



VALLIAMMAI ENGINEERING COLLEGE
S.R.M. NAGAR, KATTANKULATHUR 603 203
INTERNAL QUALITY ASSURANCE CELL (IQAC)



Ref: VEC/IQAC/Circ/2014/1

06-12-2014

CIRCULAR

Sub: IQAC Meeting – notification sent – requested to attend - reg.

The Internal Quality Assurance Cell (IQAC) meeting for the current academic year (2014-15) will be held on 08.12.2014 at 10.30 a.m. in the Conference Hall, VEC. The Agenda are:

- i. To introduce IQAC for the newly joined members
- ii. To introduce the revised guidelines of IQAC, as stipulated by UGC.
- iii. To inform about the Annual Quality Audit Report (AQAR) format to the members
- iv. Any other points

All the members are requested to attend the meeting and improve the quality of education to make our Institution as a 'Centre of Excellence'.

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Co-Ordinator


Principal

Copy to

- i. Vice Principal – for kind information and to attend
- ii. All Members
- iii. PA to Principal
- iv. IQAC File



Date: 09.12.2014

MINUTES OF MEETING

Date of Meeting: 08-12-2014

The Internal Quality Assurance Cell (IQAC) for the academic year 2014-15 was held on 08-12-2014 12.30 p.m. in the Conference Hall, VEC. The members present were Dr.B.Chidambaranathan, Principal, Dr.D.Elango, Dr.B.Vanathi, Dr.K.Elango, Dr.S.Visalakshi, Dr.S.Thirugnanam, Dr.J.Panmini, Dr.P.Balachandran, Dr. H. Krishnan, Dr. L. Devaraj Stephen, Prof.N.Lakshmana Perumal, Mr.T.C.Saravanan, NAAC coordinators/representatives of the department concerned and Dr.A. Abdul Rasheed.

The IQAC Coordinator has welcomed the members

The following points were discussed during the meeting:

1. Though the IQAC is considered as post-accreditation activity, the members were introduced that the cell has been formulated during the academic year 2012-13.
2. The coordinator elaborated the objective, strategies, functions and benefits of IQAC to Higher Educational Institution (HEI) to the members.
3. The members, NAAC coordinators and the Head of the Departments were introduced the revised format of Annual Quality Assurance Report (AQAR).
4. The coordinator insisted the members and HoDs concerned to provide the necessary data / report, which will be submitted to the UGC-NAAC, every year, after the accreditation.
5. The copy of the AQAR will also be sent to the HoDs mail ID for further processing. The same can also be forwarded to the NAAC coordinators for further submission of data in the format provided.
6. The coordinator requested the members for their kind cooperation to ensure quality at all levels and to become the institute as a "Centre of Excellence".


Coordinator


PRINCIPAL