

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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 4<sup>th</sup> Internal Quality Assurance Cell members' meeting was held on 29-05-2015 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. U. Natarajan, 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. A. Jegadeesh, II Year, Civil Dept.	Student Member
13	Mr. K. Naveen Prasanna, II Year EEE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, III Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

Item No.	Agenda
4.1	Admission process and scholarships
4.2	Usage of ICT tools
4.3	Students innovative projects
4.4	Research review meeting
4.5	University rankings
4.6	Campus recruitment and placement training
4.7	Workshop and symposium
4.8	Extension activities
4.9	Adoption of Government high school
4.10	Digital India week

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
3.1	Review of Teaching Learning Process	Resolved to implement the interactive teaching methodology	Interactive teaching methodology followed by faculty members was found very effective.
3.2	Evaluation guidelines and assessment of internal tests	Resolved to monitor syllabus coverage, assignments, test evaluation, standard of question papers, mark split up, and student feedback progression	IQAC cell, HoDs instructed to monitor the progress
3.3	Industry Institution Interaction cell activity	Resolved to encourage students for attending inplant training and coordinator informed to progress for the MOUs with the industry	III cell informed to take action.
3.4	Entrepreneurship awareness camp and sponsored EDP programme	Resolved to organize entrepreneurship awareness camp. Also resolved to organize Entrepreneurship Awareness Campaign	A State Government funded Entrepreneurship Development Programme- (EDP) was Conducted from 19-03-15 to 23-03-15. Also Entrepreneurship Awareness Campaign was organized on 12-02-15
3.5	ISTE workshop	Resolved to organize an ISTE workshop for the faculty members	One week ISTE workshop on Control Systems was conducted on 02-12-14 to 12-12-14
3.6	Social extension activities	Resolved to plan for blood donation camps, drug awareness, and other social	Dengue Awareness Programme was organized

		awareness programmes	
3.7	Graduation day	Resolved to deputed committee members for graduation day	Alumni coordinator informed to progress further

Agenda points were discussed and resolutions were made.

#### **Resolution No:4.1**

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 informed to the students who approach the admission. The admission cell coordinator along with the Manager will progress the activities.

#### **Resolution No:4.2**

It was resolved to insist the faculty members to use smart board for implementing interactive classes with animation and videos. HoD's will monitor the process.

#### **Resolution No: 4.3**

It was resolved to develop the software development skills of the students to do e-governance projects related services to government sectors. HoDs directed to form teams of the project group for effective implementation.

#### **Resolution No:4.4**

It was resolved to conduct research review meeting for the faculty members and the faculty members should publish research papers in peer reviewed journals.

#### **Resolution No: 4.5**

It was resolved to identify the toppers and motivate them for the university rank. 10 students secured University ranks in Anna University April/May 2014 exams. In order to continue this, HODs and exam cell coordinator will take appropriate action.

#### **Resolution No:4.6**

It was resolved to identify new additional recruiters. Also it was resolved to arrange placement training programme for students of all the years and mock interviews for the final year students. The placement officer and placement coordinators will take the appropriate action.

**Resolution No: 4.7**

It was resolved to organize the workshops to enrich the teaching quality of the faculty members. Also it was resolved to conduct an inter college symposium in all departments. HoDs will follow the process.

**Resolution No. 4.8**

It was resolved to encourage the students to participate in symposiums and also to conduct extension programmes to the local residential people.

**Resolution No. 4.9**

It was resolved to adopt the Government high school, Lembalakudi for providing better academic and administrative management. NSS coordinator will progress the need.

**Resolution No. 4.10**

It was resolved to organize the digital India week on 06-07-15 for motivating the students to involve in making India a Digitized Country. Coordinator informed to take necessary steps.

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