

**INTERNAL QUALITY ASSURANCE CELL**

**Minutes of the 1<sup>st</sup> Meeting of IQAC**

Date : 10-04-2021

Time : 09:30 AM

Venue : Zoom Virtual Platform

**Members attended the Meeting:**


1. Mrs. Sujana Abirami Sundararaman, Hon'ble Trustee Member
2. Dr. Prema Sankaran, Director - FIREBIRD
3. Prof. Chetan Bajaj, Dean – Student Empowerment and Branding, FIREBIRD
4. Mr. Venurajagopal, GM-HR, Shiva Texyarn Ltd., Coimbatore
5. Prof. J. Joseph Francis, Programme Coordinator - PGDM
6. Prof. R. Tamil Selvi, Controller of Examinations
7. Prof. P. Senthil Prakash, Faculty of Marketing
8. Prof. Ramkumar S, Co-ordinator-IQAC
9. Dr. Pratheepa A K, Librarian
10. Ms. Nandhini, Asst. Campus In-charge
11. Mr. Shravan, Alumni (Batch-I)
12. Mr. Kamalakannan, Student (Batch-IV)

Chairperson of the Meeting: Dr. Prema Sankaran, Director & Chairman of IQAC, FIREBIRD

Sl. No.	Agenda	Discussion Points	Presented by / Responsible Person
1	Formation of IQAC and the appointment of members in various capacities	<ul style="list-style-type: none"> <li>• In the capacity of the Chairman of IQAC, our Director announced the formation of the Internal Quality Assurance Cell formally.</li> <li>• The Forum has acknowledged the appointment of the members in various capacities as presented in the IQAC Composition.</li> </ul>	Director
2	FIREBIRD's Best Practice and ways to measure and monitor its quality.	<ul style="list-style-type: none"> <li>• The Dean presented the philosophy behind the Best Practice (70:30 Model).</li> <li>• The Forum has asked the Dean to prepare a structure for implementing, assessing and monitoring the Quality of the Best Practice by 27<sup>th</sup> April 2021.</li> <li>• Mr. Kamalakannan shared his feedback on the 70:30 Model implemented for the Batch-IV.</li> </ul>	Dean – Student Empowerment and Branding

		<ul style="list-style-type: none"> <li>Trustee Madam asked the Director to group the students before assigning the projects.</li> </ul>	
3	Quality of Academics	<ul style="list-style-type: none"> <li>The Dean was explaining the importance of Case Study based Teaching Pedagogy to improve the Academic quality of the institute.</li> <li>The Forum has asked the Programme Coordinator to prepare a structure of implementing Case study based Teaching Pedagogy and other Quality aspects of the Academics by 27<sup>th</sup> April 2021.</li> </ul>	Programme Coordinator
4	Quality of Assessments of the Students Performance	<ul style="list-style-type: none"> <li>The COE emphasized the Strategic Plan to measure the Quality aspects.</li> <li>The Forum has asked the COE to update the Evaluation Policy in line with the Best Practice.</li> <li>Mr. Venurajagopal suggested to have a continuous assessment pattern by the Industry Mentors.</li> </ul>	Controller of Examination
5	Quality of Library	The Forum has asked the Librarian to prepare a Quality Manual for the Library by 27 <sup>th</sup> April 2021.	Librarian
6	Quality of Administrative functions	The Forum has asked the Assistant Campus In-charge to implement the 5-S Framework in the Administration. The feasibility study has to be completed by 20 <sup>th</sup> April 2021.	Asst. Campus In-charge
7	Others	The Forum has decided to conduct a 'Quality Policy Forum' on the first Tuesday of every month.	The Coordinator - IQAC
8	Quality of Faculty	Director shared the initiatives regarding the faculty development like research, consultancy, case study writing, etc.	-

Date: 12.04.2021

  
Co-ordinator - IQAC

  
Chairman - IQAC

