17-10-2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

2nd Meeting of Internal Quality Assurance Cell (IQAC) will be held on 19-10-2019 (3.00PM-5.00PM) at IQAC Room for monitoring the progress and functioning of academic and administrative units. All the members are requested to attend the meeting.

Agenda:

1. Action taken report on resolution of previous IQAC meeting.
2. Any other by committee members
3. Any other point with permission of Chair.

Chairman
IQAC
PRINCIPAL
CHENNAI INSTITUTE OF TECHNOLOGY
SARATHY NAGAR, NANDAMPAKKAM POST
KUNDRATHUR, CHENNAI - 600 069.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the 2nd IQAC Meeting, Dated 19-10-2019

Venue: IQAC Room Time : 3.00 PM

Committee Members & Others Present	Mrs. S. Sridevi, Dr. J. M. Mathana, Dr. P. Partheeban, Mr.R.Ramesh, Mr.S.Rahul, Dr.B.Sundarambal Dr. B. R. Ramesh Bapu, Dr.L.Iyyappan, Dr.B.Muthukumar, Dr.R.Dhanagopal, Dr.A.Dhanasekar, Dr.M.Ettappan Dr.A.Srinivasan
Leave/ Absence:	Mr.D.Kannan

Sl.No	AGENDA	DISCUSSION	DECISIONS/ACTION TAKEN	RESPONSIBILITY
1.	To discuss, read and approve the minutes of previous IQAC meeting	The minutes of last meeting were read, discussed and approved.	The documents submitted by assigned officials are approved and instructions were passed for implementation with immediate effect.	IQAC Coordinator to ensure the implementation
2	Action taken report on Resolution of previous IQAC meeting	The IQAC coordinator along with the team of 2 faculty members has monitored the action taken based on the resolution of previous meeting.	The in charges are requested to complete the pending works	In charges as finalized in Meeting
3	Confirmations of various Policy	The following draft policy were reviewed and suggestions were given for finalization. 1. IQAC Quality Manual 2. Process Manual for Academic Planning and Monitoring	In-charges were decided and requested to complete the process manual.	IQAC members

		level assessment and remedial methodology. 4. Code of Ethics for Plagiarism 5. Research and Innovation policy 6. Internal Examination Policy 7. Maintenance Policy 8. E- governance Policy 9. Consultancy Policy 10. Incubation Policy. Chairman IQAC requested to draft any other policy required for quality system implementation and submit to IQAC for approval.		
4	Vote of Thanks	On behalf of the IQAC Dr.A.Sundrambal conveyed vote of thanks to Chairman and all members for attending the meeting and suggestions		

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Copy to:

1. All Members of IQAC
2. All Faculties
3. All Assigned Officials