



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

December 07, 2019

Academic Year 2019-2020

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting for the academic year 19-20 was held on December 07, 2019 in the Board Room at 11.30 a.m.

Agenda of the Meeting.

1. Outcomes of action plan of the previous Meeting for Odd semester.
 - I. Academic activities (2019-2020).
 - II. Co-curricular activities.
 - III. Social activities.
 - IV. Training Programme and Placement activities.
 - V. Achievement in sports.
 - VI. Initiative work.
2. Discussion of the action plan for Even semester.
3. Any other Matters.

The following members were present:

S. No.	Name	Position	IQAC Designation
1.	Dr. Arumugam K	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	Mrs. Rekha S	Senior Faculty 3	Member

80 Feet Road, Edapalayam, Redhills, Chennai - 600 052.

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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.

- The IQAC coordinator welcomed all the members for the Internal Quality Assurance Cell meeting.
 - All the IQAC members introduced themselves to others.
1. Discussed about the outcomes of action plan of the previous meeting of Odd semester 2019-2020.

S. No	Subject/Issue	Outcomes of the Discussion	Responsibility
I	Academic activities 2019-2020	<ul style="list-style-type: none"> • Time table was framed. • Course file, lesson plan, question bank were submitted. • Based on first assessment test result analysis, slow learners were identified and special coaching was given. 	Principal, Head of the Departments and Faculty Members.
II	Co-curricular activities: Symposium, Guest Lecture, Workshop, industrial visit and Conference.	<ul style="list-style-type: none"> • One day Workshop Programme on “First Aid Orientation Course” was conducted on September 05, 2019. • The Department of Civil Engineering organized a Industrial Visit for III- & IV-Year Students on August 21, 2019 to Sewage Treatment Plant. • A National Level Technical Symposium “Chakravyuha-2k19” was conducted on August 10, 2019 • The Department of Electrical and Electronics Engineering organized a Industrial Visit for II, III- & IV-Year Students on August 08, 2019 to ICF - Integral Coach Factory. • A Guest Lecture Programme on “Hydraulics and Irrigation Structures” was conducted on August 06, 2019. • A Guest Lecture Programme on “Enhanced Technologies used in IC Engine” was conducted on July 26, 2019. • The Department of Electronics and Communication Engineering organized a Industrial Visit for II- & IV-Year Students on July 24, 2019 to ICF - Integral Coach Factory. • A Guest Lecture Programme on “Internet 4.0” was conducted on July 20, 2019. • The Department of Electronics and Communication Engineering organized a Industrial Visit for II- & III-Year Students on July 19, 2019 to ICF - Integral Coach Factory. 	Principal, Head of the Departments and Co-ordinator’s.



		<ul style="list-style-type: none"> • One day Workshop Programme on “Internet of Things (IoT)” was conducted on July 13, 2019. • A Guest Lecture Programme on “Digital Prototyping” was conducted on July 12, 2019 • A Guest Lecture Programme on “Embedded System” was conducted on July 12, 2019. • A Guest Lecture Programme on “Building Information Modelling” was conducted on July 12, 2019. • The Department of Mechanical Engineering organized a Industrial visit for III-year students on July 06, 2019 to Ashok Leyland. • A Guest Lecture Programme on “Career Guidance” was conducted on July 06, 2019. • The Department of Aeronautical and Mechanical Engineering organized an Industrial visit for II-year students on June 29, 2019 to Ashok Leyland. 	
III	Social activities	<ul style="list-style-type: none"> • Gojan School of Business and Technology NSS Unit conducted a “National Unity Day” on October 31, 2019 in order to pay tribute to the iron man of India Mr. Sardar Vallabhbhai Patel. • “A Blood Donation Camp” was conducted on October 03, 2019 along with Tamil Nadu State Blood transfusion council. • Gojan School of Business and Technology UG & PG Students Participated in a Programme “Rashtriya Poshan Maah” organized by Child Development Project Officer on September 24, 2019. • Gojan School of Business and Technology NSS Unit conducted a “Swachh Bharath Summer Internship 2019” from July 05, 2019 to July 18, 2019(6 Days programme). 	Principal, and respective Co-ordinator’s.
IV	Training, Programme and Placement activities,	<ul style="list-style-type: none"> • The Institution of Engineers India Student Chapter conducted one-day Technical event on October 01, 2019. • On Campus Placement Drive was conducted on September 14, 2019 at Gojan School of Business and Technology. • The Department of Electrical and Electronics Engineering II, III- & IV-Year Students Participated on a Programme “South India's Most Popular Electrical Trade Exhibition” 	Principal and Placement Co-ordinator’s



		<p>at Wings Convention Centre on August 16, 2019</p> <ul style="list-style-type: none"> • Soft Skills Programme on “Inter-Personal Skills & Presentation Skills” was conducted on August 13, 2019 and August 09, 2019 • The Department of Mechanical Engineering Students presented their project entitled “Experimental Investigation of Solar Cooker Incorporating with PCM” at TNSCST Seminar-Cum-Exhibition held on 19th and 20th July 2019 at Kalasilingam University and won State Level First Prize in "Best Project Model Presentation" under Mechanical Engineering Discipline. • Soft skill Training Programme on “Exposure to Corporate” was conducted on July 02, July 09, and July 10, 2019. 	
V	Sports	<ul style="list-style-type: none"> • M. TAMIL ANBU of MBA I year won 5th place in Power Lifting competition at Trichy Engineering College, Trichy on 28&29 Nov. 2019. • M. JALALUDEEN of I year. MBA has won Silver medal in Best Physique at Trichy Engineering College, Trichy on 28&29 Nov. 2019. • S. MANOJ PRABAKAR of IV-year MECH has won Gold Medal in 800mtr in National Level Athletics Meet held at Youth Rural Games & Sports Federation of India, Anjuna Goa on 18 - 20 Oct. 2019. • Our Collage Students have participated in Anna university Zone-1 Athletics Meet, held at SDAT stadium, Thiruvallur on 11&12 Oct. 2019 and got Medals in various sports events 	Physical Director and Event Co-ordinator's.
VI	Initiative work	<ul style="list-style-type: none"> • Gojan School of Business and Technology has conducted “Fresher's Day 2019” on August 05, 2019. • The College was Reopened on June 27, 2019 for II, III- & IV-Year Students. • Gojan School of Business and Technology conducted the “10th Graduation Day” on June 17, 2019. 	Principal and Head of Departments



2. Decisions made on the following for the forth coming Even semester

i. To conduct the following activities:

- a. To prepare and submit IIQA.
- b. To prepare and submit SSR for NAAC Accreditation Cycle-2.
- c. Seminars, guest lectures and industrial visit in all the departments.
- d. Conference and workshops by all the departments.
- e. Awareness programme through NSS volunteers.
- f. Job fair and placement activities as per the schedule.
- g. Coaching class or tutorial class for slow learners.
- h. To conduct Sports Day and Annual Day (Cultural activities).

ii. Discussed the subject allotment and preparation of time table for the forthcoming semester.

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. K. ARUMUGAM
PRINCIPAL
GOJAN SCHOOL OF BUSINESS & TECHNOLOGY
REDHILLS, CHENNAI-600 052.



* G.S.B.T. *

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Academic Year 2019-2020

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting for the academic year 19-20 was held on June 23,2020 through Online Mode.

Agenda of the Meeting.

1. Outcomes of action plan of the previous Meeting for Even semester.
 - I. Accreditation activities
 - II. Academic activities (2019-2020).
 - III. Co-curricular activities.
 - IV. Achievement in sports.
 - V. Initiative work.
2. Discussion of the action plan for ODD semester.

The following members were present:

S. No.	Name	Position	IQAC Designation
1.	Dr. Arumugam K	Head of the Institution//Principal	Chairperson
2.	Mr. Suresh Raj L	Assistant Professor	IQAC Coordinator
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11	Mrs. Rekha S	Senior Faculty 3	Member

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.

- The IQAC coordinator welcomed all the members for the Internal Quality Assurance Cell meeting.
 - All the IQAC members introduced themselves to others.
1. Discussed about the outcomes of action plan of the previous meeting of Even semester 2019-2020.

S. No	Subject/Issue	Outcomes of the Discussion	Responsibility
I	Accreditation activities	<ul style="list-style-type: none">• Submitted IIQA on. 07-02-2020• Submitted SSR for NAAC Accreditation Cycle-2 on 21-03-2020	Principal, IQAC Co-ordinator. and NAAC Co-ordinator.
II	Academic activities 2019-2020	<ul style="list-style-type: none">• Time table was framed.• Course file, lesson plan, question bank were submitted.• Based on first assessment test result analysis, slow learners were identified and special coaching was given.	Principal, Head of the Departments and Faculty Members.
III	Co-curricular activities: Symposium, Guest Lecture, Workshop, industrial visit and Conference.	<ul style="list-style-type: none">• A.Shankar/AP cleared GATE 2020 with Score of 408 (All India Rank 399)	Principal, Head of the Departments and Co-ordinator's.
IV	Sports	<ul style="list-style-type: none">• XII Annual Sports Meet: (Inaugural- 9.00 a.m) - February 07, 2020. Chief Guest: Mr. M. Amjad Khan Secretary, Chennai Metro Skater's Association & Mr. S. Sudhakaran, Founder President, World Silambam Sports Association. (Closing Ceremony 4.00 p.m.) – Chief Guest: Dr. T. Maran, Indian Badminton Coach & Vice President, TNBA.	Physical Director and Event Co-ordinator's.
V	Initiative work.	<ul style="list-style-type: none">• Submitted IIQA and SSR for NAAC Accreditation Cycle-2	Principal, IQAC Co-ordinator. and NAAC Co-ordinator.

2. Decisions made on the following for the forth coming Odd semester

- i) Due to COVID-19, all academic activities will be carried out in On-line Mode
- ii) Discussed the subject allotment and preparation of time table for the forthcoming semester.
- iii) Discussed about NAAC DDV process

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. K. ARUMUGAM
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