



Minutes of IQAC Meeting -3

Venue : Board Room

Date & Time : 06.01.2020, 10 am

Agenda:

1. Review and confirm the minutes of last meeting
2. Academic body establishment
3. IQAR submission
4. Alumni meeting
5. Any other matter with the permission of the Chair

S. No	Name	Designation
1	Dr. K. Krishnakumar, Principal	Chairman
2	Mr. P. Ramesh, Dean Administration	Senior Administrative Officer
3	Mr. J. Srinivasan, AP / BME	Internal Member – Senior Teacher
4	Mr. G. Gandhi Jabakumar, HoD / CSE	Internal Member – Senior Teacher
5	Mr. Joe Mueth S Deepak, HoD / MECH	Internal Member – Senior Teacher
6	Mr. M. Velmurugan, HoD / CIVIL	Internal Member – Senior Teacher
7	Mrs. Padmapriya, HoD / EEE	Internal Member – Senior Teacher
8	Mr. Gnana Arun Johnson, HoD / ECE	Internal Member – Senior Teacher
9.	Mr. Sanjay	Campus Manager
10.	Mrs. K. Kala, HoD / BME	NAAC Coordinator
11	Mr. S.K. Vijai Anand, AP / CSE	IQAC Coordinator

Points Discussed:

Agenda No. 1: To review and confirm the minutes of last meeting

The coordinator read the minutes of last meeting and the minutes were reviewed and passed by the members.

Agenda No. 2: Academic body establishment

Resolution: It was decided to form the academic body comprising heads and senior staffs to frame the syllabus for Value Added courses for approval by the university.



SMK FOMRA
INSTITUTE OF TECHNOLOGY
KELAMBAKKAM, CHENNAI



Agenda No. 3: IQAR submission

Resolution: The review of prepared IQAR was taken by the committee. The members suggested some modification in the presentation of data. It has been decided to carry out the changes immediately and to upload it onto NAAC web portal at the earliest possible.

Agenda No. 4: Alumni meeting

Resolution: The HoDs and senior staffs were informed to get in touch with all alumni and confirm their participation for the alumni meeting to be held in July 2020.

IQAC Coordinator

Copy to

1. The Chairman
2. The Correspondent
3. The Joint-Correspondent
4. The members of IQAC

