

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 10th Internal Quality Assurance Cell members meeting was held on 22-05-2017 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. Mamundi Azath	Member
9	Mr. R. Karthikeyan, Software Engineer, CTS, Chennai	Alumni Member
10	Dr. A. Sivanantharaja, 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. S. Sethuraman, F/o.S.Saroja, III Year ECE Dept.	Stakeholder
13	Mr. B. Aldrin, IV Year, CSE Dept.	Student Member
14	Ms. R. Sivameena, IV Year ECE Dept.	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
10.1	Admission process and scholarship
10.2	Evaluation guidelines and assessment of internal tests
10.3	Teaching Learning Process
10.4	University rankings
10.5	Innovative project
10.6	ISTE workshop
10.7	Campus recruitment and training
10.8	Graduation day
10.9	Annual alumni meet
10.10	Value added courses and 24 hour's workshop for students
10.11	Extension activities

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
9.1	Teaching Learning Process	Resolved to implement the interactive teaching methodology and review syllabus coverage, assignments, test evaluation, standard of question papers.	HoDs informed to take further action
9.2	Academic Audit	Resolved to conduct academic audit	IQAC coordinator informed to take further action
9.3	Placement training programmes	Resolved to conduct the training programme for students	Placement cell informed to take further action
9.4	Social extension activities	Resolved to organize social extension activities	261 units of blood in this academic year through Rotaract Club and Youth Red Cross of our college.
9.5	Research review meetings	Resolved to conduct review meetings	Faculty members published 47 papers in peer reviewed journals
9.6	College day and sports day	Resolved to conduct college and sports day	No action is due
9.7	Staff motivation program	Resolved to conduct staff motivation program.	Staff development coordinator informed for further action
9.8	Technical series workshop	Resolved to organize Technical series workshop 2016-17 on SOLID WORKS, STAAD PRO, MATLAB, MULTISIM, and RASPBERRY PI NETWORKING	Total 1689 students from 12 polytechnic students were attended the workshop

Agenda points were discussed and resolutions were made.

Resolution No: 10.1

It was resolved to prepare the admission and placement brochures for the students who approach to the admission and resolved to enlighten the students about the merit scholarship, community scholarship, and first graduate scholarship to the students. Admission cell coordinators are informed to take initiative steps to guide the students about scholarships and carry admission process effectively.

Resolution No: 10.2

It was resolved to take care of the marks split up which need to be mentioned for each question according to the content of the answers. The separate team should be formed to evaluate the students answer scripts and the method of evaluation. IQAC coordinator informed to monitor the evaluation and assessment process.

Resolution No: 10.3

It was resolved to take care of the classroom teaching learning process by conducting outcome based activities like quiz, assignments and demonstrations regularly. Question banks need to be prepared early and university questions should be practiced during class hours. Moreover, project review schedule should be prepared and displayed on the notice boards. HoDs and department coordinators informed to monitor.

Resolution No: 10.4

It was resolved to identify class toppers and counsel them to secure university ranks. It was also decided that the toppers special lunch should be arranged so as to encourage them for consistent performance in the forthcoming university examinations. HoDs, faculty advisors and exam cell coordinators advised to motivate the students.

Resolution No: 10.5

It was resolved to motivate the students to do e-governance projects related services to government sectors. HoDs and faculty advisors are informed to encourage students to do innovative projects.

Resolution No: 10.6

It was resolved to conduct ISTE workshop on Electric Power System on July, 2017. Workshop coordinator will take the appropriate action.

Resolution No: 10.7

It was resolved to identify new additional recruiters and placement training programme should be arranged for students of all the years. Placement officer and placement Coordinators will progress the improvements.

Resolution No: 10.8

It was resolved to deputed committee members for graduation day and the graduands and their parents should be informed about graduation day.

Resolution No: 10.9

It was resolved to arrange an alumni meet in this academic year to establish good contacts among alumni and with the institution. Alumni coordinator informed to arrange an alumni meet.

Resolution No: 10.10

It was resolved to conduct value added programme and 24 hours workshop to enrich the students in practical skills. HoDs and department co-ordinator will monitor the progress.

Resolution No: 10.11

It was resolved to take efforts to conduct motivational programmes and extension activities to impart practical knowledge to the students. The HoDs, club and society coordinators process further.

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