

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 9th Internal Quality Assurance Cell members' meeting was held on 10-01-2017 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. MamundiAzath	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 & Consulting Pvt. Ltd, Chennai	Employer
12	Mr. B. Aldrin, III Year, CSE Dept.	Student Member
13	Ms. R. Sivameena, III Year ECE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, IV Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

Item No.	Agenda
9.1	Teaching Learning Process
9.2	Academic audit
9.3	Placement training programmes
9.4	Social extension activities
9.5	Research review meeting
9.6	College day and sports day
9.7	Staff motivation program
9.8	Technical series workshop

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
8.1	Teaching Learning Process	Resolved to use ICT tools effectively. Also resolved to organize class committee meeting for this academic year	HoD's informed to monitor
8.2	Stakeholders response for the development of the institution	Resolved to gather stakeholders response for the growth of the organization	Alumni and placement coordinators informed to take further action
8.3	Industry Institution Interaction	Resolved to encourage Industry Institution Interaction activities	III cel coordinator informed to take further action
8.4	Student centric activities	Resolved to conduct value added courses and 24 hours workshops for the students	National level symposiums and 24 hours workshops were organized by all the departments.
8.5	Faculty members outside world interaction	Resolved to motivate the faculty members for outside world interaction	No action is due
8.6	ISTE workshop	Resolved to conduct ISTE workshop on CMOS, Mixed Signal and Radio Frequency VLSI Design for faculty members	Workshop coordinator informed to take further action
8.7	Sports activities	Resolved to encourage sports activities	Athletics men & women team won the overall championship in the Anna University zonal level athletic meet
8.8	Placement training for improving employability skills of students	Resolved to arrange placement training for improving employability skills of students	Communication and soft skills development classes were introduced for I, II and III year students of all the departments to develop their skills in communication

Agenda points were discussed and resolutions were made.

Resolution No: 9.1

It was resolved to use PPT for taking classes and handouts should be circulated to students. It was resolved that the evaluation guidelines should be given based on the university valuation. It was decided to form review committee members for the assessment of student's answer scripts and to set up a method of evaluation. HoDs along with IQAC coordinator will take appropriate action.

Resolution No: 9.2

It was resolved to conduct academic audit to review the quality of department's activities. The IQAC coordinator will schedule and inform the audit process.

Resolution No: 9.3

It was resolved to conduct placement training programme for students of all the years and also mock interviews should be conducted to the students. Placement officer and the placement coordinators will take the necessary action.

Resolution No: 9.4

It was resolved to organize blood donation camp, drug awareness and other social awareness programmes. The NSS and club coordinator will make the appropriate arrangements.

Resolution No: 9.5

It was resolved to conduct research review meetings for the faculty members above five years. HoD's will take care of the meeting.

Resolution No: 9.6

It was resolved to arrange for college day and sports day by forming the needed committees.

Resolution No: 9.7

It was resolved to organize a staff motivational programme for Communicational Skills on 20-02-2017 by Prof. H. Richard Raj, Dept. of English, Anjalai Ammal College of Engineering and Technology.



Resolution No: 9.8

It was resolved to organize Technical series workshop 2016-17 on SOLID WORKS, STAAD PRO, MATLAB, MULTISIM, and RASPBERRY PI – NETWORKING for nearby polytechnic students. HoDs will take initiative.

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