

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 17<sup>th</sup> Internal Quality Assurance Cell members meeting was held on 12-09-2019 at the conference hall. Principal, Dr.P.Balamurugan presided over the meeting. The members are as follows.

<b>S.No</b>	<b>NAME OF THE ATTENDEE</b>	<b>ROLE</b>
1.	Mrs. A. Taksala Devapriya	IQAC Coordinator
2.	Dr. O.T. John	Management Representative
3.	Mr. R. Sulthan Ibrahim	Senior administrative officer
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.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer
19.	Dr. A. Sivanantharaja, Professor, Alagappa Chettiar College of Engineering and Tech.	External Experts
20.	Ms. A. Pavithra, III CSE	Student Member

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
17.1	To discuss about minutes of the previous meeting.
17.2	To discuss about Students satisfaction survey for NAAC.
17.3	To review the academic activities during the current semester.
17.4	To review the activities of Club/ Cells/ Societies.
17.5	To review the progression of NAAC work.
17.6	To plan the schedule for verifying NAAC files.
17.7	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 17.1:**

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

Following points were discussed.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
16.1	Admission process	Resolved to prepare the brochures for admission procedure and placement achievements	Admission coordinator and placement coordinator informed for further action
16.2	Teaching Learning Process	Resolved to continue outcome based activities like quiz, assignments and demonstrations	HoD's are monitoring the effectiveness of OBE activities conducted through class visit, CCM feedback and online feedback
16.3	Research review meeting for faculty members and motivate them for research publications	Resolved to conduct the research review meeting once in 15 days	Internal research review board was constituted and regular review is conducted. Faculty members insisted to prepare the plan for publishing papers and



			applying for project proposal
16.4	NPTEL local chapter	Resolved to instruct faculty members and students to register in NPTEL online courses	HoD's and staff development coordinators informed for further action
16.5	Student mentoring system	Resolved to conduct two hours per week for mentoring the students	Two hours per week are allotted for counseling session to improve the students' performance

### **Resolution 17.2:**

It was ascertain from all HoDs/IQAC members that all the students are fully aware of Student Satisfaction Survey. They are also well equipped with responding to the mails received from NAAC committee.

### **Resolution 17.3:**

A critical review of all departments about the academic activities for the current semester was conducted. The Principal has appreciated for having conducted student centric programmes regularly by CSE and ECE department. Further he offered useful suggestion and guidelines to improve the quality of teaching learning process. Some of the major points suggested by the Principal are as follows:

- i. When any of our students win the prizes for co-curricular and extra-curricular participation it has to be displayed both in website and in the notice board of the respective department.
- ii. It was advised to register for online courses such as NPTEL and MOOC atleast by 30% to 40%.
- iii. All the students were advised to attend the in-plant training during the semester holidays to enhance their practical knowledge. It was pointed out that every year when students go for in-plant training, the follow up of the training undergone by the students have to be reviewed to assess the level of understanding gained by the students.

- iv. HoDs were advised to give suitable instructions to the mentors for bringing out the potential of students and make them to take part in co-curricular and extra-curricular activities effectively.
- v. The plan, detailing, estimation and surveying detail submitted by the students at the end of the workshop have to be reviewed and necessary corrections if any, should be suggested to the students to make them fully equipped with the techniques.
- vi. The feedback by the students sent through online was also reviewed. Proper communication/information has to be given to the staff members regarding the field in which they have to pay more attention to improve their overall performance.
- vii. Finally, it was suggested to draw action plans for the successful implementation on the suggestion given in the foregoing points.

**Resolution 17.4:**

Detailed review of all activities organised by various cells/clubs/societies was conducted. Further he gave guidelines to sustain the quality of activities. Finally, it was resolved to prepare the action plan to improve their activities.

**Resolution 17.5:**

Status of NAAC file was discussed and it was suggested to complete the file by making the addition or deletion etc., and to keep review for submission at any time.

**Resolution 17.6:**

It was discussed to form a team to verify the accuracy of NAAC files. If there is any point to be added the team will inform the concerned department heads to carry out the deficiency.

No other points were discussed.

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