

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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 6<sup>th</sup> Internal Quality Assurance Cell members' meeting was held on 29-01-2016 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, AlagappaChettiar 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, 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
6.1	Teaching Learning Process
6.2	Scrutinize mentor system effectively
6.3	Entrepreneurship development cell activities
6.4	e-Yantra lab initiative
6.5	Placement training for improving employability skills of students
6.6	Social extension activities
6.7	Student centric activities
6.8	Tamilnad Mercantile Bank – Extension counter inauguration ceremony
6.9	College and Sports day

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
5.1	Monitor teaching learning process	Resolved to use ICT tools, conduct class committee meetings to get students feedback	Interactive teaching methodology followed by faculty members was found very effective. Class committee meeting for different phases to assess the learning process was conducted.
5.2	e-governance project	Resolved to form teams for effective implementation	HoDs informed to review
5.3	Stakeholders feedback	Resolved to gather stakeholders response for the growth of the organization	No action is due
5.4	eCampus software	Resolved to develop ecampus software	eCampus software was developed and internal assessment has been automated for university web portal entry
5.5	Industry Institution Interaction	Resolved to encourage Industry Institution Interaction	III cell informed to take necessary steps
5.6	Exam cell decentralization	Resolved to establish separate exam cells at each department	Separate exam cells were established in each department and conduction of internal tests were decentralized for smooth and perfect conduction of examinations.
5.7	Effective utilization of library	Resolved to schedule internet/library hour in regular time table	Internet/Library hour was included in class timetable and students were encouraged to learn about advanced technologies related to curriculum.
5.8	Career guidance programme	Resolved to conduct career guidance programme	Career awareness programme was conducted and awareness for



			competitive exams and GATE were discussed
5.9	Motivate the faculty members for external world interaction	Resolved to motivate the faculty members for outside world interaction	No action is due
5.10	ISTE workshop for faculty members	Resolved to organize ISTE workshop on Engineering Physics, Technical Communication and Introduction to Structural Engineering for faculty members	No action is due
5.11	Technical workshop series	Resolved to conduct Technical series workshop	Hands on training was given to students on SOLID WORKS, STAAD PRO, MATLAB, MULTISIM, and RASPBERRY PI – NETWORKING. Totally 2100 students and 60 teachers from 20 polytechnic colleges were benefited
5.12	National Science Day - 2016	Resolved to organize National Science Day	Nearly 1000 students from 50 Schools in and around Pudukottai District and Sivagangai District participated in the school level competitions and won prizes. Nearly 30 students from nearby 10 colleges also participated in the college level competition and won prizes.

Agenda points were discussed and resolutions were made.

### **Resolution No:6.1**

It was resolved to use PPT for taking classes and handouts should be circulated to students. Every faculty should discuss the answers for the questions given in question banks. Also it was resolved to arrange class committee meeting to collect students' feedback. HoDs and Department coordinators will monitor.

**Resolution No:6.2**

It was resolved to allocate students in the ratio of 1:20 faculty, student ratio and periodical mentoring for students should be given by faculty advisors. Counseling cell coordinator will monitor the progress.

**Resolution No:6.3**

It was resolved to encourage the students to continue the entrepreneurship cooperative store. The students earned a profit of Rs. 2775 from July, 2015 to December, 2015. EDC cell Coordinator will take appropriate action to increase the profit.

**Resolution No: 6.4**

It was resolved to inaugurate the center for robotics in collaboration with e-Yantra IIT Bombay. The e-Yantra project coordinator will follow the arrangement.

**Resolution No:6.5**

It was resolved to give training to the students to enhance their communication skills and logical reasoning. Placement officer and the placement coordinators will take the necessary action.

**Resolution No:6.6**

It was resolved to organize blood donation camp, drug awareness programme, and other social awareness programmes in order to create the environmental consciousness among the students. The NSS coordinator will make the appropriate arrangements.

**Resolution No: 6.7**

It was resolved to encourage students to participate in co-curricular activities. HoDs and class coordinators will do the needful.

**Resolution No: 6.8**

It was resolved to open Tamilnad Mercantile Bank extension counter at Mount Zion College of Engineering and Technology campus. Office Manager informed to follow the work.



**Resolution No: 6.9**

It was resolved to arrange for college day and sports day by forming the needed committees. Programme coordinator informed to assign and follow the committee works.

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