# Mount Zion College of Engineering & Technology
To Make Man Whole!!

An ISO 9001:2008 Certified Institution

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# INTERNAL QUALITY ASSURANCE CELL (IQAC)
## IQAC Members Meeting
## Minutes of the Meeting

The 5th Internal Quality Assurance Cell members' meeting was held on 24-08-2015 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. R. Karthikeyan,Software Engineer, CTS, Chennai | Alumni 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 & Consulting Pvt. Ltd, Chennai | Employer |
| 12 | Mr. A. Jegadeesh, II Year, Civil Dept. | Student Member |
| 13 | Mr.K. Naveen Prasanna, II Year EEE Dept. | Student Member |
| 14 | Mr. D. Thavasikkani, F/o, T. Daniel Lak, III Year EEE Dept. | Stakeholder |

The Agenda for the meeting is mentioned below.

| Item No. | Agenda |
|---|---|
| 5.1 | Monitor teaching learning process |
| 5.2 | e-Governance project |
| 5.3 | Stakeholders feedback |
| 5.4 | eCampus software |
| 5.5 | Industry Institution Interaction |
| 5.6 | Exam cell decentralization |
| 5.7 | Effective utilization of library |
| 5.8 | Career guidance programme |
| 5.9 | Motivate the faculty members for external world interaction |

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| Item No. | Agenda |
|---|---|
| 5.10 | ISTE workshop for faculty members |
| 5.11 | Technical workshop series |
| 5.12 | National Science Day - 2016 |

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 |
|---|---|---|---|
| 4.1 | Admission process and scholarships | Resolved to organize the admission cell meeting and provide a provision for Government scholarships and to offer management scholarships for the students admitted in this academic year | Admission cell coordinator informed to take initiative |
| 4.2 | Usage of ICT tools | Resolved to insist the faculty to adopt modern teaching methodology | HoDs informed to take further action |
| 4.3 | Students innovative projects | Resolved to motivate the students to do e-governance projects related services to government sectors | HoDs informed to progress. |
| 4.4 | Research review meeting | Resolved to organize a research review meeting for faculty members | R&D coordinator informed to arrange and progress |
| 4.5 | University rankings | Resolved to motivate Toppers | 4 students secured University ranks in Anna University April/May 2015 exams.HoD's informed to encourage the students to aim for university rank in the forthcoming exams. |
| 4.6 | Campus recruitment and placement training | Resolved to conduct campus recruitment training for the students to improve employability skills | Placement cell coordinator informed to organize |
| 4.7 | Workshop and symposium | Resolved to conduct workshop for faculty members and symposium to students | Coordinators and HoDs informed to initiate |

| 4.8 | Extension activities | Resolved to encourage students to participate in symposiums and extension activities | Coordinators and HoDs informed to initiate |
|------|----------------------|------------------------|------------------------|
| 4.9 | Adoption of Government high school | Resolved to adopt Government high school, Lembalakudi | Adopted Government high school, Lembalakudi |
| 4.10 | Digital India week | Resolved to conduct | Digital India week conducted on 06-07-15 |

Agenda points were discussed and resolutions were made.

**Resolution No:5.1**

It was resolved to use PPT for taking classes and handouts should be circulated to students and resolved to conduct class committee meeting as per the schedule given in academic calendar for getting feedback realated to teaching learing process.HoDs informed to monitor the process.

**Resolution No: 5.2**

It was resolved to motivate students to do e-governance project. HoDs informed to review the students.

**Resolution No:5.3**

It was resolved to conduct the stakeholder meetings like alumni meet and parents meet to collect their feedback. Alumni Coordinator will take the necessary actions.

**Resolution No: 5.4**

It was resolved to develop eCampus software for comprehensive internal assessment. HoDs are informed to prepare the software requirements.

**Resolution No:5.5**

It was resolved to encourage Industry Institution Interaction activities. Also it was resolved to improve the collaboration with an industry.III cell coordinator will take the necessary steps.

**Resolution No:5.6**

It was resolved to establish separate exam cells at each department to carry effective examination methods. Exam cell coordinator informed to take further action.

**Resolution No: 5.7**

It was resolved to schedule internet/library hour in regular time table.The HoDs along with librarian informed to progress further.

**Resolution No:5.8**

It was resolved to conduct the career guidance programme on Awareness on GATE. Career guidance cell informed to take necessary steps.

**Resolution No:5.9**

It was resolved to encourage faculty members to extend their outside world interaction.The staff development coordinator will follow the progress.

**Resolution No: 5.10**

It was resolved to organize ISTE workshop on Engineering Physics, Technical Communication and Introduction to Structural Engineering for faculty members. Workshop coordinator will take the initiative.

**Resolution No: 5.11**

It was resolved to conduct technical work series for the polytechnic students related to recent topics for imparting the engineering knowledge among them. HoDs are informed to identify the list of workshops and organize them.

**Resolution No: 5.12**

It was resolved to celeberate National Science Day – 2016 on February, 2016 along with Tamil Nadu Science Forum and the Rotary Club of Pudukottai. NSS coordinator informed to take further action.

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