

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 25th Internal Quality Assurance Cell member's meeting was held on 05-10-2021. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

S.No	NAME OF THE ATTENDEE	ROLE
1.	Mrs. A. Taksala Devapriya	IQAC Coordinator
2.	Dr. O.T. John	Management Representative
3.	Mr. M. Vijay Prakash	HOD/ CIVIL
4.	Mrs. D. Elavarasi	HOD/ CSE
5.	Dr. S. Robinson	HOD/ ECE
6.	Mr. D. Thivya Prasad	HOD/EEE
7.	Mr. E. Mohan	HOD/MECH
8.	Dr. V. Kavitha	Member
9.	Dr. N. Manikandan	Member
10.	Mrs. N. Radha	Member
11.	Mr. G. Parameshwara Raja	Member
12.	Mr. A. Dencil Infant	Member/ Exam cell Representative
13.	Mr. R. Arun Kumar	Alumni Member
14.	Er. K. Arumugam, F/O. A. Abirami, IV CIVIL	Stakeholder
15.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer
16.	Mr. Dhanasekaran, III ECE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
25.1	To discuss about minutes of the previous meeting.
25.2	To review the academic activities during the current semester.
25.3	To review the Action Taken Report of CCM-I and academic feedback-I

Item No.	Agenda
25.4	To review the Criteria 1 and 2 files in the AQAR 20-21.
25.5	Any other discussion with the permission of chair.

Principal welcomed the gathering and the minutes of the previous meeting was read by the IQAC coordinator and approved.

Resolution 25.1:

Matters arising from the previous minutes were discussed one by one.

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
24.1	Minutes of the meeting	Previous meeting minutes were discussed	-
24.2	Arrangements regarding the NAAC sponsored workshop	Resolved to prepare the list of faculty members to attend the online workshop conducted by IQAC, MZCET	HoD's were informed to take further action
24.3	Teaching learning process for the upcoming semester	Resolved to have subject presentation to evaluate the understanding and preparedness of the faculty members to face the classes.	SD cell is organizing Webinar series for faculty members
24.4	Academic Audit Report	Resolved to strengthen the publications in UGC approved journals and to prepare action plan for improving the research activities.	R&D cell coordinator was informed to take further action

Resolution 25.2:

Academic activities for the current semester were reviewed; Principal appreciated the participation of faculty members in various programmes. Since

the students are attending the physical classed after the quarantine, Principal suggested some of the following points to improve the learning.

- i. Student centric programmes should be continued (weekly once) to impart the new technologies to them
- ii. Staff members should give real time projects. They have to motivate the students to involve in e-Yantra projects

It was resolved to follow the suggestion.

Resolution 25.3:

Detail review on Action Taken for the CCM I and course feedback I. It was resolved to collect the upcoming feedback through Google form.

Resolution 25.4:

Criteria 1 and 2 were reviewed. Since the Value Added Courses was not able to conduct in effective manner due to the pandemic situation, it is advised to plan for VAC to improve their employability skills. It is resolved to plan need based VAC, also it was resolved to encourage the students to do field projects.

Resolution 25.5:

Action plan of the Training & Placement cell was reviewed. T&P cell coordinator informed about the placement schedule for 2nd, 3rd and 4th year students and the list companies which are planned for recruitment. It was resolved to make the arrangements in each department to implement the training schedule.

No other points were discussed.

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

Signature of IQAC Coordinator

Date: