



Tagore Institute of Engineering and Technology, Deviyakurichi 636 112

Internal Quality Assurance Cell

TIET/IQAC/Meeting/2013-14/01 Date: 29.06.2013

CIRCULAR

Sub: Establishment of IQAC –Reg.

It is hereby informed that the meeting of all the Head of Departments & Senior Staff members will be held at the Principal Room at 10.30a.m on Monday, 03/07/2013.

Agenda:

1. Formation & approval of Internal Quality Assurance Cell (IQAC)
2. Roles and Responsibilities of IQAC
3. Formation & approval of various Cell and Committees
4. Discussion about execution of academic activities of odd Semester for academic session 2013-14.

PRINCIPAL
TAGORE INSTITUTE OF ENGINEERING
AND TECHNOLOGY
Deviyakurichi - 636 112
Athur (Tk) Salem (Dt)

Copy To:

1. Management Members for Kind Reference
2. All HOD's
3. Senior Staff members



TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY

DEVIYAKURICHI-636112

MINUTES OF MEETING

Internal Quality Assurance Cell

Date: 03.07.2013

Minutes of the meeting dated 03rd JULY 2013

Agenda:

1. Formation & approval of Internal Quality Assurance Cell (IQAC)
2. Roles and Responsibilities of IQAC
3. Formation & approval of various cells and Committees
4. Discussion about execution of academic and co-curricular activities of odd Semester for academic session 2013-14.

Following points were discussed:

- i. Internal Quality Assurance Cell (IQAC) was constituted as under:


The following members were present in the meeting:

S.NO	CATEGORY	NAME	DESIGNATION	POSITION
1.	Chairperson	Dr.P.Prakasam	Head of the Institution, Principal	Chairman
2.	IQAC Coordinator	Mr.R.Rajasekar	Assistant Professor	Coordinator
3.	Faculty	Mrs.G.Revathi	Assistant Professor	Member
4.		Mr.S.Arokiaraj	Assistant Professor	
5.	Administrative Officers	Ms.T.Karthika	HoD/Civil	Members
6.		Mr.B.Sundarambal	HoD/ECE	
7.		Mr.K.Balasubramani	HoD/EEE	
8.		Mr.J.Venkataash	HoD/MECH	
9.		Mr.S.Ramesh	HoD/MBA	
10.		Dr.T.Krishnakumar	HoD/S&H	
11.	From Society	P.Kaliyappan	From Society	Member
12.				
13.	Student	Mr.V.Madhavan	Student	Member
14.	Alumini	P.Saravankumar	Alumini Student	
15.	Employer	Ms.A.Surya	Assistant Professor	Employer
16.	Industry	Mr.E.M.Ashokkumar	Managing Director Director	Industrialist

ii.Discussion on functions and objectives of IQAC was done.

iii.Various Cells like Women Empowerment Cell, Research and Development Cell, Human Resource Development Cell, NSS and YRC Cell, Alumni Cell are constituted. Various Committees such as Cultural Committee, Sports Committee, Transport Committee and Library Advisory Committee.

iv.Reviewed execution of academic activities of Odd Semester for academicsession 2013-14.


Coordinator/IQAC


(Chairman/IQAC)



Tagore Institute of Engineering and Technology, Deviyakurichi 636 112

Internal Quality Assurance Cell

TIET/IQAC/Meeting/2013-14/02 Date: 09.12.2013

CIRCULAR

Sub: Convening the meeting of IQAC –Reg.

It is hereby informed that the meeting of all the Head of Departments & Senior Staff members will be held at the Principal Room at 10.30a.m on Tuesday, 10/12/2013.

Agenda:

1. Improve Co-Curricular Activities
2. Improve Extension Activities
3. Academic Audit and Stock audit
4. To encourage Placement Activities

IQAC Coordinator

(Chairman/IQAC)

Copy To:

1. Management Members for Kind Reference
2. All HOD's
3. IQAC members



Tagore Institute of Engineering and Technology, Deviyakurichi 636 112

Internal Quality Assurance Cell

Date: 10.12.13

Minutes of the meeting dated 10th DECEMBER 2013

Agenda:

1. Improve Co-Curricular activities
2. Improve Extension Activities
3. Academic Audit and Stock audit
4. To encourage Placement Activities

The following Members were present for the meeting

NAME	DESIGNATION	POSITION
Dr.P.Prakasam	Head of the Institution, Principal	Chairman
Mr.R.Rajasekar	Assistant Professor	Coordinator
Mrs.G.Revathi Mr.S.Arokiaraj	Assistant Professor Assistant Professor	Member
Ms.T.Karthika Mr.B.Sundarambal Mr.K.Balasubramani Mr.J.Venkatash Mr.S.Ramesh Dr.T.Krishnakumar	HoD/Civil HoD/ECE HoD/EEE HoD/MECH HoD/MBA HoD/S&H	Members
P.Kaliyappan	From Society	Member
Ms.A.Surya	Assistant Professor	Employer

1. Workshops and seminar to be organized by all departments.
2. To motivate high number of students will participate in extension activities
3. Academic audit and Stock audit is done at the end of the every semester
4. Communication Skill and Soft skill development programmes to be conducted by HRDC cell and also take necessary steps for placement of final year students.

(R. Rajasekar)

IQAC Coordinator

P. Prakash

Chairman/IQAC