

## 2<sup>nd</sup> Minutes of Meeting of IQAC, Faculty of Applied Science

<b>Meeting No:</b>			UJ/VC/FAS/IQAC/2018/002							Month & Year: Feb.2018						
<b>Date:</b>			21/02/2018							Time: 2.30p.m – 3.30p.m						
<b>Venue:</b>			Office room IQAC													
Date/Month																
<b>Attendance</b>			17/0	21/02	28/	25/0	30/0	28/0	25/0	29/08	26/09	31/10	28/11	27/12		
No	Name	Signature	1		03	4	5	6	7							
1	Dr.(Ms). A. Nanthakumaran			√												
2	Mr.B.Yogarajah															
3	Mr.S.Thirukumaran															
IQAC-FAS/02/01			Graduate profile finalized and forwarded to the faculty board approval.													
IQAC-FAS/02/02			Preparation of Action plan – 2018 is in progress.													
IQAC-FAS/02/03			Second examiner report has been approved in the 109 <sup>th</sup> Faculty Board held on 19 <sup>th</sup> , January 2018 and to be sent to the Heads of Dept. for the implementation.													
IQAC-FAS/02/04			It is recommended to include the details of Internal Quality Assurance Cell in faculty handbook and the prepared document was sent to the Dean to place it in the Faculty Board.													
IQAC-FAS/02/05			All the faculty members were grouped as team for each criterion of the Programme Review for evidence collection.													
IQAC-FAS/02/06			The best practices of addressing the comments from moderators through moderation report should be discussed at the faculty board and the summary report of that would be documented at IQAC.													
IQAC-FAS/02/07			Recommended to issue the letter of appointment with TOR for each academic counselor.													
IQAC-FAS/02/08			After Programme Review the files with document will be showcased at each faculty cell and it would be considered as academic library. Hence, it has been decided to request the Dean/FAS cum Chairman IQAC to provide place with sufficient space for the functioning IQAC. The resources available at present are as follows, Table - 01 Chair - 02 Steel cabinet - 01 Printer with photocopier - 01 Computer desk – 01 Revolving chair - 01													
Sgd. Coordinator/IQAC																
CC:			Dean/FAS Director/IQAU													