

## MINUTES

The following are the Minutes of IQAC meeting held in the Seminar Hall on 9th July, 2018 at 11:00 a.m. The agenda of the meeting was as below.

- To approve the minutes of the earlier meeting.
- To discuss pending data required to finalise AQAR 2017-18
- To Discuss progress about the SSR for NAAC Third Cycle
- Any other matter with the permission of chair.

The meeting started in time and following was the discussion for the same.

1. Principal Dr. Ravindran Karathadi welcomed all the IQAC members.
2. The following members were present for the meeting.


Prin. Dr. Ravindran Karathadi	Chairman
Prof. Hinduja Srichand	Coordinator
Shri. N. Sasidharan	Management Representative
Shri. M.I.Damodaran	Management Representative
Mrs. Jayasree V.	Teaching Faculty
Mrs Bina Sarkar	Teaching Faculty
Mrs. Saraswati	Teaching Faculty
Mrs. Naveena Suresh	Teaching Faculty
Mr. Janardhanan V.	Admn. Incharge (Aided Section)
Shir K. Venkataeramani	Member
Mr. Rahul Gupta	Alumni

3. The minutes of the previous meeting were read out and the same were approved.
4. Principal. Dr. Ravindran Karathadi informed that information required for AQAR 2017-18 is pertaining to research and infrastructure. He also informed that Mr. Suhas Deshmukh, system manager has submitted the stock register and library information also has been received by library committee. He informed that AQAR 2017-18 will be over in 15 days time and the draft of the same will be shared with management for the approval.

5. Mr. Srichand Hinduja informed that the regular reports on criterion wise faculty in-charges are submitting and are getting kept in file. He also informed that almost every day meetings are held with the staff for doing the work at priority basis.
6. Shri M.I.Damodaran suggested to conduct some sessions on Research activity. It was decided to keep one session on Research and Publication by Research Committee of the College. It was further decided to keep more sessions on Career guidance of the students by Placement Cell and it was decided to chalk out the plan for conducting the career counselling sessions for the students at the earliest and implement the same.
7. Principal Dr. Ravindran Karathadi expressed that College should try to enter into some MoUs with some industries for our students to get internship. Shri M.I.Damodaran suggested to involve the Program coordinators in to it and the same was accepted.
8. The meeting got over at 1 p.m. with vote of thanks.

  
IQAC Coordinator



  
**PRINCIPAL**  
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