

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 15th Internal Quality Assurance Cellmembers meeting was held on 03-01-2019 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.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. T. Pandikumari	Member
6	Mr. A. Ramakrishnan	Member
7	Mr. S. Ganesan	Member
8	Mr. L. MamundiAzath	Member
9	Ms. Jude Isaac Benjamin, Software Engineer, Deloitte Consulting Services, Bangalore	Alumni Member
10	Dr. S. Jeyabal, 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	Mrs. S. Amudha, M/o.Yogadevi, III Year CSE Dept.	Stakeholder
13	Ms. A. Pavithra, II Year CSE Dept.	Student Member
14	Mr. K. Soorya, II Year ECE Dept.	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
15.1	Review of Teaching Learning Process
15.2	Academic audit
15.3	Smart India hackathon 2019
15.4	Placement training
15.5	Research activity
15.6	College day 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
14.1	Review of Teaching Learning process	Resolved to continue the Outcome based activities, Assignments, test evaluation, standard of question papers, preventive and corrective measures and content beyond the syllabus	Outcome based teaching methodology followed by faculty members
14.2	Class committee meeting for this academic year	Resolved to constitute the Class committee for identifying their grievances related to academics	Class committee meetings were conducted regularly to collect the feedback regarding the teaching learning process
14.3	Smart India Hackathon project	Resolved to motivate the students to participate in Smart India Hackathon competition	11 batches submitted their project idea and one project was selected for Smart India Hackathon 2019 competition
14.4	Stakeholders feedback for the development of the institution	Resolved to plan for the affiliation NAAC reaccreditation process	Course files, ISO files were documented. Regarding NAAC the IQAC coordinator informed to take further action
14.5	Inplant training for all the students	Resolved to organize IPT for their students	III cell coordinator informed to take further action
14.6	Technical series workshops for Polytechnic students	Resolved to conduct workshop for nearby polytechnic students	HoDs informed to take further action
14.7	Unnat Bharat Abhiyan	Resolved to take development activities in the rural areas which are adopted already under Unnat Bharat Abhiyan Scheme	Survey process is going on
14.8	Activities of cells, club and societies	Resolved to conduct programmes regularly	Programmes organized by various cell, club and

			societies were reviewed
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Agenda points were discussed and resolutions were made.

Resolution No:15.1

It was resolved to continue the outcome based activities, assignments, test evaluation, standard of question papers, preventive and corrective measures and content beyond the syllabus. It was also resolved to introduce the central valuation system. HoDs along with the exam cell coordinators will take appropriate action.

Resolution No: 15.2

It was resolved to conduct an internal academic audit for reviewing the academic activities. IQAC coordinator will prepare the schedule for auditing.

Resolution No: 15.3

It was resolved to prepare the students for participating Smart India Hackathon competition. HoD of concern department will take appropriate action.

Resolution No: 15.4

It was resolved to schedule Soft skill classes on aptitude, communication, etiquette and interview techniques. It was also resolved to conduct the mock interview and assign project work based on the company requirements. Placement coordinators will plan for the placement training classes.

Resolution No: 15.5

It was resolved to motivate the faculty members for publishing a paper in reputed journals. It was also resolved to continue the research review meeting in the entire department. R&D coordinators will take appropriate action.

Resolution No: 15.6

It was resolved to depute the committee members for the college/sports day and the extra-curricular coordinator should plan to conduct extra-curricular events like essay writing, elocution, drawing completion, technical events etc., HoDs along with physical director will take the initiative.

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