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|  Nehru Institute of Information Technology and Management | DEPARTMENT | Academic Year: 2022 - 23 |
| | Internal Quality Assurance Cell (IQAC) | Date: 13-09-2022 |
| IQAC Meeting – Circular | | |

Dear Staff Members

Sub: Internal Quality Assurance Cell Meeting – Reg.

Meeting of IQAC for the Academic Year 2022 – 2023 is scheduled on 27-09-2022, at 02:00 pm in Boardroom to discuss the following agenda

Welcoming the members of IQAC

1. Current academic year Plans
2. Subject Allocation for the Faculties and Workload
3. Plan for proposed Events for this Academic Year
4. Submission of roles and responsibilities of faculties for the academic year.
5. Research Publication of the Faculty Members.
6. Any other matter with consent of the Principal.

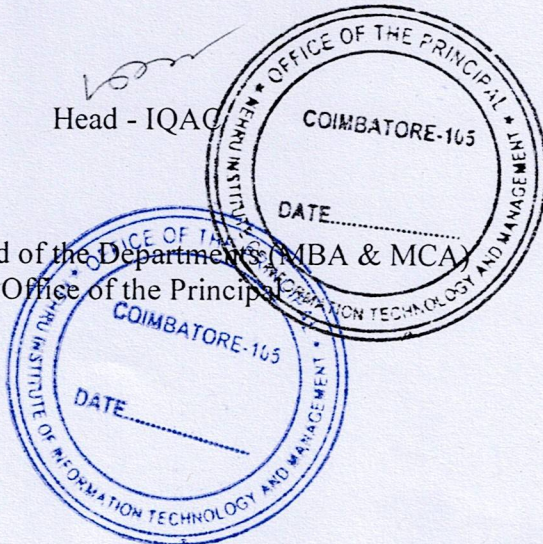
All are therefore requested to kindly make it convenient to attend the meeting.

Thanking you

Head - IQAC

Cc:

- 1) Head of the Department (MBA & MCA)
- 2) The Office of the Principal




Principal,
PRINCIPAL,

Nehru Institute of Information Technology & Management
"Nehru Gardens" T. M. Palayam,
COIMBATORE - 641 105.

PRINCIPAL,

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| | Internal Quality Assurance Cell (IQAC) | |
| | | Date: 27-09-2022 |
| IQAC Meeting Minutes | | |

Date of the Meeting: 27-09-2022

Venue: Board Room

The IQAC meeting was conducted as scheduled in the presence of following members.

| Sl. No. | Name | Designation |
|---------|------------------------|-------------------------|
| 1. | Dr. K. Ravi Kumar | Principal & Chairperson |
| 2. | Dr. M. Sathiskumar | HoD – MBA |
| 3. | Dr. S. Menaka | HoD – MCA |
| 4. | Ms. N. Ananthapriya | Coordinator |
| 5. | Mr. A. Balasubramanian | Coordinator |
| 6. | Dr. V. Vasanth | Head |

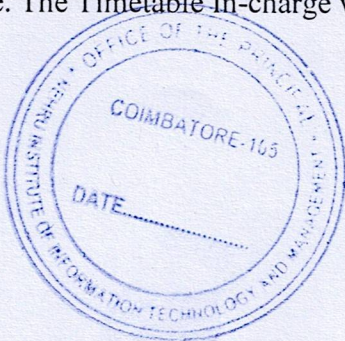
The Meeting starts with the welcome address and agenda proposed by Dr. V. Vasanth, Head - IQAC and presided by Dr. K. Ravi Kumar, Principal & Chairperson – IQAC.

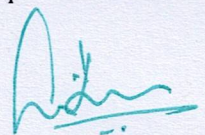
Point 1: Current academic year Plans

Resolved to prepare the Academic Calendar for this academic year in order to implement academic programs effectively.

Point 2: Subject Allocation for the Faculties and Workload

It is conferred to submit workload and subject allocation for preparation of Class Timetable. The Timetable In-charge will take a responsibilities.




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Point 3: Plan for proposed Events for this Academic Year

It is decided to prepare the proposed list of events for the academic year with estimated budget.

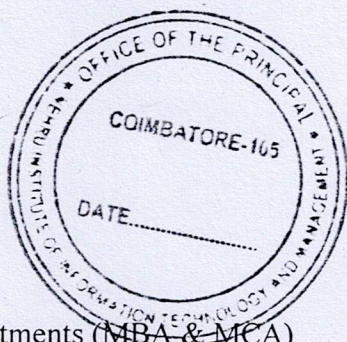
Point 4: Submission of roles and responsibilities of faculties for the academic year.

It is resolved to summaries the roles and responsibilities of faculties for the academic year.

Point 5: Research Publication of the Faculty Members.

It is conversed to improve the research publication of the faculty members.

Head - IQAC



Cc:

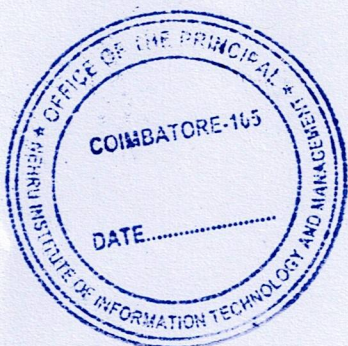
- 1) Head of the Departments (MBA & MCA)
- 2) The Office of the Principal


Principal
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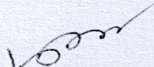
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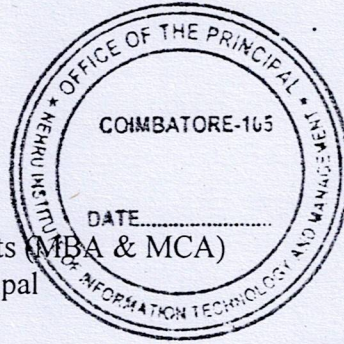
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| | | |
| IQAC - ACTION TAKEN REPORT | | |

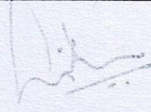
| Points | Content | Action Taken |
|--------|---------------------------------|---|
| 1. | Academic Calendar | Both the departments (MBA & MCA) are completed and submitted the Academic Calendar. |
| 2. | Workload and Subject Allocation | Workload and Subject allocation are submitted. |
| 3. | Academic Events | List of Proposed Events has prepared for both the Departments. |
| 4. | Roles & Responsibilities | Roles and Responsibilities are allotted for the Faculty members |
| 5. | Research Publication | Regular Monitor is made to increase the research publication made by the faculty members. |


Head - IQAC

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