

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 8th Internal Quality Assurance Cell members' meeting was held on 23-08-2016 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. Mamundi Azath	Member
9	Mr. R. Karthikeyan, Software Engineer, CTS, Chennai	Alumni Member
10	Dr. A. Sivanantharaja, Professor, Alagappa Chettiar College of Engineering and Technology, Karaikudi	External Expert
11	Mr. J. Ramesh Kumar, Director, Vibrant International Training & Consulting Pvt. Ltd, Chennai	Employer
12	Mr. B. Aldrin, III Year, CSE Dept.	Student Member
13	Ms. R. Sivameena, III Year ECE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, IV Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

Item No.	Agenda
8.1	Teaching Learning Process
8.2	Stakeholders response for the development of the institution
8.3	Industry Institution Interaction
8.4	Student centric activities
8.5	Faculty members outside world interaction
8.6	ISTE workshop
8.7	Sports activities
8.8	Placement training for improving employability skills of students

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
7.1	Admission process and Scholarships details	Resolved to organize the admission cell meeting. Also resolved to provide provision for Government scholarships and to offer management scholarships for the students admitted in this academic year.	Admission cell coordinator informed to take initiative
7.2	Teaching Learning Process	Resolved to insist the faculty members to modern teaching methodology. Also resolved to form separate team to evaluate the students answer scripts and the method of evaluation.	HoDs informed to monitor
7.3	University rankings	Resolved to train the students to get university ranks	5 students got University ranks. HoDs informed to take further action
7.4	Innovative projects	Resolved to motivate the students to do e-governance projects related service to government sectors	HoDs informed to take further action
7.5	Research review meeting for faculty members	Resolved to organize research review meeting for faculty members	R&D coordinator informed to take further action
7.6	Campus recruitment training	Resolved to conduct campus recruitment training for the students to improve employability skills.	Placement coordinator informed to take further action
7.7	Student enrichment programmes and social extension programmes	Resolved to organize student enrichment programmes and social extension programmes	HoDs informed to take further action
7.8	Memorandum of Understanding with reputed companies	Resolved to plan for Memorandum of Understanding with reputed companies	Planned to sign MoU with Sensible, Auto Desk and Oracle Academy
7.9	Activities in	Resolved to take the improvements	National Science

	school adopted	activities like campus cleaning, motivational programmes and campus visit in Government school, Lembalakudi	Congress 2016 was conducted on 04-08-16
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Agenda points were discussed and resolutions were made.

Resolution No:8.1

It was resolved to use PPT for taking classes and handouts should be circulated to students. It was resolved that the quality of question papers should be ensured, evaluation guidelines should be given based on the university valuation. It was decided to form review committee members for the assessment of student's answer scripts and to set up a method of evaluation. HoDs will monitor the process.

Resolution No: 8.2

It was resolved to conduct alumni meet and parents meet for collecting their feedback. Placement coordinators and alumni coordinators will take the appropriate action.

Resolution No:8.3

It was resolved to encourage the students for attending inplant training and industry related projects. III cell coordinators will plan to sign MoUs with various industries.

Resolution No:8.4

It was resolved to organize co-curricular and extra-curricular activities. It was also resolved that every department should organize one national level symposium to encourage peer learning in students. HoDs along with coordinators will plan for activities.

It was resolved to conduct Value Added Courses should be for all the students. HoDs will prepare the content and schedule.

Resolution No: 8.5

It was resolved to encourage faculty members to extend their outside world interaction. staff development coordinator will take initiative.

Resolution No: 8.6

It was resolved to conduct ISTE workshop on CMOS, Mixed Signal and Radio Frequency VLSI Design for ECE, EEE and CSE faculty members. Workshop coordinator will take initiative.

Resolution No:8.7

It was resolved to encourage to participate in zonal tournaments and also to arrange zonal tournaments in our college. Physical director will make the arrangements.

Resolution No: 8.8

It was resolved to identify new additional recruiters and placement training programme should be arranged for students of all the years and mock interviews should be conducted to all the students. Placement officer and placement coordinators will take appropriate action.

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