Sri Shakthi

Institute of Engineering and Technology
Coimbatore – 641062.

14.9.2014

Minutes of the First IQAC Meeting

The First IQAC meeting was convened by the Coordinator / IQAC on 13.9.2014 at the Media Hall at 9:30 am.

Discussion:

S.No	Subject matter	Resolution
1	Matters related to previous meeting- Presentation of IQAC	A presentation was made by the IQAC coordinator highlighting the composition and functions of IQAC. It was informed that various cells / clubs had been formed to assure quality in all aspects. The coordinators were requested to frame policies, procedures and action plan every year.
2	Roles of the External Members	IQAC coordinator welcomed the external members of IQAC for accepting the invitation and present for the meeting. In future, they are expected to participate in the meetings of IQAC and suggest measures to ensure the quality of the processes.
3	NPTEL Learning materials	HOD/IT informed that the NPTEL online server had been configured and working through the local network. Faculty members and students could go through the material at any point of place in academic and laboratory blocks and also through the Wi-Fi connectivity.
4	Preparation for NBA visit	IQAC members were requested to ensure the completion of all the documents for the NBA visit scheduled on 20-11-14 to 22-11-14.
5	Preparation of Department Evaluation Report	It was resolved to get department evaluation which was prepared based on the guidelines given by NAAC and it was to be followed from 2015 -16 academic year onwards.
6	ISO internal Auditing	It had been planned to conduct ISO internal auditing by the end of this month.

7	IQAC initiative.-Seminars	IQAC had instigated to organize ● a 2 day seminar on "Outcome Based Assessments " from 15-9-14 to 16-9-14 ● a 1day seminar on 'How to Handle the students in the class room' by Director (HR), **Roots** Group of Industries, Coimbatore on 27-9-14
8	IQAC initiatives-Training	IQAC had requested Career Development Cell (CDC) to arrange training classes for final year students who are appearing for GRE.
9	MOU	● An MOU with Pii tech - A IESA supported training and mentoring partner for 5 years from 2014 with an objective to train students in Latest Embedded Technology. ● An MOU with Seere Academia - A IESA supported training and mentoring partner for 5 years from 2014 with an objective to train students in Latest VLSI Technology. ● An MOU with India Electronics and Semiconductor Association for 5 years from 2014 with an objective to train students in VLSI coding and Java programming.
10	VAC	As suggested by the IQAC coordinator, ● The VAC classes had been accommodated in the time within the college hours. ● To provide training for the students, MOUs were being signed. ● If necessary, HODs were requested to extend the training hours after college working hours.
11	Closing Remarks	Meeting came to an end at 12:10 pm. IQAC coordinator thanked the principal with the information that hereinafter, in the Second Saturdays of every September and March, IQAC meetings would be organized.

Prof.K.E.Kannammal   **Dr.C.Natarajan**
The IQAC Coordinator   The Chair Person