



ROHINI

COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE and Affiliated to Anna University (An ISO 9001: 2015 Certified Institution)

RCET/ IQAC Meeting/2017-18/002

Date: 11.12.2017

Circular

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 14.12.2017 at 4.00 p.m in the Conference Hall. All the IQAC members are hereby informed to attend the meeting without fail.

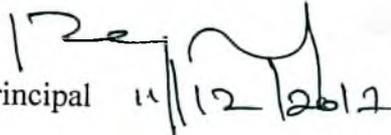
Agenda for the Meeting:

1. Introduction of IQAC members
2. Objectives of IQAC by IQAC Coordinator
3. Functions of IQAC by Chair Person
4. Academic improvement process



Copy to:

1. The Managing Director for kind information
2. The Chief Financial officer for kind information
3. All HODs
4. IQAC – Members & File


Principal 11/12/2017

PRINCIPAL
Rohini College of Engineering & Technology
Anjugramam Kanyakumari Main Road,
Palkulam, Variyoor (P.O.) - 629 401
Kanyakumari District, Tamil Nadu.

ROHINI COLLEGE OF ENGINEERING & TECHNOLOGY
Anjugrammam main Road, Palkulam 629401, Kanyakumari District

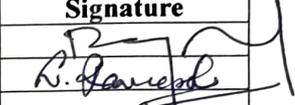
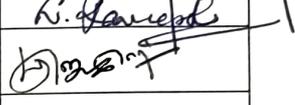
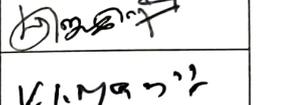
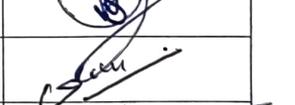
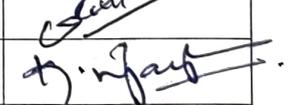
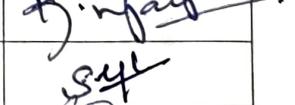
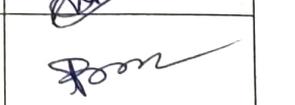
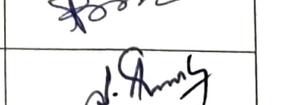
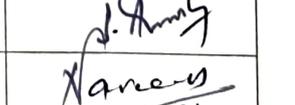
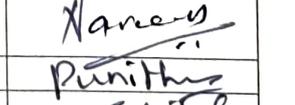
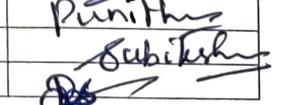
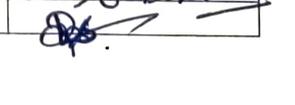
Date: 14.12.2017

Time: 4. 00p.m

Venue: Conference Hall

Minutes of the IQAC meeting held on 14.12.2017

Members Attended:

S.No.	Name	Category	Signature
1.	Dr. R. Rajesh, Principal	Chair Person	
2.	Dr.C.Ramesh, Professor /ECE	Coordinator	
3.	Prof. Jeyakumar.P Head, EEE	Member	
4.	Dr. Mathu Suresh.V.S Prof. (Maths) & Head, S&H	Member	
5.	Dr. SahayaRuben.J Prof. & Head, Civil	Member	
6.	Dr. Prince SahayaSutharson Associate Professor/ MECH	Member	
7.	Dr. S. Rathika , Associate Professor, Chemistry	Member	
8.	Mr.N.Suthan Kumar, Assistant Professor/Civil	Member	
9.	Dr. S. Indran, , Associate Professor & Head, MECH,	Director, Research, Member	
10.	Dr. N. Senthil Vel Murugan, Associate Professor, Mathematics	Exam Cell Coordinator, Member	
11.	Ms. Sahila Devi.R, Head/ CSE	Member	
12.	Ms. Meenakshiammal, Assistant Professor, CSE	Admission Coordinator, Member	
13.	Mr. Vijaya Karthikeyan.K, Administrative Officer	Member	
14.	Mr. GopaKumar S, Assistant Professor, EEE	Faculty Advisor, ISTE Student Chapter, Member	
15.	Ms. Jehitha.M.S, Alumni	Alumni Member	
16.	Mr. Ramakrishnan, NARDEP, Vivekananda Kendra, Kanyakumari	Member, Local Society	
17.	Mr. Anandan, Scientist "E", NPCIL, Koodankulam	Member, Industrialist	
18.	Mr. Naveen, HR Manager, OFS Technologies	Member, Employer	
19.	Ms. Punitha	Parent	
20.	Ms. Subiksha, I MECH	Student Member	
21.	Ms. Divya sree, II ECE	Student Member	

The meeting commenced with the opening remark of the Principal Dr.R.Rajesh about the importance of IQAC and its functions.

- Dr.C.Ramesh, IQAC coordinator welcomed all the members for the first IQAC meeting.
- The Chairperson Dr.R.Rajesh, Principal requested all the members for open house discussion on academic excellence.
- IQAC coordinator made a detailed presentation on the objectives of IQAC.
- Quality policy of the Institution was reviewed.

Functions of IQAC:

IQAC has planned to take various measures to ensure the quality functioning of the Institution as given below:

- Development and application of quality benchmarks.
- Parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit and its follow-up.

General Discussion:

- It was planned to conduct academic and Administrative audit twice in a year to ensure the quality functioning of the Institution.

- Dr.R.Rajesh, Principal stressed the need of holistic view towards quality excellence. He further added the education system has shifted from input based education to output based education. He also suggested a separate window need to be created in the college website for posting all IQAC Contents.
- HODs were asked to work on various criteria for NBA and to fix Criteria coordinators.

IQAC coordinator proposed the vote of Thanks.


Coordinator-IQAC


Principal & Chairperson
PRINCIPAL
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