

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 3rd Internal Quality Assurance Cell members' meeting was held on 19-01-2015 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. MamundiAzath	Member
9	Mr. P. Rajkumar	Member
10	Dr. U. Natarajan, 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. A. Jegadeesh, I Year, Civil Dept.	Student Member
13	Mr. K. Naveen Prasanna, I Year EEE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, II Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

Item No.	Agenda
3.1	Review of Teaching Learning Process
3.2	Evaluation guidelines and assessment of internal tests
3.3	Industry Institution Interaction cell activity
3.4	Entrepreneurship awareness camp and sponsored EDP programme
3.5	ISTE workshop
3.6	Social extension activities
3.7	Graduation 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
2.1	Review of Teaching Learning Process	Resolved to conduct classes on the smart board. Also 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
2.2	Scrutinize mentor system effectively	Resolved to Students mentor system was effectively followed.	No action is due
2.3	Placement training and campus recruitment drive	Resolved to progress for placements and training for the students	Placement cell coordinator informed for further action
2.4	Conduct research review meetings for the faculty members above five years	Resolved to arrange research meetings for faculty members are initiated	R&D cell coordinator informed for further progress.
2.5	Social awareness programme	Resolved to conduct extension activities. Also resolved to submit their budget proposal for conducting programmes per semester	International Youth Day was celebrated by National Service Scheme on 12-10-14. World Mosquito Day was conducted by the Red Ribbon Club on 20-08-14. Cancer Awareness Programme was conducted by Youth Red Cross on 22-09-14

Agenda points were discussed and resolutions were made.

Resolution No: 3.1

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

Resolution No: 3.2

It was resolved to assign separate teams to verify the quality of paper valuation. It was also suggested that reason for failures and absenteeism should be identified and steps should be taken for the continual improvement. HoDs informed to monitor evaluation and assessment process of internal tests.

Resolution No: 3.3

It was resolved to encourage students for attending inplant training and coordinator informed to progress for the MOUs with the industry.

Resolution No: 3.4

It was resolved to organize Entrepreneurship Awareness Campaign. EDC cell coordinator will take the initiative.

Resolution No: 3.5

It was resolved to organizing ISTE sponsored workshop for staff members. Coordinator informed for further action.

Resolution No: 3.6

It was resolved to plan for blood donation camp, drug awareness, and other social awareness programmes. NSS, YRC and Rotaract coordinator informed for further action and progress. YRC has planned to organize Dengue Awareness Programme on February, 2015.

Resolution No: 3.7

It was resolved to deputed committee members for graduation day. Alumni coordinator informed to send the details about graduation day to the graduands and their parents.

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