

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 12th Internal Quality Assurance Cell members meeting were held on 12-01-2018 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. 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 and Consulting Pvt. Ltd, Chennai.	Employer
12	Mr. S. Sethuraman, F/o.S. Saroja, III Year ECE Dept.	Stakeholder
13	Mr. B. Aldrin, IV Year, CSE Dept.	Student Member
14	Ms. R. Sivameena, IV Year ECE Dept.	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
12.1	Teaching Learning Process
12.2	Academic audit
12.3	Mentor system
12.4	Placement training
12.5	Research review meetings
12.6	Career awareness programme
12.7	Staff recreation club
12.8	College 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
11.1	Teaching Learning Process	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
11.2	Class committee meeting	Resolved to conduct class committee meeting	HoDs and class coordinators informed to take further action
11.3	Academic audit	Resolved to conduct Academic audit	IQAC coordinator informed to take further action
11.4	Stakeholders feedback	Resolved to conduct	Parents meeting planned on February 2018 and alumni meet was planned in the month of May 2018
11.5	Inplant training	Resolved to motivate and monitor	Placement coordinator and department coordinator for further progress
11.6	Zonal meet	Resolved to conduct zonal meet in our college campus	Anna University zonal foot ball tournament and zonal weight lifting tournament for men and women conducted
11.7	First year orientation programme	Resolved to conduct first Year Orientation Programme	No action is due

Agenda points were discussed and resolutions were made.

Resolution No: 12.1

It was resolved to take classes using power point show, animations, videos and demonstrations. It was also resolved to review syllabus coverage, assignments, test evaluation, standard of question papers, preventive and corrective measures. HoDs informed to monitor and review.

Resolution No: 12.2

It was resolved to conduct Academic audit. The audit team with senior faculty formed by IQAC coordinator to do a lab audit by verifying lab records batch split up, completion of observation, record, content beyond the syllabus. IQAC Coordinator will take further action.

Resolution No: 12.3

It was resolved to mentor students periodically and faculty advisor informed to maintain counseling records properly. Counseling coordinator will monitor the counseling system.

Resolution No: 12.4

It was resolved to conduct training in communication skills, group discussion, aptitude and logical reasoning. It was resolved to conduct placement drive within the campus. The placement coordinators instructed to take further action to achieve 100% placement.

Resolution No: 12.5

It was resolved to conduct the research review meeting periodically and faculty members should be motivated for research publications. Moreover, students should be motivated to do e governance projects related services to government sectors. Research and development coordinator will follow.

Resolution No: 12.6

It was resolved to conduct the career awareness programme. A one day workshop on career opportunities in airport and air traffic control has been planned to conduct on Decemver, 2017. The coordinator informed to take further action.

Resolution No: 12.7

It was resolved to inaugurate staff recreation club. Also it was resolved to conduct special events and lunch for the staff once in a month. The manager and coordinator will take further action.



Resolution No: 12.8

It was resolved to conduct college day. The committee members and HoDs informed to take further 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 :