

1st Minutes of Meeting of IQAC, Faculty of Applied Science

Meeting No:			UJ/VC/FAS/IQAC/2018/001						Month & Year: Jan.2018					
Date:			17/01/2018						Time: 3.30p.m – 4.30p.m					
Venue:			Office room IQAC											
Date/Month														
Attendance			17/01	21/02	28/03	25/04	30/05	28/06	25/07	29/08	26/09	31/10	28/11	27/12
No	Name	Signature												
1	Dr.(Ms). A. Nanthakumaran		√											
2	Mr.B.Yogarajah													
3	Mr.S.Thirukumaran													
IQAC-FAS/01/01			Discussion on previous activities. Nearly 80% of the action plan 2017 of IQAC for July to December 2017 was successfully completed											
IQAC-FAS/01/02			Dates for the monthly meetings in 2018 were scheduled on 17 th Jan, 21 st Feb, 28 th Mar, 25 th Apr, 30 th May, 28 th Jun, 25 th Jul, 29 th Aug, 26 th Sep, 31 st Oct, 28 th Nov, 27 th Dec.											
IQAC-FAS/01/03			Second examiner report finalized and decided to forward to faculty board											
IQAC-FAS/01/04			Preparation of Action plan-2018 is in progress. Members of the faculty board are requested to submit their suggestion for the IQAC – FASc. It will be finalized in next monthly meeting of IQAC											
IQAC-FAS/01/05			Faculty of Applied Science IQAC website was updated. The director IQAU was requested to update the link created by the IQAC – FASc on the IQAU website.											
IQAC-FAS/01/06			Recommended to issue the letter of appointment for each academic counselor at the faculty.											
IQAC-FAS/01/07			Prepare faculty handbook & prospectus separately for 2018 and thereafter since those documents are the evidences for many standards in some criterions of IR and PR.											
Sgd. Coordinator/IQAC														
CC: Dean/FAS Director/IQAU														

