

Minutes of 6th IQAC meeting

Venue :- Conference hall

Date: 30/05/23

Time: 11:30 am

Participants

1. Dr. P.M. Mahesan, Principal, Chairperson.
2. Sri A.K. Mani (Secretary, IQAC)
3. Sri Rajeevan (Administrative Officer)
4. Dr. Mohan (HOD, EEE) ~~Am~~
5. Dr. Chandrasekar (HOD, S&H)
6. Dr. Legisha P (HOD, RCE), Co-ordinator ~~P~~
7. Dr. Shikha (HOD, CE)
8. Smt. Nithya VP (HOD, CSE) ~~VP~~
9. Sri Kaluprasad (HOD, ME) ~~VP~~
10. Students Union chairman ~~VP~~

Agenda

1. Approval of the minutes and action taken report of last IQAC meeting.
2. To review the adherence of course delivery with the course plan for the ongoing semesters.
3. To review the progress of NBA accreditation process.
4. Review of S₁, S₄ & S₇ results.
5. To discuss about the external auditing.

Discussion

The meeting started at 11:45 am. Dr. P.M. Mahesan, Principal welcomed the members. Dr. Legisha P, Co-ordinator, IQAC briefed the the agendas of the meeting.

1. Approval of the minutes & Action taken of the last IQAC meeting.
 Dr. Leelika P, presented the minutes and action taken report of 5th IQAC meeting which was conducted on 11/03/22. The IQAC members approved both the minutes & action taken report.

2. To review the adherence of course delivery to the course plan.

HODs of various department presented the status of portion completion. It was found that there is some lagging in the portion coverage for the 3rd & 5th students. It was because the lab exam for the previous semester were scheduled after the commencement of 3rd & 5th classes. Each class has lost 2-3 days of working (class hrs) due to end semester lab exam for the previous sem.

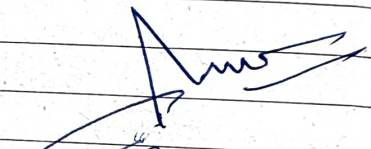
Principal instructed to conduct special classes to compensate for the lost working hrs for each subject.

3. Review of NBA accreditation process.
 Dr. Shiba presented the progress - governing body and college committee meeting registers are completed. Department and college budget details are yet to be finalized.

4. Review of 3rd, 4th & 5th results.
 Detailed result analysis of 3rd, 4th & 5th was done by all HODs and the report was presented in the IQAC Meeting was arranged by the principal and HOD with staff who are responsible for failures of more than 30%. They were


advised to give additional scholar support to attain good results

5. To discuss about external auditing. Notice from KVU - External auditing audit for even sem 2022 will be conducted in between 08/06/22 and 17/06/22. The modified auditing manual was presented in the IQAC. New check list was prepared as and presented in IQAC. The check IQAC approved. The check list for internal auditing.


Principal
Chairperson

Action Taken Report of 6th IQAC

1. ~~As per~~ special classes were arranged to complete the portions.
2. Staff who are having more than 30% failure in their subjects are advised to join model/swayam courses in the concerned subjects.
3. External auditing for even sem 2022 was conducted. ~~and~~ The report was uploaded in the college website.


Principal