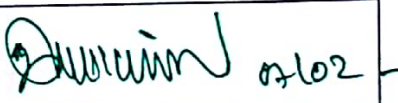






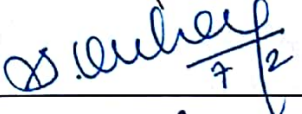






**MINUTES OF THE INTERNAL QUALITY ASSURANCE
CELL (IQAC) MEETING NO. IQAC/02/2013
February 07, 2013**

The following members were present to the meeting

S. No	Name	IQAC Designation	Signature
1	Dr.S.Samson Ravindran, Principal	Chairperson	
2	Er.Ba.Mahendhiran, Managing Director	Management Member	
3	Er.B.Maha Ajay Prasath, Managing Director	Management Member	
4	Prof.S.Balamurugan HoD MECH	Faculty Member	
5	Prof.K.K.Selvam, HoD EEE	Faculty Member	
6	Prof..N.Viswanathan HoD ECE	Faculty Member	
7	Prof.R.G.Sakthivelan HoD CSE	Faculty Member	
8	Prof.Dr.S.Umamaheswari HoD EI	Faculty Member	
9	Mr.B.R.Ramesh Administrative Officer	Administrative Members	
10	Mr.G.Sivasubraminan	Administrative Members	

11	S.Sowndararajan II Year MBA	Member	<i>S. Sowndarajan</i>
12	R. Prabhakaran III Year MCA	Member	<i>R. Prabhakaran</i>
13	K.Karthik IV Year Mechanical A	Member	<i>K.Karthik</i>
14	A.Suman , IV year ECE A	Member	<i>A.Suman</i>
15	B. Senthil Kumar IV Year Civil	Member	<i>B.Senthil Kumar</i>

Following Points were discussed

Item No. 1: To take a review of minutes of first meetings

- The Chairperson took a detailed review of the minutes of first meetings and found that things are going as per the plan of first meeting.

Item No. 2: To know the status of arranging the Teacher Training Programme

- It is decided to have faculty seminar is to arrange by the faculty for the faculties by the name of Teachers Acclaimed Seminar for Knowledge Sharing (TASK)

Item No. 3: To initiate preparations for the next semester

- All the HoDs were asked to prepare the following for their respective departments.
 - Workload calculation
 - Department Time-Table

Item No. 4: Students performance study

- Test and Module exam schedule for all students are to be prepared
- Instructed to have remedial classes for the slow learners.

Item No. 5: Quality assurance

- It is planned to prepare the SSR for NAAC accreditation and submit the same to the UGC in the month of October 2013.

The meeting ended with thanks by the chair.

[Signature]
Chairperson 29/12