

INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC Members Meeting
Minutes of the Meeting

The 7th Internal Quality Assurance Cell members' meeting was held on 27-05-2016 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. MamundiAzath	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
7.1	Admission process and scholarships details
7.2	Teaching Learning Process
7.3	University rankings
7.4	Innovative projects
7.5	Research review meeting for faculty members
7.6	Campus recruitment training
7.7	Student enrichment programmes and social extension programmes
7.8	Memorandum of Understanding with reputed companies
7.9	Activities in school adopted

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
6.1	Teaching Learning Process	Resolved to implement the modern teaching methodology. Resolved to conduct class committee meeting for different phases to assess the learning process	HoDs informed to monitor
6.2	Scrutinize mentor system effectively	Resolved to counsel the students frequently	Counselling Coordinator informed to take necessary action
6.3	Entrepreneurship awareness camp and sponsored entrepreneurship development programme	Resolved to organize entrepreneurship awareness camp	No action is due
6.4	e-Yantralab initiative	Resolved to inaugurate e-Yantra lab in collaboration with IIT Bombay for creating the next generation of embedded system engineers with practical outlook	e-Yantra lab was inaugurated in our college on 02-03-16
6.5	Placement training for improving employability skills of students	Resolved to give training to students in communication skills, group discussion, aptitude and logical reasoning	325 students got placed through campus interviews conducted in our college by various reputed companies all over India
6.6	Social extension activities	Resolved to organize blood donation camps, drug awareness programmes and other social awareness programmes	Club coordinators informed to take further action
6.7	Student centric activities	Resolved to conduct more	All the departments

		number of student centric activities	conducted 24 hours' workshop
6.8	College and Sports day	Resolved to plan for College and Sports day celebration	Institution received the overall championship both in Men and Women athletic events in Zonal meet

Agenda points were discussed and resolutions were made.

Resolution No:7.1

It was resolved to prepare the admission and placement brochures and information about college merit scholarship, community scholarship and first graduate scholarship which are to be circulated to the students who approach the admission. The Admission cell coordinator along with the Manager will initiate the activities. It was also resolved that providing fee concession for financially poor background students to be admitted in this academic year.

Resolution No: 7.2

It was resolved to insist the faculty members to use interactive teaching methodology with animation and videos. 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 No:7.3

It was decided to arrange special lunch for the Toppers so as to encourage them for consistent performance in the forthcoming university examinations. Exam cell coordinator will prepare the list and follow the arrangements.

Resolution No:7.4

It was resolved to do e-governance projects related services to government sectors. HoDs along with faculty advisors will guide the students for the effective implementation.

Resolution No: 7.5

It was resolved to conduct the Research review meeting periodically. It was also decided that the faculty members who have more than five years of teaching experience should be

motivated to register for the Ph.D. The faculty members should present their research activities every month. Research and Development coordinator will monitor the progress.

Resolution No:7.6

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

Resolution No: 7.7

It was resolved to organize online workshops to enrich the teaching quality of the faculty members. Also it was resolved to conduct the social extension activities. HoDs and Club coordinators will take appropriate action.

Resolution No: 7.8

It was resolved to sign MoUs with reputed companies for improving the industry interaction among the students. The III cell coordinator will take initiative.

Resolution No: 7.9

It was resolved to continue the improvement activities like campus cleaning, motivational programmes and campus visit in the Government school, Lembalakudi. NSS coordinator will take initiative. It was also resolved to organize a National children science congress 2016 project competition.

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