



IQAC - MINUTES OF MEETING

Meeting Records - 001 /2025 -2026

Date: 07.10.2025 - Tuesday

Members : IQAC Members

Time: 03.00 P.M.

Rapporteur : Dr.T.R.Chinnusamy

Nature: Onsight

Dr.R.Satish Kumar, Principal welcomed all the members of IQAC for the 1st IQAC meeting for the academic year 2025 - 26. The agenda points were discussed in the meeting and recommendations / suggestions from the committee is shown in the below table.

Agenda	Responsibility
1. Institution Vision <ul style="list-style-type: none">The Institute's current Vision statement shall be retained and pursued with long-term goals spanning the next 30–40 years to achieve sustained institutional growth.	All
2. Institution Mission <ul style="list-style-type: none">The Mission statements will focus on measurable short-term goals that support the achievement of the Vision. Departments were advised to maintain supporting evidence such as video recordings and related documentation to substantiate outcomes and secure maximum marks during NBA evaluation.	All
3. Timely Submission of NBA Criteria Metrics <ul style="list-style-type: none">All department faculty members were instructed to ensure timely submission of NBA Criteria Metrics to facilitate systematic review and compilation.	All faculty members
4. Signatures in Required Formats <ul style="list-style-type: none">It was decided that the Faculty In-charge, Program Coordinator, Head and Criteria Coordinators must sign the prescribed formats before submission to IQAC to ensure the accountability and validation.	Faculty In-charge, Program Coordinator, Head and Criteria Coordinators
5. Department-wise Submission Schedule <ul style="list-style-type: none">All departments must adhere to the submission schedule for NBA Metrics as per the specified dates communicated by the Criteria Coordinator and IQAC.	All faculty members
6. IQAC Format and SAR Readiness <ul style="list-style-type: none">The IQAC shall circulate the finalized Self-Assessment Report (SAR) format to all departments. Each department must ensure	IQAC



<p>the completion of their respective SAR sections as per the prescribed structure.</p>	
<p>7. Improvement in Criteria Scores</p> <ul style="list-style-type: none"> Department Coordinators and Criteria Coordinators shall review the identified gaps in each metric and discuss possible improvement strategies with IQAC and the Principal to enhance scores in specific criteria. 	<p>Department Coordinators and Criteria Coordinators</p>
<p>8. CO/PO Performance Indicators</p> <ul style="list-style-type: none"> Departments must identify and document key performance indicators (KPIs) for Course Outcomes (COs) and Program Outcomes (POs) to effectively measure and achieve the desired outcome parameters. 	<p>All faculty members</p>

Dr.T.R.Chinnusamy, IQAC Coordinator Proposed the vote of thanks at the end of the meeting

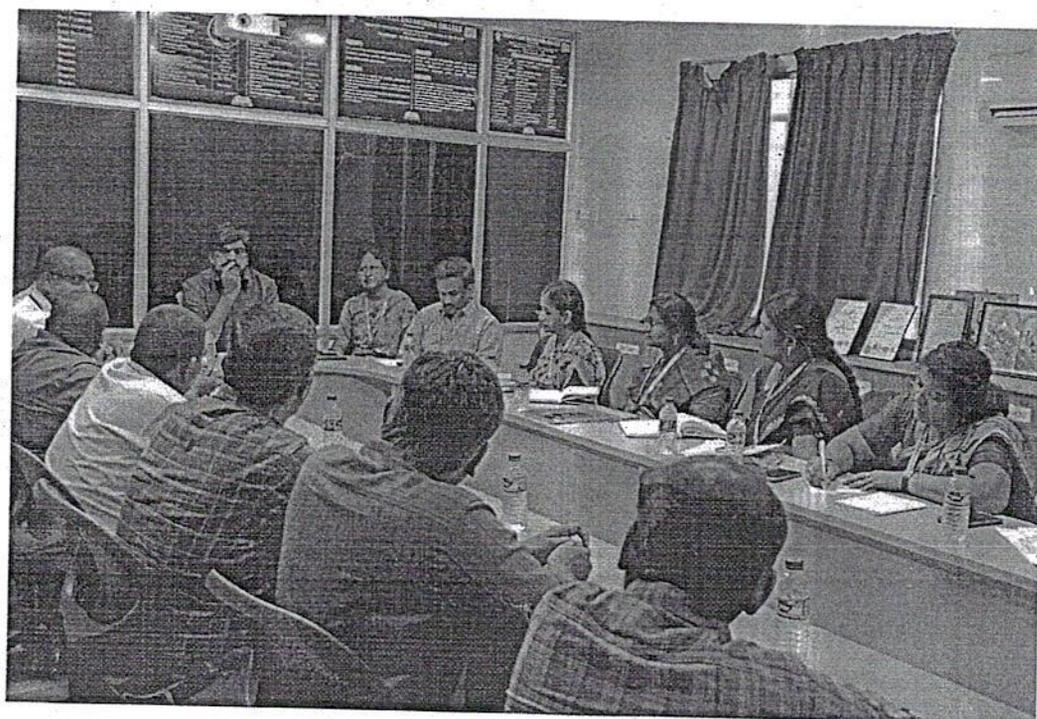
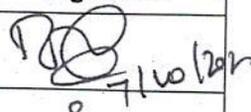
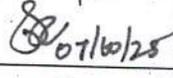
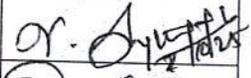
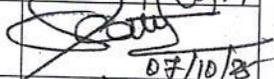
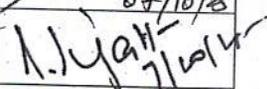
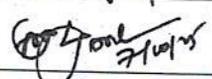
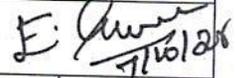
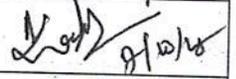
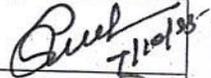
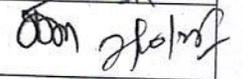
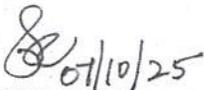


Fig.: 1st IQAC Meeting for the academic year 2025 -2026

Members Present:

S.No	Name	Designation	Representation	Signature
1.	Dr.R.Satish Kumar	Principal	Chairperson	 7/10/25
2.	Dr.T.R.Chinnusamy	Dean (Mechanical Sciences)	Convener	 07/10/25
3.	Dr.N.Sangeetha Priya	NBA Coordinator	Member	 7/10/25
4.	Dr.C.Aarthi	HoD - ECE	Member	 7/10/25
5.	Dr.G.Kathiresan	HoD - Mechanical	Member	 07/10/25
6.	Dr.B.Sujatha	Professor & Dean (Academics)	Member	 7/10/25
7.	Mr.P.Thangarasu	HoD - Chemistry	Member	 7/10/25
8.	Mr.K.Ashokkumar	HoD - CSE (CS)	Member	 7/10/25
9.	Dr.E.Geetha	HoD - Medical Electronics	Member	 7/10/25
10.	Dr.K.Umadevi	HoD - EEE	Member	 7/10/25
11.	Mr.D.Sathiyaraj	AP - EEE	Member	 7/10/25
12.	Dr.K.L.Palanisamy	HoD - S&H	Member	 7/10/25
13.	Dr.M.Sakthivel	HoD - CSE	Member	 7/10/25


07/10/25
IQAC COORDINATOR


7/10/25
PRINCIPAL

Copy submitted to the Correspondent Sir

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1. IQAC
2. E-Copy to all members
3. All Heads
4. File

