



GOJAN SCHOOL OF BUSINESS & TECHNOLOGY

Approved by AICTE New Delhi & Affiliated to Anna University, Chennai
NAAC Accredited Institution | An ISO 9001:2008 Certified Institution
Recognized by UGC u/s 2(f) & 12(B) of the UGC Act

Academic Year 2018-2019

Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC Meeting for the academic year 2018-19 was held on December 26, 2018 in the Board Room at 11.30 a.m.

Agenda of the Meeting.

1. Outcomes of action plan of the previous Meeting.
 - a. Odd semester academic activities.
 - b. Co-curricular activities.
 - c. Social activities.
2. Discussion of the action plan for Even semester.

The following members were present in the meeting.

S. No.	Name	Position	IQAC Designation
1.	Dr. Sasimurugan T	Head of the Institution//Principal	Chairperson
2.	Mr. Suresh Raj L	Assistant Professor	IQAC Coordinator
3.	Mr. Arunsankar G	Management Faculty	Member
4.	Dr. Ravisankar K	Administrative Officer	Member
5.	Mrs. Jayanthi Ravisankar	Administrative Officer	Member
6.	Mr. Joseph (MECH)	Alumni	Member
7.	Mr. Harish Karthick (ECE)	Alumni	Member
8.	Mr. Dwarakanath	Industrialist	Member
9.	Mr. Ramadhurai R	Senior Faculty 1	Member
10.	Mr. Anbuselvan K	Senior Faculty 2	Member
11.	Ms. Rekha S	Senior Faculty 3	Member



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The Minutes of the meeting are as follows:

The meeting commenced with the opening remarks of the principal about the importance of Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all the members for the Internal Quality Assurance Cell meeting.
2. All the IQAC members introduced themselves to others.
3. Discussed about the outcomes of Action Plan of the previous meeting and the forth coming semester.

S. No	Subject/Issue	Outcomes of the Discussion	Action to be taken
1	Odd semester Academic activities 2018-2019	<ul style="list-style-type: none"> • College academic calendar and time table was framed. • Course file, lesson plan, question bank were submitted. • Based on first internal assessment test result analysis slow learners were identified and special coaching were given. 	Principal, Heads of the Department and Faculty Members.
	Guest lecture	<ul style="list-style-type: none"> • A Guest Lecture Programme on “Career in Civil Engineering” was conducted on December 19, 2018. • A Guest Lecture programme on “Industrial Automation and Robotics” was conducted on July 28, 2018 • A Guest Lecture Programme on “RF and Microwave Engineering” was conducted on July 27, 2018 • Guest Lecture Programme on “VLSI Design” was conducted on July 17, 2018 • “Image Processing” Guest Lecture Programme was conducted on July 17, 2018 for IV Year ECE students 	Principal and Heads of the Department.
	Graduation day	<ul style="list-style-type: none"> • 9th Graduation Day was held on August 29, 2018 	Principal and Heads of the Department.
2	Co-curricular activities: Seminar, Workshop, industrial visit and Symposium.	<ul style="list-style-type: none"> • A Seminar Programme on “Research Opportunities in Engineering Technology” was conducted on December 21, 2018 • “Matlab Design & System Modelling Workshop” programme was conducted on September 05, 2018 • Department of Mechanical Engineering organized an Industrial Visit for III-year students on October 04, 2018 to Ashok Leyland, Ennore, Chennai • Department of Aeronautical Engineering III Year Students & Mechanical Engineering IV Year students organized 	Principal, Heads of the Department and Co-Ordinators.




		<p>an Industrial Visit on October 03, 2018 to Ashok Leyland, Ennore, Chennai.</p> <ul style="list-style-type: none"> Department of Aeronautical Engineering organized an Industrial Visit for II, III- & IV-year students on September 08, 2018 to Indian Coast Guard Air Station, Chennai. A National Level Technical Symposium on "CHAKRAVYUHA-2K18" was conducted on September 22, 2018 	
3	Social activities	<ul style="list-style-type: none"> Gojan NSS team was selected as the best team for Swatchh Bharat Activities in Thiruvallur District on November 19, 2018 "A Blood Donation Camp" was conducted on October 09, 2018 along with Tamil Nadu State Blood transfusion council and collected 80 units of bloods from our faculty members, staff and students on with NSS team. Gojan School of Business and Technology conducted Swachh Bharat Summer Internship from July 16, 2018 to July 31, 2018 at Nallur Village. 	Principal, and respective Co-ordinators.
4	Training, Projects and Placement activities,	<ul style="list-style-type: none"> "ESVC Pre - Virtual Round" was conducted between October 12, 2018 to October 14, 2018 along with ESVC & ISIE India within the college campus. Soft Skills Training programme on "Communication and Skills Development" was conducted from September 24, 2018 to September 26, 2018. "Carrier Guidance Programme" was conducted on July 19, 2018. 	Principal and Placement Co-ordinators
5	Sports	<ul style="list-style-type: none"> Gojan Athletics Team was declared as overall Third Place Championship in the Anna University Zone-1 Athletics meet 2018-19 was held at GRT Engineering College on October 08, 2018 and October 09, 2018 	Physical Director and Event Co-ordinators
6	Initiative work	<ul style="list-style-type: none"> ISO Audit Training Programme was conducted for Newly Joined Faculty members. 	ISO Coordinators



4. Decisions made on the following for the even semester
 - i. To apply for permanent affiliation for the B.E. Aeronautical Engineering course.
 - ii. To start IEI Student Chapter
 - iii. To conduct the following activities:
 - a. Seminars, guest lectures and industrial visit in all the departments.
 - b. Conference and workshops by all the departments.
 - c. Awareness programme through NSS volunteers.
 - d. Coaching class or tutorial class for slow learners.
 - e. The Annual Sports Meet.
 - f. The On-Campus placement Drive.
 - iv. To prepare the time table and subject allotment for the forthcoming semester.
 - v. The outcome of these audits will be discussed in the next IQAC meeting for necessary remedial actions.

IQAC coordinator proposed the vote of thanks and the meeting came to an end.



IQAC Co-Ordinator



Chairperson

Dr. T. SASIMURUGAN
PRINCIPAL
 GOJAN SCHOOL OF BUSINESS & TECHNOLOGY
 Edapalayam, Redhills, Chennai-600 052.





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Academic Year 2018-2019

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting for the academic year 2018-19 was held on April 27, 2019 in the Board Room at 11.30 a.m.

Agenda of the Meeting.

1. Outcomes of action plan of the previous Meeting.
 - a. Even semester academic activities.
 - b. Co-curricular activities.
 - c. Social activities.
2. Discussion of the action plan for Even semester.

The following members were present:

S. No.	Name	Position	IQAC Designation
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The meeting commenced with the opening remarks of the principal about the importance of Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all the members for the Internal Quality Assurance Cell meeting.
2. All the IQAC members introduced themselves to others.
3. Discussed about the outcomes of action plan of the previous meeting and the forth coming semester.

S. No	Subject/Issue	Outcomes of the Discussion	Action to be taken
1	Even Semester Academic activities 2018-2019	<ul style="list-style-type: none"> • Time table was framed. • Course file, lesson plan, question bank were submitted. • Based on first internal assessment test result analysis slow learners were identified and special coaching were given. 	Principal, Heads of the Department and Faculty Members.
2	Co-curricular activities: Seminar, Workshop, industrial visit and Conference.	<ul style="list-style-type: none"> • A Seminar Programme on “Latest Trends Skills Based Training and Group Activities” was conducted on January 05, 2019 • A Seminar Programme on “Introducing an Intensive Training Program in IoT” was conducted on February 01, 2019. • Two Days Workshop Programme a “Remote Sensing and Geographic Information System” was conducted from January 04, 2019 to January 05, 2019. • “NCR TET’19” a National Level Conference was Organized by Gojan School of Business and Technology on February 02, 2019 	Principal, Heads of the Department and Co-ordinators.
3	Social activities	<ul style="list-style-type: none"> • A rally on “Abolition of Liquor Consumption” was conducted on February 27, 2019 • 30th “Road Safety Week” a awareness programme was organized on February 07, 2019 at Gojan School of Business and Technology • “Road Safety Awareness Program” was organized by Regional Transport Office, Redhills and Gojan School of Business and Technology, NSS Unit on January 09, 2019 • Gojan School of Business and Technology NSS Unit conducted a “Swachh Bharat Activity on - Awareness on open defecation” at Karunakaracheri Village. 	Principal, and respective Co-ordinators
4	Training, Projects and Placement activities,	<ul style="list-style-type: none"> • On Campus Placement Drive was conducted on April 5, 2019 at Gojan School of Business and Technology. • National productivity council (NPC) Poster making competition was conducted on January 29, 2019 for poster making competition titled “Circular Economy for Productivity and Sustainability”. • The Institution of Engineers India Student Chapter (IEI) was inaugurated on February 18, 2019 at College Auditorium • On Campus Placement Drive was conducted on January 05, 2019 for IV Year CSE, ECE, EEE, IT and MECH 	Principal and Placement Co-ordinators



5	Sports	<ul style="list-style-type: none"> • XI Annual Sports Meet was conducted from February 03, 2019 to February 04, 2019 	Physical Director and Event Co-ordinators.
6	Initiative work	<ul style="list-style-type: none"> • Received the permanent affiliation for the B.E. Aeronautical Engineering course on February 22, 2019 • NAAC Awareness Programme for Newly Joined Faculty & Supporting Staff members 	Principal and Heads of Department IQAC Co-Ordinator

4. Decisions made on the following for the Odd semester

i. To conduct the following activities:

- a. Seminars, guest lectures and industrial visit in all the departments.
- b. Symposium and workshops by all the departments.
- c. Awareness programme through NSS volunteers.
- d. Job fair and placement activities as per the schedule.
- e. Coaching class or tutorial class for slow learners.
- f. Graduation Day in the month of June.
- g. Technical events by IEI GOJAN students chapter

ii. Discussed the subject allotment for the forthcoming semester.

iii. AQAR 2018-2019 submission.

iv. The outcome of these audits will be discussed in the next IQAC meeting for necessary remedial actions.

IQAC coordinator proposed the vote of thanks and the meeting came to an end.



IQAC Co-Ordinator



Chairperson

Dr. T. SASIMURUGAN
PRINCIPAL

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