

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 11th Internal Quality Assurance Cell members' meeting was held on 03-08-2017 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
11.1	Teaching Learning Process
11.2	Class committee meeting
11.3	Academic audit
11.4	Stakeholders feedback
11.5	Inplant training
11.6	Zonal meet
11.7	First year orientation 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
10.1	Admission Process	Resolved to prepare brochures and enlighten students in scholarships and admission process	Admission cell coordinator to take necessary steps
10.2	Evaluation guidelines and assessment of internal tests	Resolved to review evaluation process of internal test	HoDs informed to monitor
10.3	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	HoDs informed to take further action
10.4	University rankings	Resolved to motivate topper students continuously	Class toppers counseled and motivated by head of the department, faculty advisor, exam cell coordinator
10.5	Innovative project	Resolved to motivate students for government project	HoDs, faculty advisor continuously motivate students to perform
10.6	Research review meeting	Resolved to conduct the research review meeting periodically and motivated for publication	Research and Development Coordinator informed for further progress
10.7	Campus recruitment training	Resolved to conduct placement training	Placement coordinator informed to take further action
10.8	Graduation day	Resolved to organize graduation day	12 th graduation day conducted
10.9	Annual alumni meet	Resolved to conduct alumni meet	Alumni Coordinator to take further action
10.10	Value added Courses and 24	Resolved to conduct value added courses and 24 Hours	Value added Course on Networking & Raspberry

	hour's workshop for Students	workshop for Students	Pi conducted. Also 24 Hours Workshop on Visual Database Programming conducted
10.11	Extension activities	Resolved to arrange social extension programmes	Motivational programmes has been scheduled on December, 2017

Agenda points were discussed and resolutions were made.

Resolution No: 11.1

It was resolved to take classes using power point show, animations, videos and demonstrations. HoDs informed to monitor and review.

Resolution No: 11.2

It was resolved to conduct a class committee meeting in regular time to analyses the student feedback and understanding in subjects. HoDs informed to take further actions.

Resolution No: 11.3

It was resolved to conduct an academic audit. IQAC coordinator is informed to take further action.

Resolution No: 11.4

It was resolved to conduct alumni and parents meeting for collecting the stakeholder feedback. Respective coordinators informed to take initiative steps.

Resolution No: 11.5

It was resolved to motivate the students to attend inplant training. Industry Institution Interaction cell informed to guide students to attend inplant training during vacation holidays.

Resolution No: 11.6

It was resolved to encourage students to participate in zonal tournaments and conduct special coaching to students in the evening. Physical director informed to take necessary steps.

Resolution No: 11.7

It was resolved to conduct the first year orientation programme. The HoDs and programme committee to take further action.

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

Signature of IQAC Coordinator

Date :

Signature of Principal

Date :