

**Government College of Technology, Coimbatore-641 013**  
(An Autonomous Institution affiliated to Anna University, Chennai)

**INTERNAL QUALITY ASSURANCE CELL**

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Date: 24.12.18

**MINUTES OF THE 5<sup>th</sup> IQAC MEETING**

The 5<sup>th</sup> IQAC meeting was held on 21.12. 2018 at 10:30 am in Principal's chamber. The Coordinator welcomed all the members of IQAC. The Agenda was taken in order and the discussions were made.

The following members were present for the meeting

Sl.No.	Name	Member Category
1	Dr.P.Thamarai	Convenor
2	Dr.R.Thenmozhi	IQAC Co-rdinator
3	Dr.S.P.Jeyapriya	IQAC Co-Coordinator
4	Dr.Maragatham Nataraj	External - Academics
5	Prof. Shanmugam	External - Alumnus
6	Dr. A. Sudhakar	External - Industry
7	Dr.T.Alwarsamy	Member
8	Dr.R.Shanmugalakshmi	Member
9	Dr. O. Saranya	Member
10	Dr.S.Rathi	Member
11	Dr.R.Rajeswari	Member
12	Dr.Latha Venkateshwari	Member
13	Thiru.R.Gunasekaran	Member
14	S.S.Moulidaran	Student Member
15	A. Sankararaman	Student Member
16	C. Poushya	Student Member
17	M.Harishkumar	Student Member

**Agenda 1: Review and Analysis of NAAC report**

The Principal and the convener of IQAC briefed on the report given by NAAC committee

1. Institution should attract more research and funding from outside agencies
2. Hostel facilities need to be improved to avoid crowding and transportation facilities for staff and students need to be improved.

3. Efforts should be taken to have better industry-institution interaction.
4. Faculty should be motivated to publish papers in reputed Journals.
5. Toilet facilities in terms of numbers, cleanliness should be improved. The committee also advised to maintain the cleanliness.
6. Vacant teaching positions need to be filled.
7. To upgrade the existing laboratory facilities.
8. To improve patent filing activity.

#### **Agenda 2: BOS Meeting for 2018 Regulations**

The Controller of Examinations Dr.T.Alwarsamy informed about the need to submit the detailed Syllabi of III to VIII Semesters (2018 Regulations) of all programmes within February 2019.

#### **Agenda 3: Planning of Internal Department Audit**

The external member Dr.Maragatham Nataraj highlighted the importance of doing Internal Department Audit. The Coordinator of IQAC suggested to have the Internal Department Audit during the last week of January 2019. It was also suggested by the co-coordinator to form committee constituting 3 members each for the UG Programme and 2 members each for the PG programme to do the auditing process. Principal approved the suggestion and the other members accepted.

#### **Agenda 4: Student Support and Progression**

The Principal and the convener requested the Heads of Departments to motivate the students to take up innovative projects, and to register for the online courses such as NPTEL and MOOC courses. The external member Prof.Shanmugam also informed the faculty members to increase the number of publications in high impact factor journals.

#### **Agenda 5: Learning Resources**

The suggestions given by the Library Committee in increasing the fine amount from 50 ps. to Rs.1 for the delay in returning the text books taken by the students in the Issue section is discussed in the meeting by the library officer Dr.R.Thenmozhi. The members have accepted this nominal increase in the fine amount and the Principal approved the same.

#### **Agenda 6: Infrastructure**

Estate Officer Dr.R.Thenmozhi highlighted the progress of infrastructural facilities in the campus. The Principal informed the faculty members of Civil Engineering to take the students to the site in order to visit these facilities to gain practical knowledge. Principal also stated that two more proposals namely Skill Development centre and Additional second floor for the Geotechnical block have been submitted for approval.

**Agenda 7: e-procurement**

The Principal requested all the Heads of Departments to speed up the process of procurement and to submit the status of purchase of goods by the Departments. The faculty members who have attended the one day workshop on e-procurement-Principles and Practices are asked to submit the feedback to the TEQIP office.

The Co-ordinator of IQAC thanked all the members and the meeting came to an end at 12.15 pm.

*R. M. Khan 24/12/18*  
IQAC Co-ordinator

*P. Th...*  
Principal 24/12/18

Copy to: (1) File  
(2) All members of IQAC