

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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 13<sup>th</sup> Internal Quality Assurance Cellmembers meeting was held on 07-05-2018 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	Mr. R. Karthikeyan, Software Engineer, CTS, Chennai	Alumni Member
10	Dr. S. Jeyabal, 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, IV Year ECE 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
13.1	Admission process
13.2	Evaluation guidelines and assessment of internal tests
13.3	Teaching Learning Process
13.4	University rankings
13.5	Research review meeting for faculty members and motivate them for research publications
13.6	Vocational training programme
13.7	NPTEL local chapter
13.8	Campus recruitment training for the students to improve employability skills.
13.9	Graduation day and first year orientation programme

Item No.	Agenda
13.10	Value added courses and 24 hours workshop for students
13.11	Staff recreation club
13.12	Unnat Bharat Abhiyan
13.13	Sustain the strength of the college activities like toppers lunch, submission of proposal for grants, mentoring, co-curricular and extracurricular activities, Student enrichment programmes.

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
12.1	Teaching Learning Process	Resolved to implement the outcome based education	HoDs informed to take further action
12.2	Academic audit	Resolved to conduct academic audit in all department	IQAC coordinator informed to take further action
12.3	Mentor system	Resolved to mentor the student properly	Counseling cell coordinator informed to take further action
12.4	Placement training	Resolved to conduct placement training programmes and to arrange on campus recruitment in our college by various reputed companies all over India	199 students got placed in 11 companies all over India
12.5	Research review meetings	Resolved to conduct workshop on How to write research paper	No action is due. Faculty members published their papers in 37 journals
12.6	Career awareness programme	Resolved to conduct career awareness programme	No action is due
12.7	Staff Recreation Club	Resolved to inaugurate staff recreation club	Manager informed to take further action
12.8	College Day	Resolved to organize department wise cultural programme	No action is due. College received the overall championship both in Men and Women athletic

			events for the third consecutive year
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Agenda points were discussed and resolutions were made.

#### **Resolution No:13.1**

It was resolved to prepare the admission and placement brochures and details of college merit scholarship, community scholarship and first graduate scholarship. Admission cell coordinators along with the office Manager will take appropriate action.

#### **Resolution No: 13.2**

It was resolved to monitor the marks split up which need to be mentioned for each question, according to the content of the answers and separate team should be formed to evaluate the students answer scripts and the method of evaluation. Moreover, guidance in evaluation schemes and suggestions should be given to HoDs and the faculty members. It was also suggested that reason for failures and absenteeism should be identified and steps should be taken for the continual improvement.

#### **Resolution No: 13.3**

It was resolved to review the classroom teaching learning process by conducting outcome based activities like quiz, assignments and demonstrations regularly. Question banks need to be prepared and university questions should be practiced during class hours. Moreover, project review schedule should be prepared and displayed on the notice boards. The HoD's and department coordinators will take appropriate action.

#### **Resolution No: 13.4**

It was resolved to identify the class toppers and counsel them to secure university ranks. The HoDs, faculty advisors and exam cell coordinators will follow. It was also decided that the toppers special lunch should be arranged so as to encourage them for consistent performance in the forthcoming university examinations.

#### **Resolution No: 13.5**

It was resolved to conduct the research review meeting periodically and faculty members should be motivated for research publications. Research & Development Coordinator will prepare and circulate the schedule. It was also decided that the faculty members who have more than five years of teaching experience should be motivated to register for Ph.D. Moreover, students should be motivated to do e-governance projects related services to government sectors.

**Resolution No: 13.6**

It was resolved to conduct AICTE approved Vocational Training Programme for the academic year 2018 – 19. EDC Coordinator will take the initiative.

**Resolution No: 13.7**

It was resolved to take necessary arrangements to start NPTEL local chapter and faculty members should motivate their students to participate in NPTEL online courses. Staff development coordinator will take the initiative.

**Resolution No: 13.8**

It was resolved to identify new additional recruiters and arrange Placement Training Programme for students of all the years. Placement coordinators will take appropriate action.

**Resolution No: 13.9**

It was resolved to depute the committee members for graduation day. Alumni coordinators will inform the graduands and their parents about graduation day.

**Resolution No: 13.10**

It was resolved to conduct Value added programme and 24 hour workshop for enriching the student's practical skills. HoDs and Department Coordinator will prepare the course content.

**Resolution No. 13.11**

It was resolved to inaugurate the staff recreation club so as to establish good relationship among staff members. Also resolved to arrange staff events and special lunch every month. For the welfare of the faculty members it was also resolved to celebrate the birthdays of staff members and arrange a staff tour once in a year.

**Resolution No: 13.12**

It was resolved to take initiative for the rural development under Unnat Bharat Abhiyan Scheme. NSS co-ordinator will take the initiative.

**Resolution No: 13.13**

It was resolved to conduct Motivational programmes and extension activities to impart practical knowledge to the students. Heads of Departments, Club and Society Coordinators will take appropriate action.

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

Signature of IQAC Coordinator

Signature of Principal

Date :

Date :