



Date:15.02.17

MINUTES OF THE MEETING

A **meeting** for forming Internal Quality Assurance cell in our Institution has been conducted by Principal with Heads of all departments on **15th February 2017** from 3.00 pm to 3.30pm in **Board Room** .

- Principal extended warm welcome to Heads of departments.
- Principal explained the importance of IQAC in enhancing the quality of our Institution.
- He added that the prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution.
- He also shared important points about the guidelines for forming IQAC given by NAAC.
- Principal discussed about the role of the coordinator of the IQAC. He mentioned that the coordinator of the IQAC may be a senior person with expertise in quality aspects. He also requested the HODs to suggest suitable Faculty members for Coordinator.
- HOD of ECE suggested that Dr. T.M.Inbamalar and finally she has been assigned as the coordinator of the IQAC.

Members attended:

1. Dr.S.BHAGAVATHI PERUMAL - Vice Principal 
2. Dr.N.Gangatharan, Professor & Head/ECE 
3. Dr.D.Paulraj, Professor & Head/CSE 
4. Dr.N.Kalaiarasi, Professor & Head/EEE 
5. Dr.M.Balasubramanian, Professor & Head/ME 
6. Dr.N.R.Patturaj, Professor & Head/S&H 
7. Dr.Geetha Balachandar, Academic Coordinator 