INTERNAL QUALITY ASSURANCE CELL (IQAC)

Vel Tech Multi Tech Dr.Rangarajan Dr.Sakunthala Engineering College
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Dr.A.Karthikeyan - Director IQAC **01.02.2020**
Mr.K.A.Harish - Academic Coordinator

Minutes of the First IQAC Meeting – 2020

held on 01.02.2020 at 11.00AM in IQAC office,Vel Tech Multi Tech Campus.

The first internal meeting of IQAC of the current year was held on 02.01.2020 at 11.00AM in the IQAC office, Vel Tech Multi Tech to discuss the status of IQAC activities in the Departments of the Institution. The following members attended the meeting:

IQAC Team

Dr.V.Rajamani	Chairman IQAC
Dr.A.Karthikeyan	Director IQAC
Dr.Mr.K.A.Harish	Academic Coordinator IQAC
Dr.V.Prabhu	Member(Senior Administrator)
Mr.S.Ramkumar	Member(Senior Administrator)
Mr.Immanual Arokia James	Member(Senior Administrator)
Ms.Akila S.	Member(Senior Administrator)
Mr.R.Prabhu	Member(Senior Administrator)
Mr.M.Selvam	Member(Senior Administrator)
Dr.Deepthi Joseph	Member(Senior Administrator)

NIRF Team

Mr.K.A. Harish	NIRF Coordinator
Dr.V.Prabhu	NIRF coordinating committee member
Dr.Deepthi Joseph	NIRF coordinating committee member

Dr.A.Karthikeyan, Director-IQAC welcomed the members to the first IQAC meeting of the year 2020 . He discussed the following agenda points:

1. Collection and consolidation of AQAR details

2. Collection of Institution ranking details(MHRD – NIRF)

3. IQAC booklet Printing

4. IQAC Website updation

5. Purchase activity (Computer, printer, LCD projector, copier, furniture, stationery, name board etc.,)

6. Any other point, with the permission of the chairman

1.Collection and consolidation of AQAR details

Prof. Dr.A.Karthikeyan informed the members that review of Current year AQAR Documentation is under progress and the AQAR reports 2017-18 of various departments has been reviewed.
He requested the Department coordinators to collect the AQARs from their respective departments. He also requested the Academic Coordinator – IQAC to collect details for Part – A of AQAR so that the consolidation of AQAR for 2018 - 2019 can be prepared by 25th February 2020 with the support of Senior Administrator Dr.Deepthi Joseph.

Action to be taken by: Mr.K.A.Harish (Part A)
Department coordinators (Part B)

2.Collection of Institution ranking details(NIRF)

Mr.K.A.Harish, NIRF coordinator and Dr.A.Karthikeyan,Director-IQAC appreciated the efforts of Department coordinators in preparing the google spreadsheet format for filling the details pertaining to NIRF by the various departments for submission of NIRF 2020.
Dr. A.Karthikeyan prepared the list of all Department Documents to be prepared for NIRF 2020 submission so that the details can be uploaded in Institution Website by 31.05.2020.

3.IQAC booklet Printing

Dr.A.Karthikeyan requested Dr.V.Prabhu to coordinate the work of printing IQAC booklet. He provided a sample booklet and also suggested the format for the front and back cover page and content page.

Action to be taken by: Dr.V.Prabhu

4.IQAC Website updation

Dr. A. Karthikeyan requested Dr. Deepthi Joseph to coordinate the Web related activities of IQAC. He requested her to upload the AQARs in the website, creating link for IQAC website from Institution homepage, updating the website contents, etc.,

Action to be taken by: Dr.Deepthi Joseph

5.Purchase activity (Computer, printer, LCD projector, copier, furniture, stationery, name board etc.,)

Dr.A.Karthikeyan informed the members that a Revised budget for 2020-2021 was approved by our Management towards Purchase Activity.He requested Mr.K.A.Harish, Academic Coordinator to take necessary action to complete the purchase procedures before March 2020 (before the announcement of code of conduct) with the support of Mr.M.Selvam and Ms.S.Akila. He also informed that stationery items have been purchased and also steps have been taken for name board,Attainment Boards etc.

6. Any other point with the permission of Chairman

Dr. A. Karthikeyan informed the members that with proper planning, it would be possible to complete the AQAR for 2019 – 2020 before 01.04.2020 so that the IQAC team could meet the Management representative with the report on 5th April 2020.

Dr. A. Karthikeyan thanked all the members for their sustained efforts and cooperation in the activities of IQAC. Mr.K.A.Harish proposed the vote of thanks. The meeting was concluded at 1.00 PM.

Dr.A.Karthikeyan
(Director-IQAC)

Dr.V.Rajamani
(Chairman-IQAC)