|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-01, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Governing Council 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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-02, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Governing Council Meeting** |

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-03, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Academic Council 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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-04, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Academic Council Meeting** |

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-05, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Board of Studies 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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-06, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **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. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |

**BoS coordinator BoS Chairman**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-07, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Chief 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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-08, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Chief Coordinators Meeting** |

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-09, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Heads of the Department 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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-10, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Heads of the Department Meeting** |

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**Principal**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-11, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Programme Assessment Committee Meeting** |

**Department of \_\_**

**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

**HOD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-12, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Programme Assessment Committee Meeting** |

**Department of \_\_**

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**Convener HoD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-13, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Quality Improvement Committee Meeting** |

**Department of \_\_**

**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

**HOD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-14, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Quality Improvement Committee Meeting** |

**Department of \_\_**

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**Convener HoD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-15, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **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**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-16, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the R and D coordinators Meeting** |

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**CCO(RnD)**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-17, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the IIPC 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 IIPC**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-18, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the IIPC Coordinators Meeting** |

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**CCO(IIPC)**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-19, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Department Faculty Meeting** |

**Department of \_\_**

**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

**HOD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-20, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Department Faculty Meeting** |

**Department of \_\_**

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

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

**Department Meeting Coordinator HOD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-21, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Parents Meeting** |

**Department of \_\_**

**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

**HOD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-22, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Department Parents Meeting** |

**Department of \_\_**

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Points Discussed** | **Action Plan** | **Responsibility** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Department Coordinator HOD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-23, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the Budget Meeting** |

**Department of \_\_**

**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

**HOD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-24, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the Department Budget Meeting** |

**Department of \_\_**

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Points Discussed** | **Action Plan** | **Responsibility** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Department Coordinator HOD**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-25, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Agenda of the IQAC 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-IQAC**

|  |  |  |
| --- | --- | --- |
|  | **KONGU ENGINEERING COLLEGE**  MM-26, Rev.0, 01.09.2023  **(Autonomous)**  **PERUNDURAI – 638060**  **INTERNAL QUALITY ASSURANCE CELL** | C:\Documents and Settings\MBA\Desktop\ISO_9001.jpg |
| **Minutes of the IQAC Meeting** |

**Academic Year: Semester: Odd/Even Date:**

|  |  |
| --- | --- |
| **Members Present:** |  |
| **Date:** |  |
| **Venue:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Points Discussed** | **Action Plan** | **Responsibility** | **Remarks** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**IQAC Coordinator CCO-IQAC**