

Internal Quality Assurance Cell
PSN College of Engineering and Technology
Melathediyoor – 627 152

Minutes of the meeting of Internal Quality Assurance Cell held on 14.09.2017, 02.30 p.m. at Seminar Hall, Alumni Guest House.

The following members were present

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| 1. Dr.S. Balakumar | - | Chairperson |
| 2. Er.P.S.Jayaram | - | Management Representative |
| 3. Dr.C.Christopher Columbus | - | Administrative Representative |
| 4. Dr.P.Selvakumar | - | Administrative Representative |
| 5. Prof.C.Jeyanthi | - | Teacher Representative |
| 6. Dr.V.Jeyalakshmi | - | Teacher Representative |
| 7. Prof.S.Rajeswari | - | Teacher Representative |
| 8. Prof.A. Saravanan | - | Teacher Representative |
| 9. Mr.J. Rajarajan | - | Alumni Representative |
| 10. Mr.A.Arumuga Perumal | - | Stakeholder Representative |
| 11. Mr.S.Ananth | - | Student Representative |
| 12. Mrs. R. Lakshmi Priya | - | Coordinator |

The following agenda were discussed in the meeting

1. Organizing quality related Conferences/symposiums

It is resolved that more number of quality related conferences/symposia are to be organized in the even semester of the academic year 2017-18.

2. Discussion about the funded projects

It is resolved to organize a seminar for the faculty who have completed Ph.D. on research funding and project proposal writing. Director (Research) is asked to conduct the programme for the faculty.

3. Conduct of Remedial Classes

It is resolved that the Heads of department must be instructed to identify the students who have more number of arrear papers in the end semester examinations and provide them remedial classes. The exam cell shall prepare a schedule to conduct remedial classes for the students with arrears.

4. Coaching class for competitive examination

It is resolved to conduct coaching classes for students who are appearing for GATE and similar competitive examinations.

The meeting came to close at 4.00 p.m. with the vote of thanks by the coordinator.

S. Balakrishnan
Chairperson 18/9/17

R. Lakshmi
Coordinator 18-9-17