Minutes of IQAC Meeting

Venue: Emerald Hall   **Date: 16.02.2018**

Time: 1.30 pm

Agenda of the meeting:

1. Ratification of the Previous Minutes
2. Quality Assurance Initiatives of the Institution - NAAC Accreditation
3. First Installment Fees
4. Internal Assessment Test
5. Guest Lectures and Industrial Visit
6. Quality Enhancement Program
7. Review Attainment Analysis of COs, POs and PSOs
8. Strategic Plan and its Achievement Targets
9. Academic Audit
10. Any other matter with the permission of the chair

Members Present

S.No	Name	Designation	Role in IQAC
1.	Dr.K.Raja	Principal	Chairperson
2.	Dr. B.Sridhar	HoD-ECE	Member-Senior Teacher
3.	Dr.R.Senthilkumar	HoD-MECH	Member-Senior Teacher
4.	Dr.A.Saravanan	HoD-EEE	Member-Senior Teacher
5.	Dr.C. Suresh Kumar	HoD-CSE	Member-Senior Teacher
6.	Mr. Jerin Ross	HoD I/C-PETRO	Member-Senior Teacher
7.	Mr.S.Akbar Basha	HoD I/C-CIVIL	Member-Senior Teacher
8.	Dr.N.Aminur Rahaman	HoD-MBA	Member-Senior Teacher
9.	Ms.K.Kalpana	HoD I/C-S&H	Member-Senior Teacher

DHAANISH AHMED COLLEGE OF ENGINEERING
Affiliated to Anna University | Approved by AICTE | Accredited by NAAC
V a n c h u v a n c h e r r y ,   n e a r   T a m b a r a m ,   C h e n n a i - 6 0 1 3 0 1

S.No	Name	Designation	Role in IQAC
10.	Mr.T.K.Mohammed	Manager	Member-Administrative Officer
11.	Mr.P.Parthasarathy	Training Head, Godrej, Chennai.	Member-Industry
12.	Mr.H.Shoaib	CEO, Harris Infotech, Chennai.	Member-Industry
13.	Mr.G.Anand	Data Analyst, Capgemini, Chennai.	Member- Alumni
14.	Mr.D.Samuel	Assistant System Engineer, TCS, Chennai.	Member- Alumni
15.	Mr.A.Sahid Afridi	Quality Checker, Super Auto Forge Pvt.Ltd, Chennai.	Member -Parent
16.	Ms.A.Gopika Shree	IV-CSE	Student Member
17.	Mr.A.Abdul Muksin	IV-EEE	Student Member
18.	Dr.J.Sendhil	ASP-PETRO	Head - IQAC

Points Discussed

Agenda No.1: Ratification of the Previous Minutes

Resolution: The minutes of the previous meeting were ratified by the IQAC. This cell also reviewed the Action Taken Report and approved the same.

Agenda No.2: Quality Assurance Initiatives of the Institution - NAAC Accreditation

(a) IIQA status

Resolution: Principal revealed that IIQA was completed on 04.01.2018 and approved by the NAAC on 16.01.2018.

(b) Submission of SSR

Resolution: Principal reviewed the sample data collected by the Departments for the SSR and go with the same momentum and the members unanimously decided to submit the SSR on or before 22.02.18

Agenda No.3: First Installment Fees

Resolution: It was discussed to make necessary arrangements for the first installment fees of Rs.2, 21,250/- for the NAAC process.

Agenda No.4: Internal Assessment Test

Resolution: The Department heads are insisted to take care about the Internal Assessment in a serious manner for the betterment of the student community.

Agenda No.5: Guest Lectures and Industrial Visit

Resolution: The Principal insists the heads to complete the Industrial Visit and Guest Lectures pending if any before the model Exam.

Agenda No.6: Quality Enhancement Program

   (a) Programs Attended by Faculty Members

Resolution: The seminars and Workshops attended by faculty members in other colleges were noted by IQAC.

Agenda No.7: Review Attainment Analysis of COs, POs and PSOs

   (a) Consolidated Attainment Analysis of COs of 2013-2017 Batch

Resolution: The attainment analysis of COs for the 2013-2017 batches was reviewed for all the programs. The following suggestions for all programs for the improvement in COs attainment were reviewed.

- Exposure about the various technical software available in various fields should be given to the students.
- Students may be encouraged to do more online courses to enhance their lifelong learning skills.

(b)Consolidated Attainment Analysis of Cos of Odd Semester courses of 2017-2018

Resolution: The attainment analysis of COs of Odd semester courses of 2017-2018 were reviewed and suggestions for improving the attainment were discussed. The following consolidated suggestion for all the programs for the improvement in CO attainment were reviewed

- Assignments may be given to the students that makes them refer multiple sources

Agenda No.8: Strategic Plan and its Achievement Targets towards the fulfillment of Vision and Mission of the Institution.

Resolution: The IQAC noted initiatives taken towards achievement of targets for the Academic Year 2017-2018.

Agenda No.9: Academic Audit

Resolution: It was decided to conduct an Academic audit at the end of the semester

Agenda No.10: Any other matter with the permission of the chair

Copy to:

1. The Chairman/Secretary
2. The Members of IQAC
3. Heads of all Departments

ACTION TAKEN REPORT ON MINUTES OF IQAC MEETING

Academic Year 2017-2018

Action Taken Report on the decision of the IQAC meeting held on **16.02.2018** during the academic year **2017-2018**. To implement the decision of the IQAC meeting the following action were taken:

Plan of Action	Action Taken
Review Attainment Analysis of COs, POs and PSOs	Based on attainment analysis of 2013-2017 batches, the Departments are requested to give exposure about various technical software in various fields to students.
Consolidated Attainment Analysis of COs of 2013-2017 Batch	Based on the suggestions given by the members, Departments are requested to ensure that the students refer multiple sources for doing the Assignments.