

**INTERNAL
CELL
MINUTES OF**



AMET
ACADEMY OF MARITIME EDUCATION AND TRAINING
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)

**QUALITY
ASSURANCE
(IQAC)
THE MEETING**

2015-17

Date: 22-12-2015/1

Time: 03.30 pm

**Venue: Auditorium at B Block III Floor Saraswathi Auditorium,
Rabindranath Tagore Block**

Agenda:

1. Introducing the work nature of both the committees to new members
2. Orienting the members to get acquaintance with the model SSRs of related Universities
3. Academic Audit and Student Feedback

Members Participated:

1. Col. Dr G Thiruvassagam, Vice Chancellor, Chairman of the Meeting
2. Dr P Saravanan, Registrar
3. Dr. M. Jayaprakashvel (Co-Ordinator)
4. Prof Dr A Jaffar Hussain, Special Officer
5. Prof Dr Ebenezar, HoD, Mathematics
6. Capt. K Karthik, Director, UCIR
7. Dr. B. Madhavan, Professor, AMET Business School
8. Mr M Sureshkumar, Assistant Professor, Physics
9. Dr. J. Rengamani, Associate Professor, AMET Business School
10. Mr S Arunkumar, Assistant Professor, AMET Business School
11. Dr Heera, Assistant Professor, Chemistry
12. Dr Sivakumar, Assistant Professor, Chemistry
13. Mr Vishveshwaran , Professor, Marine Engineering
14. Prof Bhoopathi Bhaskaran, Professor, Marine Engineering
15. Dr. M Jayaprakashvel, Assistant Professor, Marine Biotechnology
16. Mr. Akshar Patel, Assistant Professor, Naval Architecture & Offshore Engineering
17. Ms Revathi, Sr. Lecturer, Naval Architecture & Offshore Engineering
18. Mr. AK Anand Kumar, Assistant Professor, Electrical & Electronic Engineering Marine
19. Ms. M Akila, Assistant Professor, Electrical & Electronic Engineering Marine
20. Mrs. V. Amirthavalli, Assistant Professor, Petroleum Engineering
21. Dr Balasubramanian, Assistant Professor, Petroleum Engineering
22. Mr. Mohammad Rajab, Assistant Professor, Harbour & Ocean Engineering
23. Mr. Rajaram, Professor, Harbour & Ocean Engineering
24. Mr. Manikandan, Assistant Professor, English
25. Mr.S Hariharan, Assistant Professor, English
26. Dr G Ganthimathi, Assistant Professor, Physics
27. Mr. R. Senthil, Assistant Professor, Physics
28. Dr. Manoj Kumar, Assistant Professor, Physical Education
29. Mr AR Sivaram, Assistant Professor, Mechanical Engineering

30. Mr V Srinivasan, Assistant Professor, Mechanical Engineering
31. Mr K Sekar, Assistant Librarian
32. Dr Ramkumar, Deputy Librarian
33. Ms M Sudha, Assistant Professor, Mathematics
34. Ms Vedhanayagi, Assistant Professor, Mathematics
35. Ms G Vennila, Assistant Professor, Marine IT
36. Ms HJ Shanthi, Assistant Professor, Marine IT

Minutes:

1. Vice Chancellor asked Coordinator, NAAC Steering Committee to brief about the meeting agenda
2. Coordinator, NAAC Steering Committee briefed the agenda points and also delivered a short introductory talk on NAAC accreditation, AMETs initiatives for NAAC Accreditation, duties of the NAAC committees etc with a power point presentation.
3. Vice Chancellor emphasized the need of NAAC and also provided visionary ideas to prepare NAAC SSR. For which the teaching learning, research, consultancy and Innovative and Best practices at AMET are to be well documented and intensified.
4. The following decisions were discussed and recommended
 - a. It is proposed to collect student feedback on faculty performance during April 2015 before Model exams
 - b. The Academic Audit preparative works to be started during April 2015 and audits shall be conducted by identified experts during May 2015 after University examinations
 - c. Coordinator, NAAC Steering Committee shall coordinate both feedback collection and academic audit with the help of NAAC task force members
 - d. NAAC task force members would contribute 3 hours in a week to collect student feedback.
 - e. NAAC steering Committee shall work on preparing the SSR
 - f. The activities of both committees and minutes of the NAAC meetings shall be discussed in HODs meeting to make the activities coordinated well.
 - g. The NAAC Steering Committee discussed and constituted an Internal Quality Assurance Cell as per the NAAC Guidelines which here after function as IQAC of the University

Coordinator, IQAC, AMET

Sl.No	Action Plan	Action Taken
1	Feedback to be taken from students every semester	From 2015 even semester onwards feedback has been taken from all students by designating one faculty
2	Collection of document every semester as per NAAC requirement	The IQAC wing introduced the basic target for faculty members for NAAC related contribution



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE MEETING

2015-17

Date: 12-01-2016/2
Time: 11 am
Venue: Vice Chancellor's Conference Hall

Agenda:

Action plan of IQAC and Academic Departments for the NAAC Peer Team Report. All the members have given their detailed opinion on the various suggestive and corrective measures indicated in the NAAC Peer Team Report.

Members Participated:

1. Col Dr G Thirvasagam, Vice Chancellor, Chairman
2. Mr Rajesh Ramachandran, Vice President, Member (Management)
3. Dr P Saravanan, Registrar, Secretary
4. Dr T Balakrishnan, Former Vice Chancellor, Periyar University, Member (External)
5. Prof. S. Karunanithi, Head, Dept of Psychology, University of Madras, Member (External)
6. Prof G Ravindran, Head, Dept of Journalism and Communication, University of Madras, Member (External)
7. Mr. M. Manikandan, Assistant Vice President, Birlasoft, Member (External)
8. Prof K Seyadu, Director, Student Affairs, Member
9. Dr N Manoharan, Director Research, Member
10. Prof T Mohan, Professor-Marine Engineering, Member
11. Dr V Balamurugan, Dean Curriculum Development
12. Dr J Rengamani, Dean Faculty Development
13. Capt K Karthik, Director, University Centre for International Relations, Member
14. Dr D Arivazhagan, Director Networking, Member
15. Mr Ganesh Chandran, Student of 3rd Year BE Marine Engineering, Member
16. Mr Vignesh, Student of 2nd Year MBA, Member
17. Ms Srividya, Student of 3rd Year BE Naval Architecture, Member

18. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology
Member- Coordinator

Minutes

1. IQAC shall create a database for Academic and Administrative activities
2. IQAC shall maintain records for the forthcoming academic events and quality initiatives
3. IQAC shall create a Library for Teaching Learning Practices
4. Department shall include alumni and industry members in all its advisory boards, Board of Studies and other committees
5. Industry Institute Interaction shall be enhanced. Feedbacks shall be obtained from industry on all quality initiatives in the University including syllabus, research, student outcome etc.
6. University shall strengthen the 360 degree feedback system
7. Periodical interaction with alumni shall be made
8. All kinds of feedbacks shall be analyzed and used appropriately.
9. University shall increase the number of value added courses being offered. (The student members of the IQAC have made their views on the modalities for conducting value added courses. Such courses be conducted within the curriculum framework and within the regular working hours.
10. University shall identify the practical difficulties in offering Value Added Courses within the regular working hours. Members have exchanged their individual views on the Personality Development Programmes. Since most of the Degree students are first generation learners from different cultural and social background, personality development programmes be considered for their self-improvement. The internal members have shared the practical difficulties such as these extra hours would lead to compromise the required competency level of the professional degree (students whose ultimate aim would be joining in the shipping industry and also may lead to deviate from the stipulated international and national guidelines for maritime education and training). Hence the present model for offering soft skills in the first two semesters and in rests of the Semesters, the Faculty themselves who have industrial experience may inculcate the mindset for professional orientation and personality development within the Existing curricular framework which is being practiced all along the previous years.
11. In this connection, feedbacks shall be obtained from students for the soft skill and

personality development programmes. Such programmes shall be of workshop kind of thing with a small group of students

12. University shall obtain feedback from employers who come for placement interviews about both the strength of selected candidates and weakness of non-selected candidates. This may be used to further improve the professional orientation and personal development.
13. University shall develop a methodology to map the students learning styles and capacity at the time of admission interview itself. This would help the University to frame the structure of programmes for slow learners and other weaker students. This would also help the University to frame curriculum to suit the student's diversity
14. University shall strengthen the use of technology in teaching learning processes with modern approaches such as MOOCs, E Learning and M learning.
15. University shall take steps for getting accredited by the Industries.
16. University shall prioritize in the following aspects
 - a. Research
 - b. Introduction of more PG Programmes
 - c. Teaching, Learning and evaluation practices
- a. Structural framework for all academic and administrative activities
17. University shall promote research by following ways
 - a. Forming AMET Research Facilitation Programme for Action
 - b. University Departments shall conduct seminar series in their thrust area
 - c. University shall set benchmarks for its research quality
18. University shall critically review the question papers internally before examinations at Department level
19. University shall introduce more tutorial hours in the curriculum wherever fits
20. University shall undertake partnerships with local women colleges to address gender equality issues.
21. Lesson plan and session plans be well prepared and discussed internally.

Coordinator, IQAC, AMET

Sl.No	Action Plan	Action Taken
1	Introducing more value added courses	All Departments introduced at least one value added course in connection with Industry.
2	Many quality initiatives to be taken by IQAC	Conducted Faculty Development programme on NAAC (12-02-2016) for clear understanding of new requirement. Insisted on more Industry awards by faculty members



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING
2015-17**

Date: 26-02-2016/3
Time: 11 am
Venue: Vice Chancellor's Conference Hall

Agenda

To development of Quality Circle of Faculty Welfare, Research, Academic, and curriculum aspects.

Members Participated

1. Col Dr G Thirvasagam, Vice Chancellor, Chairman
2. Dr P Saravanan, Registrar, Secretary
3. Prof K Seyadu, Director, Student Affairs, Member
4. Dr N Manoharan, Director Research, Member
5. Prof T Mohan, Professor-Marine Engineering, Member
6. Dr V Balamurugan, Dean Curriculum Development
7. Dr J Rengamani, Dean Faculty Development
8. Capt K Karthik, Director, University Centre for International Relations, Member
9. Dr D Arivazhagan, Director Networking, Member
10. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes

1. Quality circles (QC) are recommended along with Circle Coordinators
2. The QC coordinators shall lay out the modus operandi by having internal discussion within the quality circles
3. The QC shall work towards achieving the Post NAAC Strategies of AMET IQAC
4. Students shall be included as members in the quality circles.
5. Quality circle coordinators shall include external members in their circles. Members may also be in abroad where electronic communications may be encouraged for discussions.

6. Quality Circle on Curriculum Development may have an industry member
7. Quality Circle on Teaching and Learning and Evaluation may have a member from NITTTR, Chennai or from E learning industry.
8. Quality Circle on Infrastructure and Library shall include a member from Management
9. Quality Circle on Research, Consultancy and Extension shall have an external expert
10. Quality Circle on Student Supportive Activities shall have a student member
11. Quality Circle on Faculty Welfare shall include one non-teaching staff member
12. Quality Circle on Governance to be coordinated by the Registrar
13. Quality Circle on Green and Innovative Practices shall have an external member

Coordinator, IQAC, AMET

Sl.No	Action Plan	Action Taken
1	Quality circles to be created in each department for quality enhancement	Quality circles formed in each department to improve the quality of the department.
2	Welfare measures for teaching and non-teaching staff to be discussed for implementation	A committee has been formed to discuss and suggest recommendations.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING
2015-17

Date: 09-03-2016/4
Time: 11 am
Venue: Vice Chancellor's Conference Hall

Agenda:

Integration and synchronous working of IQAC and ISO QMS system of AMET

Members Participated:

1. Col Dr G Thirvasagam, Vice Chancellor, Chairman
2. Dr P Saravanan, Registrar, Secretary
3. Prof K Seyadu, Director, Student Affairs, Member
4. Dr N Manoharan, Director Research, Member
5. Prof T Mohan, Professor-Marine Engineering, Member
6. Dr V Balamurugan, Dean Curriculum Development
7. Dr J Rengamani, Dean Faculty Development
8. Capt K Karthik, Director, University Centre for International Relations, Member
9. Dr D Arivazhagan, Director Networking, Member
10. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes:

1. It is resolved to consider integration of IQAC and ISO QMS system after the University upgrades to ISO 9001-2015 certification (after May 2016)
2. The ISO forms shall be used for IQAC purposes
3. In case IQAC develop new forms, the same shall be included in the QMS after May 2016
4. Future programs/events of IQAC. It is resolved to conduct two academic events by the IQAC
 - a. National Workshop on Research Methodology and Scientific Writing

- b. National Level Workshop on Information Communication Technology (ICT) in Higher Education Institutions

Coordinator, IQAC, AMET

Sl.No	Action Plan	Action Taken
1	A co-ordination committee has to be formed with members of IQAC and QMS	The committee comprises of IQAC and QMS formed and as per their recommendation few modification has been implemented in QMS
2	A workshop to be conducted on Research methodology	The IQAC wing organized two workshop on Research methodology and research paper writing on 3-04-16



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING
2015-17**

Date: 12-05-2016/5

Time: 11 am

Venue: Saraswathi Auditorium, Rabindranath Tagore Block

Agenda:

Quality Initiatives in the University- Post NAAC strategies

Members Participated:

1. Col Dr G Thirvasagam, Vice Chancellor, Chairman
2. Dr P Saravanan, Registrar, Secretary
3. Prof K Seyadu, Director, Student Affairs, Member
4. Dr N Manoharan, Director Research, Member
5. Prof T Mohan, Professor-Marine Engineering, Member
6. Dr V Balamurugan, Dean Curriculum Development
7. Dr J Rengamani, Dean Faculty Development
8. Capt K Karthik, Director, University Centre for International Relations, Member
9. Dr D Arivazhagan, Director Networking, Member
10. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes:

1. The IQAC coordinator has presented the post NAAC strategies in a three stage approach with 25 objectives.
2. The approach and objectives are discussed in details and resolved to undertake.
3. Other agenda with the permission of Chair
 - a. Feedbacks shall be collected annually (However it is being initiated through Data Processing Centre in this semester onwards)
 - b. Ship visits be arranged for maritime students (one visit to start with)
 - c. Soft skill and personality development programmes for the existing 3rd year and 4th year students as they were not having the opportunity earlier
 - d. More interactive lecture sessions are to be implemented
 - e. Students shall be given orientation at the time of admission as well as after finishing the programme.

Coordinator, IQAC, AMET

Sl.No	Action Plan	Action Taken
1	Objectives list may be given to the Departments to implement	The Objectives has been incorporated in the activities of Department
2	Ship visits to be organized for the Marine cadets and soft skills to be introduced in the curriculum	Ship visits organized for Marine cadets and soft skills introduced in the curriculum of 2017-18 academic year.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING
2015-17

Date: 21-07-2016/6

Time: 11 am

Venue: Saraswathi Auditorium, Rabindranath Tagore Block

Agenda:

Faculty members contribution towards NAAC

Members Participated

1. Col Dr G Thirvasagam, Vice Chancellor, Chairman
2. Dr P Saravanan, Registrar, Secretary
3. Prof K Seyadu, Director, Student Affairs, Member
4. Dr N Manoharan, Director Research, Member
5. Prof T Mohan, Professor-Marine Engineering, Member
6. Dr V Balamurugan, Dean Curriculum Development
7. Dr J Rengamani, Dean Faculty Development
8. Capt K Karthik, Director, University Centre for International Relations, Member
9. Dr D Arivazhagan, Director Networking, Member
10. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology
Member- Coordinator

Minutes:

1. It is resolved to fix target to each faculty members to do the research activities
2. The committee discussed the requirement of AICTE for Engineering Departments and faculty basic eligibility.
3. Workshop may be conducted on Research contribution faculty.
4. Faculty members contribution may be encouraged by giving incentive

Coordinator, IQAC, AMET

Sl.No	Action Plan	Action Taken
1	Faculty research activity like paper publication, FDP contribution etc., to be finalised	The target has been fixed for faculty members and issued orders
2	A workshop to be organised for How to write research Article and indexed	Workshop has been organized on research article publication in SCOPUS indexed Journals on 10-09-16.



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING
2015-17**

Date: 19-09-2016/7

Time: 11 am

Venue: Saraswathi Auditorium, Rabindranath Tagore Block

Agenda:

Cleaning, Maintaining works, service aspects of Non-Teaching Staffs

Members Participated:

1. Deputy registrar, AMET
2. Dr J Rengamani, Dean Faculty Development
3. Member, Non-teaching
4. Capt K Karthik, Director, University Centre for International Relations, Member
5. Dr D Arivazhagan, Director Networking, Member
6. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes:

- a) Cleaning the Hostel Rest Rooms Regularly.
- b) To implementing of Mosquito Nets in all the windows.
- c) To checking of Rest Room Windows to be locked properly.
- d) Projector facility and need service for the Air Conditioner work allotments.
- e) Cleaning of class room schedule and time slots of workers
- f) Service aspects of lab equipment's, lab cleaning, class room cleaning etc

**Coordinator, IQAC,
AMET**

Sl.No	Action Plan	Action Taken
1	Instruction to be given to the Maintenance Managers to maintain daily records	Circular issued to the maintenance manager to maintain the daily cleaning records under audit criteria.
2	Periodical maintenance to be done	Circular issued to all the departments which are having labs to do periodical maintenance work and get signature from the reporting authorities.



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING
2015-17**

Date: 14-10-2016/8

Time: 11 am

Venue: Saraswathi Auditorium, Rabindranath Tagore Block

Agenda

Service Register to all the Non-Teaching Staffs, Lab works, Equipment maintenance etc

Members Participated

1. Col Dr G Thirvasagam, Vice Chancellor, Chairman
2. Dr P Saravanan, Registrar, Secretary
3. Prof K Seyadu, Director, Student Affairs, Member
4. Dr N Manoharan, Director Research, Member
5. Prof T Mohan, Professor-Marine Engineering, Member
6. Dr V Balamurugan, Dean Curriculum Development
7. Dr J Rengamani, Dean Faculty Development
8. Capt K Karthik, Director, University Centre for International Relations, Member
9. Dr D Arivazhagan, Director Networking, Member
10. Mr Ganesh Chandran, Student of 3rd Year BE Marine Engineering, Member
11. Mr Vignesh, Student of 2nd Year MBA, Member
12. Ms Srividya, Student of 3rd Year BE Naval Architecture, Member
13. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes:

1. Service Register to all the Non-Teaching Staff
2. To increase the number of Non-Teaching Faculty
3. Description Works for non-teaching Faculty
4. Educate the non-teaching faculty members how to operate machines and maintenance activities.

Coordinator, IQAC, AMET

Sl.No	Action Plan	Action Taken
1	Service records to be created for all non-teaching staff	Order issued to the office of the Registrar to maintain service records for non-teaching staff
2	Orientation programme to be conducted for non-teaching staff on work culture	Workshop conducted for non-teaching staff on “Efficient Work strategy” on 08-01-17



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INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING
2015-17

Date: 05-01-2017/9

Time: 11 am

Venue: Saraswathi Auditorium, Rabindranath Tagore Block

Agenda:

Student's development of research, publication and conference participation etc. Also discussed about employability.

Members Participated:

1. Prof K Seyadu, Director, Student Affairs, Member
2. Dr V Balamurugan, Dean Curriculum Development
3. Dr J Rengamani, Dean Faculty Development
4. Capt K Karthik, Director, University Centre for International Relations, Member
5. Dr D Arivazhagan, Director Networking, Member
6. The coordinator, Student council
7. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes:

1. It has been discussed about the Student Satisfaction Survey aspect of the AQAR and the members have advised to provide wide exposure to students on the quality initiatives of AMET
2. Students to have self-commitments towards major activities such as International Conferences, National Conferences, Publication, seminar, symposium etc.
3. Students aware of the benefits of outcome based education is primary importance for successful implementation.
4. The curriculum of the programmes shall have focus on expanding the industry exposure to the students for making them employable

Coordinator, IQAC

Sl.No	Action Plan	Action Taken
1	A model survey to be conducted as per the NAAC requirement from students	A model survey has been conducted among students in online mode and report has been submitted
2	Orientation programme on Outcome Based Education to be done for students	Circular issued to all the departments to conduct orientation programme on Outcome Based Education by the mentors and the report has been submitted after collecting the feedback from students on OBE



INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE MEETING
2015-17

Date: 14-03-2017/10

Time: 11 am

Venue: Saraswathi Auditorium, Rabindranath Tagore Block

Agenda

1. Student attendance, shortage of attendance, condonation aspects
2. Finalizing the syllabi for AICTE mandatory courses such as Indian Constitution
3. Follow up of activities related to the previous meeting recommendations

Members Participated

1. Dr V Balamurugan, Dean Curriculum Development
2. Dr J Rengamani, Dean Faculty Development
3. Ms Srividya, Student of 3rd Year BE Naval Architecture, Member
4. Mr Ganesh Chandran, Student of 3rd Year BE Marine Engineering, Member
5. Mr Vignesh, Student of 2nd Year MBA, Member
6. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes:

1. The Committee has recommended to ensure the following attendance percentage. For DGS courses: 90%, For Other Courses: 85%
2. Keeping in view of the UGC and DGS regulations for minimum requirement of attendance
3. However, there shall be relaxation of 10% in case of medical and other important reasons as certified by the Head of the Departments
4. The students who are in shortfall of attendance have to complete a minimum of 60h extra classes which are to be ensured by the Head of the Department
5. There shall no condonation for any category of students
6. Mandatory courses as per AICTE finalized.

Coordinator, IQAC, AMET

Sl.No	Action Plan	Action Taken
1	Instruction to be given to the students on attendance requirement for examination	Circular issued to the maintenance manager to maintain the daily cleaning records under audit criteria.
2	Syllabus for mandatory courses like Indian constitution, Environmental Studies, Indian Tradition has to designed	Common Syllabus for Mandatory courses has been formalized by IQAC in line with AICTE model curriculum for all departments.



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MINUTES OF THE MEETING
2015-17

Date: 21-04-2017/11
Time: 11 am
Venue: Vice Chancellor's Conference Hall

Agenda

General concepts and goals of the Alumni/Alumnae Association.

Members Participated

1. Col Dr G Thirvasagam, Vice Chancellor, Chairman
2. Dr P Saravanan, Registrar, Secretary
3. Prof K Seyadu, Director, Student Affairs, Member
4. Dr N Manoharan, Director Research, Member
5. Prof T Mohan, Professor-Marine Engineering, Member
6. Dr V Balamurugan, Dean Curriculum Development
7. Dr J Rengamani, Dean Faculty Development
8. Capt K Karthik, Director, University Centre for International Relations, Member
9. Dr D Arivazhagan, Director Networking, Member
10. Members, Alumini association
11. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes

The committee discussed in details regarding

1. Review general concepts and goals of the Alumni/Alumnae Association.
2. Outline Alumni/Alumnae Association functions.
3. Identify short and long term needs.

4. Establish projected expenditures and dues structure.
5. Solicit areas of interest and capabilities.
6. Willingness to work with the University
7. Willingness to contribute time, Enthusiasm, Ability to motivate and engage alumni.
8. The interest of a reasonable nucleus of alumni and friends of the organization to participate in the association's activities.

and request the A3 (AMET Alumni Association) to do the needful.

IQAC-Coordinator

Sl.No	Action Plan	Action Taken
1	Request the A3 to participate in placement activity of the University	Send communication to A3 members to contribute in placement activity
2	More activities require by the University from A3	Request has been sent to office bearers of A3 to organize more activities which will improve the quality of education.



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2015-17

Date: 17-05-2017/12
Time: 11 am
Venue: Vice Chancellor's Conference Hall

Agenda

Allotment of the Alumni/Alumnae Association officers, duties and functions of committees

Members Participated

1. Prof K Seyadu, Director, Student Affairs, Member
2. Dr V Balamurugan, Dean Curriculum Development
3. Dr J Rengamani, Dean Faculty Development
4. Capt K Karthik, Director, University Centre for International Relations, Member
5. Dr D Arivazhagan, Director Networking, Member
6. Members, Alumini association
7. Dr M Jayaprakashvel, Assistant Professor and Head i/c, Marine Biotechnology Member-Coordinator

Minutes

Discusses about the following points

1. Officers duties; duties and powers of associate members
2. Regular committees; duties and functions of committees
3. Meetings and programs; general timing of meetings
4. Dues; members to association, control of funds
5. Scholarship and fellowship funds, control and operation
6. Regular Communication; content and timing of newsletters
7. Major activities and work projects; chapter assistance, social functions, traditionally-

sponsored events.

Coordinator, IQAC

Sl.No	Action Plan	Action Taken
1	A Booklet wit responsibilities, duties and powers of A3 governing body to be created	A request letter has been send to the office Bearers to create official document for “Duties and Responsibilities”
2	Scholarship contribution may be initiated by A3	A communication has been sent to all the A3 members to help the students who needs financial support.