

Minutes of the 2nd Meeting held on 23rd August, 2018 at 3 pm in the Board Room

Agenda :

- + Point 1 : To review and take note of the action taken on the minutes of the 1st IQAC Meeting
- + Point 2 : To Discuss on NAAC Peer team visit.

Members Present:

SNo	Name	Designation
1	Dr.Sr.Nirmala, Principal	Chairperson
2	Sr.Velangini, Dept. of English	Member
3	Mrs.AnnieSuneil- HOD, Dept. of English	Member
4	Dr.R.Komala – HOD, Dept. of Physics	Coordinator
5	Mrs.GraceBeena Paul– HOD, Dept. of Zoology	Member
6	Prof. Pardhasarathi – Dept of MBA	Member
7	Dr.K.Vindhya Vasini Roy – HOD, Dept. of Microbiology	Member
8	Mrs.Naga Laxmi – Dept. of Commerce	Member
9	Mrs.K.Sandhya Sree – HOD, Dept. of Comp. Science	Member
10	Dr.S.Sreedevi – Dept. of Microbiology	Member
11	Ms. Vanisree – HOD, Biochemistry	Member
12	Mrs.P.Sowmya Sree Laxmi – Dept. of Comp.Sci	Member
13	Mrs.MonoshriMitra – Dept. of English	Member
14	Mrs.R.Aparna – Dept. of Chemistry	Member
15	Mrs.K. Malathi – HOD , Social Sciences	Member
16	Mrs. Geetha Reddy – Dept. of Commerce	Member
17	Ms.SujathaCecellia – Director, ATM	Member
18	Mrs.Siddiqa Begum – Senior Office Assistant	Member
19	Prof.M.Lakshmipathi Rao – Director, Methodist Institute of Technology	Member
20	Ms. AnushkaArvind – II B.Sc (BCMC)	Member
21	Ms. V. Madhuri – I B.Sc (BTBC)	Member
22	Ms. Architha – II MBA	Member

Point 1: Principal congratulated all the criterion coordinators for successful submission of DVV clarifications.

Points 2: IQAC coordinator Dr.Komala, said that college received a mail from NAAC confirming dates of visit i.e 24 & 25 of September, along with schedule of the visit for two days. Principal suggested every department, committees and cells to keep everything ready as per the guide lines.

Dr.R.Komala, congratulated the student IQAC members Ms. AnushkaArvind(2nd year BCMC), Ms. V. Madhuri(1st year BTBC) and Ms. Architha(2nd year MBA).

Principal Sister asked IQAC to give an orientation to the staff members.

Mrs. Annie Sunil, HOD suggested that departments should keep presentation, proofs, documentation and records ready for the visit.

Mrs.Nagalaxmi suggested that an internal assessment of the departments by the Principal and IQAC would help to identify the gaps.

Principal has asked to announce in the classes about the peer visit.

Dr.Komala was asked to inform about the visit to governing body members, advisory committee and all our well wishers. The members took note of the same.

The meeting ended with vote of thanks to the chairperson.

Chairperson of the Meeting