

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

The 16<sup>th</sup> Internal Quality Assurance Cell members meeting was held on 04-06-2019 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. A. Taksala Devapriya	IQAC Coordinator
2.	Dr. O.T. John	Management Representative
3.	Mr. R. Sulthan Ibrahim	Senior administrative officers
4.	Mr. M. Vijay Prakash	HOD/ CIVIL
5.	Mrs. D. Elavarasi	HOD/ CSE
6.	Dr. S. Robinson	HOD/ ECE
7.	Mr. D. Thivya Prasad	HOD/EEE
8.	Mr. E. Mohan	HOD/MECH
9.	Dr. G. Jagajothi	Member
10.	Dr. R. Prabhakaran	Member
11.	Dr. N. Manikandan	Member
12.	Mrs. N. Radha	Member
13.	Mrs. T. Pandikumari	Member
14.	Mr. L. Mamundi Azaath	Member
15.	Mr. A. Dencil Infant	Member/ Exam cell Representative
16.	Mr. P. Raj Kumar	Alumni Member
17.	Mrs. S. Amutha, M/O. S. Yogadevi, IV CSE	Stakeholder
18.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer
19.	Dr. A. Sivanantharaja, Professor, Alagappa Chettiar College of Engineering and Tech.	External Expert
20.	Ms. A. Pavithra, III CSE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
16.1	Admission process
16.2	Teaching Learning Process
16.3	Research review meeting for faculty members and motivate them for research publications

Item No.	Agenda
16.4	NPTEL local chapter
16.5	Student mentoring system

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
15.1	Review of Teaching Learning Process	Resolved to continue the outcome based activities	Regular feedback is collected regarding the outcome based activities conducted in classroom
15.2	Academic audit	Resolved to conduct an internal academic audit for reviewing the academic activities	Internal audit has been planned and it was decided to conduct the audit on July 2019
15.3	Smart India hackathon 2019	Resolved to prepare the students for participating in the Smart India Hackathon competition	Students from the department of CSE won prize for the project entitled "Air Filter Monitoring"
15.4	Placement training	Resolved to schedule Soft skill classes, aptitude, communication, etiquette and interview techniques	Through Placement and training 282 students were placed
15.5	Research activity	Resolved to motivate the faculty members for publishing a paper in reputed journals research and review meetings.	R&D cell coordinator was informed to takeup further action, and to conduct
15.6	College day and sports day	Resolved to depute the committee members for the college/sports day	College day and sports day were organized

Agenda points were discussed and resolutions were made.

**Resolution No:16.1**

It was resolved to prepare the brochures for admission procedure and placement achievements. Admission cell coordinators and placement coordinator will take further action.

**Resolution No: 16.2**

It was resolved to continue outcome based activities like quiz, assignments and demonstrations regularly. Moreover, class committee meeting and online feedback should be planned at regular intervals. The HoD's and department coordinators will take appropriate action.

**Resolution No: 16.3**

It was resolved to conduct the research review meeting once in 15 days for reviewing the progression of faculty members in research activities.

**Resolution No: 16.4**

It was resolved to instruct faculty members and students to register in NPTEL online courses. HoD's and Staff development coordinator will take the initiative.

**Resolution No: 16.5**

It was resolved to conduct two hours per week for mentoring the students and to strengthen the student counseling system. HoD's and counselling coordinator will take the initiative.

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