

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 24<sup>th</sup> Internal Quality Assurance Cell member's online meeting was held on 01-06-2021. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

<b>S.No</b>	<b>NAME OF THE ATTENDEE</b>	<b>ROLE</b>
1.	Mrs. A. Taksala Devapriya	IQAC Coordinator
2.	Dr. O.T. John	Management Representative
3.	Mr. M. Vijay Prakash	HOD/ CIVIL
4.	Mrs. D. Elavarasi	HOD/ CSE
5.	Dr. S. Robinson	HOD/ ECE
6.	Mr. D. Thivya Prasad	HOD/EEE
7.	Mr. E. Mohan	HOD/MECH
8.	Dr. V. Kavitha	Member
9.	Dr. N. Manikandan	Member
10.	Mrs. N. Radha	Member
11.	Mr. G. Parameshwara Raja	Member
12.	Mr. A. Dencil Infant	Member/ Exam cell Representative
13.	Mr. R. Arun Kumar	Alumni Member
14.	Er. K. Arumugam, F/O. A. Abirami, IV CIVIL	Stakeholder
15.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer
16.	Mr. Dhanasekaran, III ECE	Student Member

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
24.1	To discuss about minutes of the previous meeting.
24.2	To review the arrangements regarding the NAAC sponsored

Item No.	Agenda
	workshop
24.3	To review the teaching learning process for the upcoming semester
24.4	To analyze the academic audit report
24.5	Any other discussion with the permission of chair.

Principal welcomed the gathering and the minutes of the previous meeting was read by the IQAC coordinator and approved.

#### **Resolution 24.1:**

Matters arising from the previous minutes were discussed one by one.

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
23.1	Minutes of the meeting	Previous meeting minutes were discussed	-
23.2	Academic activities	Resolved to conduct Screening process to analyse programming level of the students	HoD's were informed to take further action
23.3	Cell/club/society activities	Resolved to strengthen the staff participation	SD cell is organizing Webinar series for faculty members
23.4	AQAR 19-20	Resolved to update the AQAR report	IQAC coordinator was informed to take further action
23.5	Academic Audit	Resolved to schedule academic audit	IQAC coordinator was informed to take further action

#### **Resolution 24.2:**

NAAC sponsored National level online workshop has been scheduled on June 3-4, 2021. Detail review about the arrangements, schedule and participants was conducted. It was suggested to include the internal participants. It was

resolved to prepare the list of faculty members to attend the online workshop conducted by IQAC, MZCET.

**Resolution 24.3:**

Since the educational institutions were closed again, the faculty members were advised to prepare well for the upcoming semester. They also instructed to get ready for both online and offline classes. It was resolved to have subject presentation to evaluate the understanding and preparedness of the faculty members to face the classes.

**Resolution 24.4:**

The academic audit report was reviewed. It was noticed that, research work carried out by the institution has to be improved. Hence, Principal advised the faculty members to publish papers in UGC approved journals, also he instructed to send minimum of one project proposal every year. It was resolved to prepare action plan for improving the research activities.

No other points were discussed.

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