

(Autonomous)
PERUNDURAI – 638060
INTERNAL QUALITY ASSURANCE CELL



### **Agenda of the Governing Council Meeting**

Academic Year:	Semester: Odd/Even	Date:
Members to be		
<b>Present:</b>		
<b>Meeting Date:</b>		
Venue:		

### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points



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### **Minutes of the Governing Council Meeting**

Academic Year:	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
1.		1.50		
2.				
3.				
4.				
5.	X			
6.				
7.				



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### **Agenda of the Academic Council Meeting**

Academic Year:	Semester: Odd/Even	Date:
Members to be		
Present:		
<b>Meeting Date:</b>		
Venue:		WA.

# Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points



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### **Minutes of the Academic Council Meeting**

<b>Academic Year:</b>	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
1.		2	<b>9</b>	
2.				
3.				
4.				
5.				
6.	X			
7.				



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### Agenda of the Board of Studies Meeting

<b>Academic Year:</b>	Semester: Odd/Even	Date:
Members to be		
<b>Present:</b>		
<b>Meeting Date:</b>		
Venue:		

### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points



# (Autonomous) PERUNDURAI – 638060 INTERNAL QUALITY ASSURANCE CELL



### Minutes of the Board of Studies Meeting

Academic Year:	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		

S.No.	Points Discussed	Action Plan	Responsibility	Remarks
1.			5	
2.				
3.				
4.				
5.				
6.	X			
7.				

BoS coordinator BoS Chairman



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### **Agenda of the Chief Coordinators Meeting**

Academic Year:	Semester: Odd/Even	Date:
Members to be		
Present:		
<b>Meeting Date:</b>		
Venue:		

### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points



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### **Minutes of the Chief Coordinators Meeting**

Academic Year:	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
1.			<b>9</b>	
2.		12		
3.				
4.				
5.				
6.				
7.				



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**Agenda of the Heads of the Department Meeting** 

Academic Year:	Semester: Odd/Even	Date:
Members to be		
Present:		
<b>Meeting Date:</b>		
Venue:		WA.

# Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points



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### Minutes of the Heads of the Department Meeting

<b>Academic Year:</b>	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
1.			9	
2.		12		
3.				
4.				
5.				
6.				
7.				



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### Agenda of the Programme Assessment Committee Meeting



Department of \_\_\_

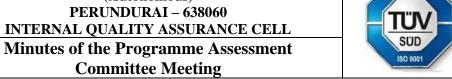
Academic Year:	Semester: Odd/Even Date:	
Members to be		
Present:		
<b>Meeting Date:</b>		
Venue:		

#### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points



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Department of \_\_\_

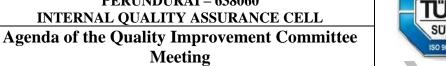
Academic Year:	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
1.		021.		
2.				
3.				
4.				
5.				
6.		9		
7.	- ()			

HoD Convener



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### **Department of**

Academic Year:	Semester: Odd/Even Date:
Members to be	
Present:	
<b>Meeting Date:</b>	
Venue:	

### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 5. Any other points



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# Minutes of the Quality Improvement Committee Meeting

### **Department of \_\_\_**

Academic Year:	Semester: Odd/Even	Date:
Members		
Present:		
Date:		<b>U</b> A ,
Venue:		

S.No.	Points Discussed	Action Plan	Responsibility	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

**Convener** HoD



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### Agenda of the R and D coordinators Meeting

Academic Year:	Semester: Odd/Even	Date:
Members to be		
Present:		
Meeting Date:		
Venue:		

# Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points

CCO R and D



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## Minutes of the R and D coordinators Meeting

<b>Academic Year:</b>	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
1.			)	
2.		12		
3.				
4.				
5.				
6.	X			
7.				

CCO(RnD)



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### **Agenda of the IIPC Coordinators Meeting**

Academic Year:	Semester: Odd/Even	Date:
Members to be		
Present:		
<b>Meeting Date:</b>		
Venue:		WA.

# Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points

**CCO IIPC** 



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### **Minutes of the IIPC Coordinators Meeting**

<b>Academic Year:</b>	Semester: Odd/Even	Date:
Members		
Present:		
Date:		77
Venue:		

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
1.		111		
2.				
3.				
4.				
5.				
6.				
7.				



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### **Agenda of the Department Faculty Meeting**

### Department of \_\_\_

Academic Year:	Semester: Odd/Even	Date:
Members to be		
Present:		
<b>Meeting Date:</b>		
Venue:		

### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4.
- 5. Any other points



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### **Minutes of the Department Faculty Meeting**

Academic Year:

Members
Present:

Date:

Venue:

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
1.	Gist of CCO and HOD meeting		<b>9</b>	
2.	Academic Activities (Teaching Leaning)	711.		
3.	Training and Placement Activities			
4.	Research and Faculty Improvements			
5.	IIPC Activities			
6.	Continuous Improvements	6		
7.	Any other Points:			
	)			



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### **Agenda of the Parents Meeting**

### Department of \_\_\_

Academic Year:	Semester: Odd/Even	Date:
Members to be		
<b>Present:</b>		
<b>Meeting Date:</b>		
Venue:		77,

### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points



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### **Minutes of the Department Parents Meeting**

	Department of	
<b>Academic Year:</b>	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		UA .

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
		. ^		
	- ()			

**Department Coordinator** 



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### **Agenda of the Budget Meeting**

## Department of \_\_\_

Academic Year:	Semester: Odd/Even	Date:
Members to be		
Present:		
<b>Meeting Date:</b>		
Venue:		77,

### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points



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### **Minutes of the Department Budget Meeting**

	Department of	
Academic Year:	Semester: Odd/Even	Date:
Members		
Present:		
Date:		
Venue:		WA.

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks

**Department Coordinator** 



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**Agenda of the IQAC Meeting** 

Academic Year:	Semester: Odd/Even	Date:
Members to be		
Present:		
<b>Meeting Date:</b>		
Venue:		UA.

### Points to be discussed

- 1. Review of Minutes of Previous Meeting.
- 2. .
- 3. .
- 4. .
- 5. Any other points

**CCO-IQAC** 



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**Minutes of the IQAC Meeting** 

<b>Academic Year:</b>	Semester: Odd/Even	Date:	
Members			
<b>Present:</b>			
Date:			
Venue:			

S.No.	<b>Points Discussed</b>	Action Plan	Responsibility	Remarks
		. (1)		
		9		
	- ()			

IQAC Coordinator CCO-IQAC