attended:

Sl.No.	Name	Designation/Department	Signature
1	Dr T Rengaraja	Principal, Convener -IQAC	
2	Dr. S.Bhagavathi Perumal	Vice Principal, Co-Convener -IQAC	
3	Dr.D. Paulraj	HOD - CSE	
4	Dr. N.Gangatharan	HOD - ECE	
5	Dr.N. Kalaiarasi	HOD - EEE	
6	Dr. M.Balasubramanian	HOD - MECHANICAL	
7	Dr.K.A Selvakumaran	HOD - S&H	
8	Dr Geetha Balachandar	Academic Coordinator	
9	Mr.K.V.Balasubramanian	Administrative Officer	
10	Ms.P.Prem priya	Department Coordinator -CSE	
11	Ms. S.Seshavidhya	Department Coordinator – ECE & Co coordinator -IQAC	
12	Ms. T.J Catherine	Department Coordinator – EEE	
13	Mr.Senthil Gavaskar S	Department Coordinator - MECHANICAL	
14	Mr.K.Sudhakar	Department Coordinator – S&H	
15	Mr.N.Hariharan	Convener- Exam Cell & Alumini Staff Secretary	
16	Dr.P.Devan	Convener- Entrepreneur Development Cell	
17	Dr.C.Arun	Convener- Research & Development Cell	
18	Mr.V.Sudharsanam	Convener- Training & Placement Cell	
19	Dr.S.Senthil Kumar	Convener- Higher Education Cell	
20	Ms.P.Hema	Convener- Feedback Committee	
21	Dr.M.Packiyaraj	Chief Librarian	
22	Mr.J Leo Amalraj	Convener - Logistics	

23	Er.Sivasubramanian A.R	Alumini	-
24	Mr.K.Thirumalaidhasan	Head-Operations M/s.PEE Industrial Valves P Ltd.,[A Unit of Fouress Group], Gummudipoondi.	-
25	Dr.Sridhar	Chairman, IET ,Chennai Network.	-
26	Dr.G.Devi	Coordinator -IQAC & ISO -Management Representative	