

# Sri Shakthi

Institute of Engineering and Technology  
Coimbatore – 641062



9.8.2014

## Minutes of the HODs Meeting

A HODs meeting was convened by the Principal on 8.8.2014 at his chamber at 10:30 am to discuss the subject matters given below.

S.No.	Subject Matter	Resolution
1	Welcome Address	The Principal welcomed the members of the meeting.
2	Matters relating to previous meeting	As highlighted in the previous meeting HODs were requested to meet the First Year students of their departments and discuss the significance and scope of their studies.
3	Quality Assurance in the process	<p>The Principal emphasized the quality assurance in all processes to take the college to the best of its level as envisioned by the Chairman.</p> <p>It was also briefed that as its first step the college had been certified by ISO 9001:2008. Following that, NBA accreditation had been applied by 4 departments, for which a visit by the NBA team was expected at any moment.</p> <p>Then, HODs were requested to prepare the academic processes for NAAC accreditation and also invited them to discuss about it.</p> <p>After an open discussion, HOD/ EEE clarified that the preparation required an Internal Quality Assurance Cell (IQAC) which is necessary for a long term improvement.</p> <p>After a discussion, Mrs.K.E.Kannammal, HOD / CSE was nominated to be the Coordinator of IQAC. HOD/CSE was requested to make a presentation on IQAC and its composition in the next meeting on 13.9.2014.</p>
4	Infosys Campus Connect Program	HOD/ CSE, SPOC for Infosys Campus Connect Program was requested to plan the activities of the year appropriately.
5	Closing Remarks	Meeting came to an end at 11:45 am with the thanks proposed by the Principal

**Dr.C.Natarajan**  
Principal