



R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY

R S M Nagar, Puduvoyal – 601 206



MINUTES OF THE MEETING –IQAC

II MEETING/2018-19

Venue: Board Room

Date: 02-11-18


Time: 10.30AM

S.No	Topic	Discussion / Action to be taken
1	Follow up of previous meeting	<ul style="list-style-type: none">➤ Action Taken on Feedback Report: Based on the feedback and suggestions given by the internal and External stakeholders, the concerned cell coordinators presented the action plans to be executed.➤ Monitoring the students' performance: Principal suggested the idea of adopting four to five slow learning students by individual counselors along with the fifteen students allotted to them. This will enable close monitoring of slow learning students.➤ Academic Audit: Academic Audit for the year 2017-18 was conducted in the month of August.➤ NBA Accreditation: NBA Inspection was done by the NBA Committee from 5-10-18 to 7-10-18 and all the four programs (Computer Science Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering and Mechanical Engineering) were accredited by NBA for three years.➤ ISO Audit: ISO External Audit was held on 11-10-18.➤ AQAR-2017-18: AQAR for the year 2017-18 was submitted to NAAC in the month of October.
2	NBA Visit Outcomes	<ul style="list-style-type: none">➤ On behalf of the Management, Principal congratulated the HODs for their departments being awarded with NBA Accreditation for three years.
3	AQAR	<ul style="list-style-type: none">➤ The AQAR for the year 2017-18 was approved in the Management Review meeting and was sent to NAAC.

4	Skill Rack Tests.	<ul style="list-style-type: none"> ➤ Principal insisted that all the students who have opted for placements have to attend the respective training programmes and do the test on skill rack. . He also added that the students should be educated about the importance of undergoing skill rack tests.
5	Students' Counseling	<ul style="list-style-type: none"> ➤ The Principal instructed the HoDs to address the failed students especially those who have got placed and failed in the model examinations and also a remodel schedule can be worked out and executed in the departments. ➤ The HoDs were requested to ensure that the Counselors and Year coordinators of the department are in constant touch with the students with respect to academics and placement activities.
6	Students' Research	<ul style="list-style-type: none"> ➤ Principal instructed that for few batches of the final year students good in-house projects can be given which can be done under the guidance of faculty members which in turn can be published.
7	Status of completion of the commitments(2018-19)	<ul style="list-style-type: none"> ➤ All the HoDs were requested to submit the report of the status of completion of the commitments given by the faculty members during the beginning of the academic year 2018-19 by this month end.
8	Proposed Task for the next three months	<ul style="list-style-type: none"> ➤ Principal instructed the department NBA Coordinators to present the detailed report, experts' feedback about the NBA Committee visit and the corresponding action taken report in the next meeting. ➤ Principal also instructed that, Once again an awareness program can be conducted in the departments for the students and faculty members on Outcome Based Education

Copy to:

- The Chairman/The Director/Vice-Chairman for kind information
- VP
- All HODs, Academic Coordinator
- Administrative Officer
- All Cell conveners, NBA & NAAC Coordinator
- All faculty members


Convener - IQAC
Principal

