

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 19th Internal Quality Assurance Cell members online meeting was held on 12-03-2020. 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. 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.	Dr. A. Sivanantharaja, Professor, Alagappa Chettiar College of Engineering and Tech.	External Experts
19.	Ms. A. Pavithra, III CSE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
19.1	To discuss about minutes of the previous meeting.
19.2	To analyse the internal exam results.
19.3	To review the academic activities during the current semester.
19.4	To review the progression of NAAC appeal work
19.5	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 19.1:

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

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
18.1	Minutes of the meeting	Previous meeting minutes were discussed	-
18.2	Internal exam analysis	Resolved to improve the internal exam results	HoD's were informed to take further action
18.3	Academic activities during the current semester	Resolved to design online OD form, record video lectures	HoD's were informed to take further action
18.4	Academic activities proposal for upcoming semester	Resolved to prepare their students for project competitions	HoD's were informed to take further action
18.5	Activities of Club/ Cells/ Societies	Resolved to continue the activities for improving the quality	Coordinators were informed to take further action
18.6	Progression of NAAC work	Resolved to keep up the facilities in the respective departments	Facility coordinators were informed for further action
18.7	Software for	Resolved to identify	R&D cell Coordinators

	plagiarism checker	authenticated software for the plagiarism checker	were informed to take further action
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Resolution 19.2:

It was resolved to monitor the marks split up which need to be mentioned for each question. 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 19.3:

Academic activities for the current semester was reviewed. The Principal has appreciated. Further he offered useful suggestion and guidelines to improve the quality of teaching learning process.

Resolution 19.4:

Status of NAAC file for appeal process was discussed and it was suggested to complete the file before March 18, 2020.

No other points were discussed.

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