



VIDYAA VIKAS COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE - New Delhi, Affiliated to Anna University – Chennai

Accredited by NAAC with 'A' Grade

IQAC – Minutes of Meeting



Venue : IQAC Cell

Date : 03.06.2019

Time : 1.30pm

Members Present:

S. No	Name	Designation	IQAC Position	Signature
1	Dr. T. O. Singaravel	Managing Director	Management Representative	
2	Dr. P. Subramaniam	Principal	Chair Person	
3	Mr. M. Manikandan	Professor / CSE	IQAC Coordinator	
4	Dr. S. Arulmolizhi	HOD/ CIVIL	Internal Member	
5	Mrs. K. Pooranapriya	HOD / ECE	Internal Member	
6	Mr. M. Kumar	HOD / EEE	Internal Member	
7	Mr. S. Balamurali	HOD / MECH	Internal Member	
8	Ms. S. Kousalya	HOD / MATHS	Internal Member	
9	Ms. P. Jayaprabha	HOD / MCA	Internal Member	
10	Mrs. V. Karthiga	HOD / MBA	Internal Member	

Minutes of Meeting

1. The previous meeting minutes were reviewed and all the points stand completed.
2. The chair persons insisted the coordinators and members to prepare the action plan for the upcoming semester.
3. Students' feedback can be used as indirect tool for the performance indicators .Based on that Hod's are instructed to prepare the faculty workload for upcoming semester.
4. All the department head are insisted to submit their action plan for the odd semester for preparing academic calendar inline with Anna University Academic Schedule.
5. The department head's are insisted to prepare the time table in line with the credits and curriculum by the prescribed by the Anna University.
6. The chair person insisted the members to collect the detailed lesson plan prepared by the members of the faculty before the commencement of classes.
7. The IQAC coordinator discussed regarding the plan for class committee meeting which is planned in second week of August 2019.
8. The department heads are insisted to identify the slow learners and take almost care to increase the performance in forth coming university examinations.

IQAC Coordinator

Copy to : 1. All HoDs
2. IQAC File

Principal
PRINCIPAL
VIDYAA VIKAS COLLEGE OF
ENGINEERING AND TECHNOLOGY
TIRUCHENGODE - 637214.



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IQAC – Minutes of Meeting



Venue : IQAC Cell

Date : 03.12.2019

Time : 2.30pm

Members Present:

S. No	Name	Designation	IQAC Position	Signature
1	Dr. T. O. Singaravel	Managing Director	Management Representative	
2	Dr. P. Subramaniam	Principal	Chair Person	
3	Mr. M. Manikandan	Professor / CSE	IQAC Coordinator	
4	Dr. S. Arulmolizhi	HOD/ CIVIL	Internal Member	
5	Mrs. K. Pooranapriya	HOD / ECE	Internal Member	
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Minutes of Meeting

1. All HODs presented the various activities conducted by respective departments along with student's feedback.
2. Chair person discussed the revised AQAR format and data required to be collected for completion of AQAR of AY 2018 -2019
3. The result obtained by the various departments was briefed by the IQAC coordinator and the remedial measures were discussed to improve the percentage of pass.
4. As a part of the curriculum the heads of the department are insisted to conduct the value added courses, Workshop and seminar in the upcoming semesters to improve the student's industrial exposure.
5. The chairperson also informed that each department should conduct at least one staff development program for technical support staff as a quality enhancement measure.
6. Quality of the student's projects is to be improved by conducting minimum of three numbers of reviews with senior faculty members.

IQAC Coordinator

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