



# ROHINI COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE and Affiliated to Anna University ( An ISO 9001: 2015 Certified Institution)

RCET/ IQAC Meeting/2018-19/001

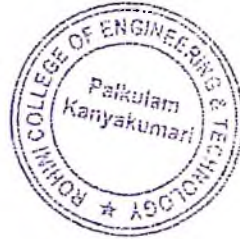
Date: 30.8.2018

## Circular

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 4.9.2018 at 11:30 a.m in the Conference Hall. All the IQAC members are hereby informed to attend the meeting without fail.

### Agenda for the Meeting:

1. Functioning of IQAC
2. Organizing National Conference
3. Quality publications by Faculty
4. Certification and value added courses
5. Audit of Internal Assessment Test evaluation



Principal 30/8/2018

PRINCIPAL

Rohini College of Engineering & Technology  
Anjugramam Kanyakumari Main Road,  
Paikulam, Varyoor (P.O.) - 629 401  
Kanyakumari District, Tamil Nadu,

### Copy to:

1. The Managing Director for kind information
2. The Chief Financial officer for kind information
3. All HODs
4. IQAC – Members & File

**ROHINI COLLEGE OF ENGINEERING & TECHNOLOGY**  
Anjagrammam main Road, Palkulam 629401, Kanyakumari District

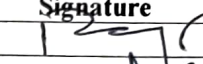

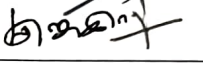
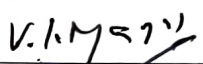


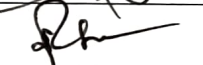





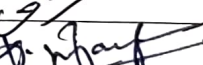




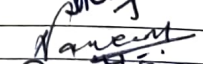
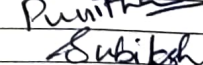


Date: 4.9.2018

Time: 11. 30a.m

Venue: Conference Hall

Minutes of the IQAC meeting held on 4.9.2018


Members Attended:

S.No.	Name	Category	Signature
1.	Dr. R. Rajesh, Principal	Chair Person	
2.	Dr. S. Mohanalakshmi Prof.& Head/ECE	Coordinator	
3.	Prof. Jeyakumar.P Head/EEE	Member	
4.	Dr. Mathu Suresh.V.S Prof. (Maths) & Head, S&H	Member	
5.	Dr. SahayaRuben.J Prof. & Head, Civil	Member	
6.	Dr. Prince Sahaya Sutharson Associate Professor/ MECH	Member	
7.	Dr. S. Rathika , Associate Professor, Chemistry	Member	
8.	Mr.N.Suthan Kumar, Assistant Professor/Civil	Member	
9.	Dr. S. Indran, , Associate Professor & Head, MECH,	Director, Research, Member	
10.	Dr. N. Senthil Vel Murugan, Associate Professor, Mathematics	Exam Cell Coordinator, Member	
11.	Ms. Sahila Devi.R, Head/ CSE	Member	
12.	Ms. Meenakshiammal, Assistant Professor, CSE	Admission Coordinator, Member	
13.	Mr. Vijaya Karthikeyan.K, Administrative Officer	Member	
14.	Mr. GopaKumar S, Assistant Professor, EEE	Faculty Advisor, ISTE Student Chapter, Member	
15.	Ms. Jehitha.M.S, Alumni	Alumni Member	
16.	Mr. Ramakrishnan, NARDEP, Vivekananda Kendra, Kanyakumari	Member, Local Society	
17.	Mr. Anandan, Scientist "E", NPCIL, Koodankulam	Member, Industrialist	
18.	Mr. Naveen, HR Manager, OFS	Member, Employer	
19.	Ms. Punitha	Parent	
20.	Ms. Subiksha, II MECH	Student Member	
21.	Ms. Divya sree, III ECE	Student Member	

The meeting commenced with the opening remark of the Principal Dr.R.Rajesh about the importance of IQAC and introduced the IQAC Coordinator Dr.S.Mohanalakshmi Professor & Head/ECE to the members.

- The coordinator briefed the functioning of IQAC. She also expressed the need of a centralized document repository.
- It was decided to organize a National Conference on Emerging Trends in Engineering and Technology for Aerospace Applications in association with **The Aeronautical Society of India (AeSI), Kanyakumari Branch and ISRO Propulsion complex, Mahendragiri** on 12.10.2018 and 13.10.2018 and various committees were formed for smooth conduction of the conference.
- The members had a discussion for establishing effective mechanism for the IQAC to focus on quality criteria.
- Discussion was held to implement Certification and value added courses effectively.
- The IQAC recommended publishing research papers at least one per year by faculty members in the SCOPUS / SCI / Web of Science indexed journals.
- It was decided to conduct an internal audit by HOD after every internal assessment to ensure correctness in evaluation and improve the evaluation system. HoDs are asked to counsel the evaluators if the margin of error is beyond 7 marks.
- It was decided to bring more number of MoUs for the benefit of students.

  
Coordinator-IQAC

  
Principal & Chairperson  
PRINCIPAL  
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