

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 14th Internal Quality Assurance Cell members meeting was held on 30-08-2018 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
14.1	Review of Teaching Learning process
14.2	Class committee meeting for this academic year
14.3	Smart India hackathon project
14.4	Stakeholders feedback for the development of the institution
14.5	Inplant training for all the students
14.6	Technical series workshops for Polytechnic students
14.7	Unnat Bharat Abhiyan
14.8	Activities of cells, club and societies

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
13.1	Admission Process	Resolved to prepare the Admission and Placement brochures	Admission process was completed as per the guidelines given
13.2	Evaluation guidelines and assessment of internal tests	Resolved to constitute a team for evaluating the students answer scripts and the method of evaluation	HoDs informed to take further action
13.3	Teaching Learning Process	Resolved to review the class room teaching learning process by conducting outcome based activities like quiz, assignments and demonstrations regularly	HoDs informed to take further action
13.4	University rankings	Resolved to identify the class toppers and counsel them to secure university ranks	In April/May 2018 Anna University exams 4 students secured First place, 6 students secured second place and 6 students secured third place in the Pudukkottai District
13.5	Research review meeting for faculty members and motivate them for research publications	Resolved to conduct the Research review meeting periodically and faculty members should be motivated for research publications	No action is due.
13.6	Vocational Training Programme	Resolved to conduct AICTE approved Vocational Training Programme for the academic year 2018 – 19	Application was submitted. College has been approved from Prathan Manthri Koushal Vikasyojana for conducting 11 vocational training programme with intake of 30 candidates per

			course
13.7	NPTEL local chapter	Resolved to start NPTEL local chapter and faculty members should motivate their students to participate in NPTEL online courses	NPTEL local chapter was started in the month of July, 2018
13.8	Campus recruitment training for the students to improve employability skills.	Resolved to identify new additional recruiters and arrange Placement Training Programme for students of all the years	Placement coordinators informed for further action
13.9	Graduation day and First year orientation programme	Resolved to organize Graduation day and First year orientation programme	13th Graduation day was arranged on 12-08-2018. 451 grandaunts were attended
13.10	Value added courses and 24 hours workshop for students	Resolved to conduct student centric activities	24 hours workshops were conducted by all the Departments
13.11	Staff recreation club	Resolved to inaugurate the Staff recreation club so as to establish good relationship among staff members	No action is due
13.12	Unnat Bharat Abhiyan	Resolved to arrange college and sports day	5 nearby villages were adopted under Unnat Bharat Abhiyan scheme
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.	Resolved to conduct Motivational programmes and extension activities to impart practical knowledge to the students	No action is due

Agenda points were discussed and resolutions were made.

Resolution No: 14.1

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 allow the students to leave application through online except OD and medical leave. HoDs along with the faculty advisors will take appropriate action.

Resolution No: 14.2

It was resolved to constitute the class committee for identifying their grievances related to academics. It was also suggested that syllabus coverage, subject understanding, students feedback, laboratories, internal test performances should be addressed during the meeting. HoDs will plan for class committee meeting, according to the academic calendar.

Resolution No: 14.3

It was resolved to motivate the students to participate in Smart India Hackathon competition. It was also resolved to allot separate faculty member to guide the students. The HoD's will take appropriate action.

Resolution No: 14.4

It was resolved to plan for the affiliation process. It was also suggested that staff members should complete their course file promptly and the same should be documented in CD. It was also resolved to complete NAAC and ISO files. IQAC coordinators will take appropriate action.

Resolution No: 14.5

It was resolved to organize IPT for the students. Faculty advisors should inform their students to attend the IPT during the semester holidays.

Resolution No: 14.6

It was resolved to conduct workshop for nearby polytechnic students. HoDs will prepare the syllabus in order to meet the recent trends.

Resolution No: 14.7

It was resolved to take development activities in the rural areas which were adopted already under Unnat Bharat Abhiyan Scheme. NSS co-ordinator will form a team for taking survey.

Resolution No: 14.8

It was resolved to conduct programmes regularly. World Population Day Awareness programme has been scheduled on 25th June, 2018 by Youth Red Cross. Computer Society of India has planned to conduct workshops. Cell coordinators, 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 :