

RVS College of Engineering & Technology, Coimbatore

Internal Quality Assurance cell (IQAC)

Minutes of IQAC Meeting

08-09-2016

Meeting Agenda:

- ✓ Syllabus coverage monitoring.
- ✓ Practical sessions monitoring and record book completion.
- ✓ Portion coverage for analytical papers.

Meeting outcomes:

- **Syllabus coverage report discussed with HoD's and planned to complete the syllabus before last week of Sep 2016.**
- **Tutors must meet the HoD's and micro tutoring issues to be discussed.**
- **Record books to be issued one week prior to ONAM holidays.**
- **Lab sessions to be completed in advance.**
- **Lab sessions to be converted in to theory hours for analytical papers.**
- **Industrial visit for all the classes can be planned in the beginning of the next semester.**

IQAC Director