



Tagore Institute of Engineering and Technology, Deviyakurichi 636 112

Internal Quality Assurance Cell

TIET/IQAC/Meeting/2015-16/02 Date: 05.12.2015

CIRCULAR

Sub: Meeting of IQAC –Reg.

It is hereby informed that the Internal Quality Assurance Cell (IQAC) meeting will be held at the Principal Room 07/12/2015. All the members of the IQAC are requested to attend the meeting at 11.30 a.m

Agenda:

- Affiliation Work
- Discussion about university exam
- Activities of all department
- Agenda for Graduation day, Alumni Meet, Annual day has been discussed

Sd/-

Principal

Copy To:

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



TAGORE INSTITUTE OF ENGINEERING AND TECHNOLOGY
DEVYAKURICHI-636112
MINUTES OF MEETING
Internal Quality Assurance Cell

Date: 07.12.15

Minutes of the meeting dated 7th Dec 2015

Agenda:

- Affiliation Work
- Discussion about university exam and reopening date
- Activities of all department
- Agenda for Graduation day, Alumni Meet, Annual day has been discussed.

Following points were discussed:

- Review on the activities of all the departments.
- For Affiliation Faculty working experience should be updated till December 31, 2015.
- Every department must update their file
- Anna University Exams have been postponed and Staff duty will be changed.
- Re-opening dates have been given to the concern HODs for every branch and year.
UG-1 year- 08.01.2016.
- Staff members are asked to give importance on 2 mark questions for UG students in their drill test.
- Drill test pattern for UG students are 10- 2 marks & 1 – 10 mark question.
- Students those who absent for University exam (Regular & Arrear) should be intimated to their parents over phone.
- Agenda for Graduation day, Alumni Meet, Annual day has been discussed.
- Club activities are to be planned (S&H –MATHS AND ENGLISH).

Sd/-

(Co-ordinator/ IQAC)

Sd/-

(Chairman/IQAC)