

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 2nd Internal Quality Assurance Cell members' meeting was held on 05-08-2014 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The members are as follows.

| Sl.No | NAME OF THE IQAC MEMBER | ROLE |
|-------|---|---------------------------|
| 1 | Mrs. Vivian Rachel Jayson | Management Representative |
| 2 | Dr. P. Balamurugan | Principal |
| 3 | Mrs. A. Taksala Devapriya | IQAC Coordinator |
| 4 | Dr. O.T. John | Member |
| 5 | Mrs. S. Nagajothi | Member |
| 6 | Mr. A. Ramakrishnan | Member |
| 7 | Mr. S. Ganesan | Member |
| 8 | Mr. L. MamundiAzath | Member |
| 9 | Mr. P. Rajkumar | Member |
| 10 | Dr. U. Natarajan, Professor, Alagappa Chettiar College of Engineering and Technology, Karaikudi | External Expert |
| 11 | Mr. J. Ramesh Kumar, Director, Vibrant International Training and Consulting Pvt. Ltd, Chennai | Employer |
| 12 | Mr. A. Jegadeesh, I Year, Civil Dept. | Student Member |
| 13 | Mr. K. Naveen Prasanna, I Year EEE Dept. | Student Member |
| 14 | Mr. D. Thavasikkani, F/o, T. Daniel Lak, II Year EEE Dept. | Stakeholder |

The Agenda for the meeting is mentioned below.

| Item No. | Agenda |
|----------|---|
| 2.1 | Review of Teaching Learning Process |
| 2.2 | Scrutinize Mentor System Effectively |
| 2.3 | Placement Training and Campus Recruitment Drive |
| 2.4 | Conduct research review meetings for the faculty members above five years |
| 2.5 | Social Awareness Programme |

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

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

Following points were discussed.

| Item No. | Agenda | Decision Taken | Action Taken |
|----------|--|--|--|
| 1.1 | Admission strategies | Resolved to prepare placement and admission brochures. Also resolved to educate and progress student scholarships | Admission cell coordinator informed to take further action |
| 1.2 | Teaching Learning Process | Resolved to review syllabus coverage, assignments, test evaluation, standard of question papers, preventive and corrective measures, content beyond the syllabus coverage and student feedback progression and ensure the preparedness of forthcoming semester. Also resolved to implement smart board in all classrooms | HoDs informed to take further action |
| 1.3 | Progress of NAAC report | Resolved to NAAC internal auditing was conducted and non-conformances were identified | HoDs informed to take further action |
| 1.4 | Research activity | Resolved to arrange research meetings for faculty members | R&D Cell coordinator informed for further action. |
| 1.5 | Campus recruitment training | Resolved to progress for placements and training for the students | Placement Cell coordinator informed for further action. |
| 1.6 | International Conference/ Seminars/Workshops | Resolved to conduct international conference, workshops and seminars | HoDs and R&D cell coordinator informed for further progress. |
| 1.7 | Toppers lunch | Resolved to arrange toppers lunch | Exam cell coordinator informed for further action |
| 1.8 | Financial grants | Resolved to that financial grant application process initiated. | EDC coordinator informed for further action |

Agenda points were discussed and resolutions were made.

Resolution No: 2.1

It was resolved to take classes using power point show, animations, videos and demonstrations. It was resolved to review syllabus coverage, assignments, test evaluation, standard of question papers, preventive and corrective measure, content beyond the syllabus coverage and student feedback progression. HoD informed to monitor and review

Resolution No: 2.2

It was resolved to mentor students periodically and faculty advisor informed to maintain counseling records properly. Counseling coordinator to review and take further action.

Resolution No: 2.3

It was resolved to conduct to placement drive within the campus. The placement coordinator instructed to take further action to achieve 100% placement. It was also resolved to conduct training in communication skills, group discussion, aptitude and logical reasoning. Placement Cell coordinator informed to take further action.

Resolution No: 2.4

It was resolved that the research and development coordinator conduct the research review meeting periodically and faculty members should be motivated for research publications. It was also decided that the faculty members who have more than five years of teaching experience should be motivated to register for Ph.D. Research and development coordinator will follow the progress.

Resolution No: 2.5

It was resolved to conduct social awareness programme like tree plantation, blood donation camp, etc., Clubs coordinator informed to take further action. Rotaract club of our college has planned to organize the International Day against Drug Abuse on 26-06-14.

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