Vel Tech Multi Tech

Dr.Rangarajan Dr.Sakunthala Engineering College

An Autonomous Institution

Guidelines for writing the Minutes of the BoS meeting:

1. **Essential Points:** Ensure the minutes of the following:
    a. Action taken on the decision made in the last BoS meeting
    b. Ratification for the certain actions taken (if any) after the last BoS meeting
    c. Approval of new points.
    d. Any other information.
2. **Feedback Incorporation:** Record feedback obtained from alumni, recruiters, industry personnel, and peer faculty members which have led to the changes made in the curriculum and syllabus.
3. **Agenda Items:** Record the details of the discussion that took place for the agenda points
4. **Signature Verification:** In the Minutes of the BoS meeting, all the pages must be signed by the Chairman of the BOS and the signature should be obtained from all the external members (Academicians, Industry experts, Alumni, and Anna University Nominees) in the last page. If the meeting is convened in online mode, minutes approval mail should be obtained from the external members.
5. **Attendance of the BoS members:** Signature of all the members should be obtained in the attendance sheet. (only from internal members if the meeting is held online mode)