**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Circular**

 **It has been decided to conduct 3rd IQAC meeting on 15th October 2015,3.00 PM at Carrier Lab of Mahaveer Block . All the IQAC Members are asked to attend the meeting.**

 PRINCIPAL IQAC coordinator

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| **S.No** | **Title** | **Faculty members/Head** | **Signature** |
| 1 | Chairman | Dr.R.Varatharajan, Principal |  |
| 2 | Co-ordinator | Mrs.B.Thendral, AP/ECE |  |
| 3 | Members | Dr.Bharathi, Prof/HOD-CSE |  |
| 4 | Members | Mr.D.Duraikumar, Associate Professor /HOD-IT |  |
| 5 | Members | Mrs Manimegalai.A, Professor / HOD-ECE |  |
| 6 | Members | Mr.Deva Kumar.S, Associate Professor /HOD-S&H |  |
| 7 | Members | Mr.Sudhakaran. M, Associate Professor /HOD-EEE |  |
| 8 | Members | Mr.Margabandhu. S, Associate Professor /HOD-MBA |  |
| 9 | Members | Mr.Gopinath. R, AP/HOD-Mech |  |
| 10 | Members | Mr.M.Mani, APHOD-Civil |  |
| 11 | Members | Mr.Ramprabu.P, Librarian |  |
| 12 | Members | Mrs.Vijaya. C, AP/IT |  |
| 13 | Members | Mr.Kumar.M.V, AP/ECE |  |
| 14 | Members | Mrs.Muth Selvi.G, AP/EEE |  |
| 15 | Members | Mr.Magesh Kumar.K, AP/Mech |  |
| 16 | Members | Mr.Muthukumar.S, Associate Prof/CSE |  |
| 17 | Members | Mr.Mahendra Kumar.S, Associate Prof/S&H |  |
| 18 | Members | Mrs.Rajalakshmi.C.N, Associate Prof/MCA |  |

 **Internal Quality Assurance Cell (IQAC)**

The meeting of IQAC is scheduled on

* **Date:** 15th October 2015
* **Time:** 3:00 p.m.
* **Venue:** Carrier lab,Mahaveer Block

Following members attended the meeting:

1. Dr.R.Varatharajan, Principal (Chairman)
2. Mrs.B.Thendral, AP/ECE (Co ordinator)
3. Mr.D.Duraikumar, Associate Professor /HOD-IT
4. MrsManimegalai.A, Professor / HOD-ECE
5. Mr.DevaKumar.S, Associate Professor /HOD-S&H
6. Mr.Sudhakaran. M, Associate Professor /HOD-EEE
7. Mr.Margabandhu. S, Associate Professor /HOD-MBA
8. Mr.Gopinath. R, AP/HOD-Mech
9. Mr.Ramprabu.P, Librarian
10. Mr.MageshKumar.K, AP/Mech
11. Mrs.Vijaya. C, AP/IT
12. Mr.Kumar.M.V, AP/ECE
13. Mrs.MuthSelvi.G, AP/EEE
14. Mrs.AnneMary.J, APHOD-Civil
15. Mr.G.Illanchezhia Pandian, Prof/HOD-CSE/Dean
16. Mr.MahendraKumar.S, Associate Prof/S&H

Following members could not attend the meeting:

1. Mr.Muthukumar.S, Associate Prof/CSE
2. Mrs.Rajalakshmi.C.N, Associate Prof/MCA

**Minutes of the meeting**

**The following points were discussed**

1. **Discussed about students feedback and the faculties who were secured less than 7.5 points are asked to meet the principal.**
2. **Decided to conduct yoga classes for faculties.**
3. **All the HODs are instructed to Present Result improvement activities of their department.**
4. **All the HODS are instructed to conduct coaching classes for the weaker students of their departments.**
5. **It is decided to conduct NITTTR - Faculty Development Training Programme for faculties**
6. **Since it is rainy season it is planned to conduct awareness programme seminar on energy and water conservation**
7. **Planned to conduct ISO Revision meeting to faculties.**
8. **Planned to display the IQAC minutes of meeting on the college website.**
9. **It is decided to conduct next IQAC meeting on 18-01-2016.**
10. **The minutes of the Second meeting held on 10th July, 2015 was Confirmed unanimously by the members**
11. **The academic audit has been scheduled to all faculties by the inter-department HODs. They will audit about notes of lesson, question bank, AU questions and answers (2013 regulation) -e saraswathi for the coming semester.**

 **IQAC COORDINATOR**