



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

### **IQAC Members Meeting**

#### **Minutes of the Meeting**

The 1<sup>st</sup> Internal Quality Assurance Cell members' meeting was held on 22-05-2014 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. P. Rajkumar	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 and Consulting Pvt. Ltd, Chennai	Employer
12	Mr. A. Jegadeesh, I Year, Civil Dept.	Student Member
13	Mr. K. Naveen Prasanna, I Year EEE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, II Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
1.1	Admission strategies
1.2	Teaching Learning Process
1.3	Progress of NAAC report
1.4	Research activity
1.5	Campus recruitment training
1.6	International Conference/ Seminars/Workshops
1.7	Toppers lunch
1.8	Financial grants



Principal welcomed the gathering and the minutes of the previous meeting was read by the IQAC coordinator and approved.

Agenda points were discussed and resolutions were made.

#### **Resolution No: 1.1**

It was resolved to prepare Admission brochures and Placement brochures for the student who approaches for admission. Also, it was resolved to provide information about college merit scholarship, community scholarship, and First graduate scholarship to the students who approach to scholarship. The admission cell coordinator will take further action.

#### **Resolution No: 1.2**

It was resolved to use ICT facilities for classroom teaching. It was resolved to ensure the faculty, student ratio, making arrangements for subject allocation and ensuring lab requirements. It was resolved to modernizing each class room by fixing smart boards. HoDs' and facility coordinator informed to take further action.

#### **Resolution No: 1.3**

It was resolved to conduct internal auditing to analyze the gap in NAAC report. NAAC coordinator is informed to form the committee members of senior faculty for the internal audit.

#### **Resolution No: 1.4**

It was resolved to conduct the Research review meeting periodically and faculty members should be motivated for research publications. It was also decided that the faculty members who have more than five years of teaching experience should be motivated to register for Ph.D. Moreover, students should be motivated to do e-governance projects related services to government sectors. The research and development coordinator will take appropriate action.

#### **Resolution No: 1.5**

It was resolved to identify new additional recruiters and placement training programme should be arranged for students of all the years. Placement officer and placement coordinators will progress the improvements.

#### **Resolution No: 1.6**

It was resolved to conduct international conference and coordinators instructed to form various committee members for effective organizing. It was also resolved to organize student's centric activities. HoDs' and Department coordinators will take the appropriate action.



**Resolution No: 1.7**

It was resolved to arrange toppers lunch for university toppers with officials and management. Exam cell coordinator informed to take further action.

**Resolution No: 1.8**

It was resolved to applying for financial grants for entrepreneurship development cell. EDC coordinator will progress for the improvements.

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



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 2<sup>nd</sup> Internal Quality Assurance Cell members' meeting was held on 05-08-2014 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. P. Rajkumar	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 and Consulting Pvt. Ltd, Chennai	Employer
12	Mr. A. Jegadeesh, I Year, Civil Dept.	Student Member
13	Mr. K. Naveen Prasanna, I Year EEE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, II Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
2.1	Review of Teaching Learning Process
2.2	Scrutinize Mentor System Effectively
2.3	Placement Training and Campus Recruitment Drive
2.4	Conduct research review meetings for the faculty members above five years
2.5	Social Awareness Programme

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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
1.1	Admission strategies	Resolved to prepare placement and admission brochures. Also resolved to educate and progress student scholarships	Admission cell coordinator informed to take further action
1.2	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 and ensure the preparedness of forthcoming semester. Also resolved to implement smart board in all classrooms	HoDs informed to take further action
1.3	Progress of NAAC report	Resolved to NAAC internal auditing was conducted and non-conformances were identified	HoDs informed to take further action
1.4	Research activity	Resolved to arrange research meetings for faculty members	R&D Cell coordinator informed for further action.
1.5	Campus recruitment training	Resolved to progress for placements and training for the students	Placement Cell coordinator informed for further action.
1.6	International Conference/ Seminars/Workshops	Resolved to conduct international conference, workshops and seminars	HoDs and R&D cell coordinator informed for further progress.
1.7	Toppers lunch	Resolved to arrange toppers lunch	Exam cell coordinator informed for further action
1.8	Financial grants	Resolved to that financial grant application process initiated.	EDC coordinator informed for further action



Agenda points were discussed and resolutions were made.

**Resolution No: 2.1**

It was resolved to take classes using power point show, animations, videos and demonstrations. It was resolved to review syllabus coverage, assignments, test evaluation, standard of question papers, preventive and corrective measure, content beyond the syllabus coverage and student feedback progression. HoD informed to monitor and review

**Resolution No: 2.2**

It was resolved to mentor students periodically and faculty advisor informed to maintain counseling records properly. Counseling coordinator to review and take further action.

**Resolution No: 2.3**

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

**Resolution No: 2.4**

It was resolved that the research and development coordinator conduct the research review meeting periodically and faculty members should be motivated for research publications. It was also decided that the faculty members who have more than five years of teaching experience should be motivated to register for Ph.D. Research and development coordinator will follow the progress.

**Resolution No: 2.5**

It was resolved to conduct social awareness programme like tree plantation, blood donation camp, etc., Clubs coordinator informed to take further action. Rotaract club of our college has planned to organize the International Day against Drug Abuse on 26-06-14.

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



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 3<sup>rd</sup> Internal Quality Assurance Cell members' meeting was held on 19-01-2015 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. P. Rajkumar	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 and Consulting Pvt. Ltd, Chennai	Employer
12	Mr. A. Jegadeesh, I Year, Civil Dept.	Student Member
13	Mr. K. Naveen Prasanna, I Year EEE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, II Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
3.1	Review of Teaching Learning Process
3.2	Evaluation guidelines and assessment of internal tests
3.3	Industry Institution Interaction cell activity
3.4	Entrepreneurship awareness camp and sponsored EDP programme
3.5	ISTE workshop
3.6	Social extension activities
3.7	Graduation 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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
2.1	Review of Teaching Learning Process	Resolved to conduct classes on the smart board. Also 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
2.2	Scrutinize mentor system effectively	Resolved to Students mentor system was effectively followed.	No action is due
2.3	Placement training and campus recruitment drive	Resolved to progress for placements and training for the students	Placement cell coordinator informed for further action
2.4	Conduct research review meetings for the faculty members above five years	Resolved to arrange research meetings for faculty members are initiated	R&D cell coordinator informed for further progress.
2.5	Social awareness programme	Resolved to conduct extension activities. Also resolved to submit their budget proposal for conducting programmes per semester	International Youth Day was celebrated by National Service Scheme on 12-10-14. World Mosquito Day was conducted by the Red Ribbon Club on 20-08-14. Cancer Awareness Programme was conducted by Youth Red Cross on 22-09-14



Agenda points were discussed and resolutions were made.

**Resolution No: 3.1**

It was resolved to take classes using power point show, animations, videos and demonstrations. Also, it was 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 monitor and review.

**Resolution No: 3.2**

It was resolved to assign separate teams to verify the quality of paper valuation. It was also suggested that reason for failures and absenteeism should be identified and steps should be taken for the continual improvement. HoDs informed to monitor evaluation and assessment process of internal tests.

**Resolution No: 3.3**

It was resolved to encourage students for attending implant training and coordinator informed to progress for the MOUs with the industry.

**Resolution No: 3.4**

It was resolved to organize Entrepreneurship Awareness Campaign. EDC cell coordinator will take the initiative.

**Resolution No: 3.5**

It was resolved to organizing ISTE sponsored workshop for staff members. Coordinator informed for further action.

**Resolution No: 3.6**

It was resolved to plan for blood donation camp, drug awareness, and other social awareness programmes. NSS, YRC and Rotaract coordinator informed for further action and progress. YRC has planned to organize Dengue Awareness Programme on February, 2015.

**Resolution No: 3.7**

It was resolved to deputed committee members for graduation day. Alumni coordinator informed to send the details about graduation day to the graduands and their parents.

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



## **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 following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. 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.

<b>Item No.</b>	<b>Agenda</b>
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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
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 implant 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 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.



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 5<sup>th</sup> Internal Quality Assurance Cell members' meeting was held on 24-08-2015 at the Conference Hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. 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.

<b>Item No.</b>	<b>Agenda</b>
5.1	Monitor teaching learning process
5.2	e-Governance project
5.3	Stakeholders feedback
5.4	eCampus software
5.5	Industry Institution Interaction
5.6	Exam cell decentralization
5.7	Effective utilization of library
5.8	Career guidance programme
5.9	Motivate the faculty members for external world interaction



<b>Item No.</b>	<b>Agenda</b>
5.10	ISTE workshop for faculty members
5.11	Technical workshop series
5.12	National Science Day - 2016

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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
4.1	Admission process and scholarships	Resolved to organize the admission cell meeting and provide a provision for Government scholarships and to offer management scholarships for the students admitted in this academic year	Admission cell coordinator informed to take initiative
4.2	Usage of ICT tools	Resolved to insist the faculty to adopt modern teaching methodology	HoDs informed to take further action
4.3	Students innovative projects	Resolved to motivate the students to do e-governance projects related services to government sectors	HoDs informed to progress.
4.4	Research review meeting	Resolved to organize a research review meeting for faculty members	R&D coordinator informed to arrange and progress
4.5	University rankings	Resolved to motivate Toppers	4 students secured University ranks in Anna University April/May 2015 exams. HoD's informed to encourage the students to aim for university rank in the forthcoming exams.
4.6	Campus recruitment and placement training	Resolved to conduct campus recruitment training for the students to improve employability skills	Placement cell coordinator informed to organize
4.7	Workshop and symposium	Resolved to conduct workshop for faculty members and symposium to students	Coordinators and HoDs informed to initiate



4.8	Extension activities	Resolved to encourage students to participate in symposiums and extension activities	Coordinators and HoDs informed to initiate
4.9	Adoption of Government high school	Resolved to adopt Government high school, Lembalakudi	Adopted Government high school, Lembalakudi
4.10	Digital India week	Resolved to conduct	Digital India week conducted on 06-07-15

Agenda points were discussed and resolutions were made.

#### **Resolution No: 5.1**

It was resolved to use PPT for taking classes and handouts should be circulated to students and resolved to conduct class committee meeting as per the schedule given in academic calendar for getting feedback realated to teaching learing process. HoDs informed to monitor the process.

#### **Resolution No: 5.2**

It was resolved to motivate students to do e-governance project. HoDs informed to review the students.

#### **Resolution No: 5.3**

It was resolved to conduct the stakeholder meetings like alumni meet and parents meet to collect their feedback. Alumni Coordinator will take the necessary actions.

#### **Resolution No: 5.4**

It was resolved to develop eCampus software for comprehensive internal assessment. HoDs are informed to prepare the software requirements.

#### **Resolution No: 5.5**

It was resolved to encourage Industry Institution Interaction activities. Also it was resolved to improve the collaboration with an industry. III cell coordinator will take the necessary steps.

#### **Resolution No: 5.6**

It was resolved to establish separate exam cells at each department to carry effective examination methods. Exam cell coordinator informed to take further action.



### **Resolution No: 5.7**

It was resolved to schedule internet/library hour in regular time table. The HoDs along with librarian informed to progress further.

### **Resolution No: 5.8**

It was resolved to conduct the career guidance programme on Awareness on GATE. Career guidance cell informed to take necessary steps.

### **Resolution No: 5.9**

It was resolved to encourage faculty members to extend their outside world interaction. The staff development coordinator will follow the progress.

### **Resolution No: 5.10**

It was resolved to organize ISTE workshop on Engineering Physics, Technical Communication and Introduction to Structural Engineering for faculty members. Workshop coordinator will take the initiative.

### **Resolution No: 5.11**

It was resolved to conduct technical work series for the polytechnic students related to recent topics for imparting the engineering knowledge among them. HoDs are informed to identify the list of workshops and organize them.

### **Resolution No: 5.12**

It was resolved to celebrate National Science Day – 2016 on February, 2016 along with Tamil Nadu Science Forum and the Rotary Club of Pudukkottai. NSS coordinator informed to take further action.

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



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 6<sup>th</sup> Internal Quality Assurance Cell members' meeting was held on 29-01-2016 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. U. Natarajan, 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.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.

<b>Item No.</b>	<b>Agenda</b>
6.1	Teaching Learning Process
6.2	Scrutinize mentor system effectively
6.3	Entrepreneurship development cell activities
6.4	e-Yantra lab initiative
6.5	Placement training for improving employability skills of students
6.6	Social extension activities
6.7	Student centric activities
6.8	Tamilnad Mercantile Bank – Extension counter inauguration ceremony
6.9	College and Sports 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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
5.1	Monitor teaching learning process	Resolved to use ICT tools, conduct class committee meetings to get students feedback	Interactive teaching methodology followed by faculty members was found very effective. Class committee meeting for different phases to assess the learning process was conducted.
5.2	e-governance project	Resolved to form teams for effective implementation	HoDs informed to review
5.3	Stakeholders feedback	Resolved to gather stakeholders response for the growth of the organization	No action is due
5.4	eCampus software	Resolved to develop ecampus software	eCampus software was developed and internal assessment has been automated for university web portal entry
5.5	Industry Institution Interaction	Resolved to encourage Industry Institution Interaction	III cell informed to take necessary steps
5.6	Exam cell decentralization	Resolved to establish separate exam cells at each department	Separate exam cells were established in each department and conduction of internal tests were decentralized for smooth and perfect conduction of examinations.
5.7	Effective utilization of library	Resolved to schedule internet/library hour in regular time table	Internet/Library hour was included in class timetable and students were encouraged to learn about advanced technologies related to curriculum.
5.8	Career guidance programme	Resolved to conduct career guidance programme	Career awareness programme was conducted and awareness for



			competitive exams and GATE were discussed
5.9	Motivate the faculty members for external world interaction	Resolved to motivate the faculty members for outside world interaction	No action is due
5.10	ISTE workshop for faculty members	Resolved to organize ISTE workshop on Engineering Physics, Technical Communication and Introduction to Structural Engineering for faculty members	No action is due
5.11	Technical workshop series	Resolved to conduct Technical series workshop	Hands on training was given to students on SOLID WORKS, STAAD PRO, MATLAB, MULTISIM, and RASPBERRY PI – NETWORKING. Totally 2100 students and 60 teachers from 20 polytechnic colleges were benefited
5.12	National Science Day - 2016	Resolved to organize National Science Day	Nearly 1000 students from 50 Schools in and around Pudukottai District and Sivagangai District participated in the school level competitions and won prizes. Nearly 30 students from nearby 10 colleges also participated in the college level competition and won prizes.

Agenda points were discussed and resolutions were made.

### **Resolution No: 6.1**

It was resolved to use PPT for taking classes and handouts should be circulated to students. Every faculty should discuss the answers for the questions given in question banks. Also it was resolved to arrange class committee meeting to collect students' feedback. HoDs and Department coordinators will monitor.



### **Resolution No: 6.2**

It was resolved to allocate students in the ratio of 1:20 faculty, student ratio and periodical mentoring for students should be given by faculty advisors. Counseling cell coordinator will monitor the progress.

### **Resolution No: 6.3**

It was resolved to encourage the students to continue the entrepreneurship cooperative store. The students earned a profit of Rs. 2775 from July, 2015 to December, 2015. EDC cell Coordinator will take appropriate action to increase the profit.

### **Resolution No: 6.4**

It was resolved to inaugurate the center for robotics in collaboration with e-Yantra IIT Bombay. The e-Yantra project coordinator will follow the arrangement.

### **Resolution No: 6.5**

It was resolved to give training to the students to enhance their communication skills and logical reasoning. Placement officer and the placement coordinators will take the necessary action.

### **Resolution No: 6.6**

It was resolved to organize blood donation camp, drug awareness programme, and other social awareness programmes in order to create the environmental consciousness among the students. The NSS coordinator will make the appropriate arrangements.

### **Resolution No: 6.7**

It was resolved to encourage students to participate in co-curricular activities. HoDs and class coordinators will do the needful.

### **Resolution No: 6.8**

It was resolved to open Tamilnad Mercantile Bank extension counter at Mount Zion College of Engineering and Technology campus. Office Manager informed to follow the work.



### **Resolution No: 6.9**

It was resolved to arrange for college day and sports day by forming the needed committees. Programme coordinator informed to assign and follow the committee works.

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



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

### **IQAC Members Meeting** **Minutes of the Meeting**

The 7<sup>th</sup> 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 following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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.

<b>Item No.</b>	<b>Agenda</b>
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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
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-Yantra lab 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.



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 8<sup>th</sup> 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 following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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.

<b>Item No.</b>	<b>Agenda</b>
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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
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 implant 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.



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

### **IQAC Members Meeting** **Minutes of the Meeting**

The 9<sup>th</sup> Internal Quality Assurance Cell members' meeting was held on 10-01-2017 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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.

<b>Item No.</b>	<b>Agenda</b>
9.1	Teaching Learning Process
9.2	Academic audit
9.3	Placement training programmes
9.4	Social extension activities
9.5	Research review meeting
9.6	College day and sports day
9.7	Staff motivation program
9.8	Technical series workshop



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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
8.1	Teaching Learning Process	Resolved to use ICT tools effectively. Also resolved to organize class committee meeting for this academic year	HoD's informed to monitor
8.2	Stakeholders response for the development of the institution	Resolved to gather stakeholders response for the growth of the organization	Alumni and placement coordinators informed to take further action
8.3	Industry Institution Interaction	Resolved to encourage Industry Institution Interaction activities	III cel coordinator informed to take further action
8.4	Student centric activities	Resolved to conduct value added courses and 24 hours workshops for the students	National level symposiums and 24 hours workshops were organized by all the departments.
8.5	Faculty members outside world interaction	Resolved to motivate the faculty members for outside world interaction	No action is due
8.6	ISTE workshop	Resolved to conduct ISTE workshop on CMOS, Mixed Signal and Radio Frequency VLSI Design for faculty members	Workshop coordinator informed to take further action
8.7	Sports activities	Resolved to encourage sports activities	Athletics men & women team won the overall championship in the Anna University zonal level athletic meet
8.8	Placement training for improving employability skills of students	Resolved to arrange placement training for improving employability skills of students	Communication and soft skills development classes were introduced for I, II and III year students of all the departments to develop their skills in



		communication
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Agenda points were discussed and resolutions were made.

#### **Resolution No: 9.1**

It was resolved to use PPT for taking classes and handouts should be circulated to students. It was resolved that the 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 along with IQAC coordinator will take appropriate action.

#### **Resolution No: 9.2**

It was resolved to conduct academic audit to review the quality of department's activities. The IQAC coordinator will schedule and inform the audit process.

#### **Resolution No:9.3**

It was resolved to conduct placement training programme for students of all the years and also mock interviews should be conducted to the students. Placement officer and the placement coordinators will take the necessary action.

#### **Resolution No: 9.4**

It was resolved to organize blood donation camp, drug awareness and other social awareness programmes. The NSS and club coordinator will make the appropriate arrangements.

#### **Resolution No:9.5**

It was resolved to conduct research review meetings for the faculty members above five years. HoD's will take care of the meeting.

#### **Resolution No: 9.6**

It was resolved to arrange for college day and sports day by forming the needed committees.

#### **Resolution No: 9.7**

It was resolved to organize a staff motivational programme for Communicational Skills on 20-02-2017 by Prof. H. Richard Raj, Dept. of English, Anjalai Ammal College of Engineering and Technology.



### **Resolution No: 9.8**

It was resolved to organize Technical series workshop 2016-17 on SOLID WORKS, STAAD PRO, MATLAB, MULTISIM, and RASPBERRY PI – NETWORKING for nearby polytechnic students. HoDs will take initiative.

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



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 10<sup>th</sup> Internal Quality Assurance Cell members meeting was held on 22-05-2017 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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.

<b>Item No.</b>	<b>Agenda</b>
10.1	Admission process and scholarship
10.2	Evaluation guidelines and assessment of internal tests
10.3	Teaching Learning Process
10.4	University rankings
10.5	Innovative project
10.6	ISTE workshop
10.7	Campus recruitment and training
10.8	Graduation day
10.9	Annual alumni meet
10.10	Value added courses and 24 hour's workshop for students
10.11	Extension activities



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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
9.1	Teaching Learning Process	Resolved to implement the interactive teaching methodology and review syllabus coverage, assignments, test evaluation, standard of question papers.	HoDs informed to take further action
9.2	Academic Audit	Resolved to conduct academic audit	IQAC coordinator informed to take further action
9.3	Placement training programmes	Resolved to conduct the training programme for students	Placement cell informed to take further action
9.4	Social extension activities	Resolved to organize social extension activities	261 units of blood in this academic year through Rotaract Club and Youth Red Cross of our college.
9.5	Research review meetings	Resolved to conduct review meetings	Faculty members published 47 papers in peer reviewed journals
9.6	College day and sports day	Resolved to conduct college and sports day	No action is due
9.7	Staff motivation program	Resolved to conduct staff motivation program.	Staff development coordinator informed for further action
9.8	Technical series workshop	Resolved to organize Technical series workshop 2016-17 on SOLID WORKS, STAAD PRO, MATLAB, MULTISIM, and RASPBERRY PI NETWORKING	Total 1689 students from 12 polytechnic students were attended the workshop

Agenda points were discussed and resolutions were made.

### **Resolution No: 10.1**

It was resolved to prepare the admission and placement brochures for the students who approach to the admission and resolved to enlighten the students about the merit scholarship, community scholarship, and first graduate scholarship to the students. Admission cell coordinators are informed to take initiative steps to guide the students about scholarships and carry admission process effectively.

### **Resolution No: 10.2**

It was resolved to take care of the marks split up which need to be mentioned for each question according to the content of the answers. The separate team should be formed to evaluate the students answer scripts and the method of evaluation. IQAC coordinator informed to monitor the evaluation and assessment process.

### **Resolution No: 10.3**

It was resolved to take care of the classroom teaching learning process by conducting outcome based activities like quiz, assignments and demonstrations regularly. Question banks need to be prepared early and university questions should be practiced during class hours. Moreover, project review schedule should be prepared and displayed on the notice boards. HoDs and department coordinators informed to monitor.

### **Resolution No: 10.4**

It was resolved to identify class toppers and counsel them to secure university ranks. It was also decided that the toppers special lunch should be arranged so as to encourage them for consistent performance in the forthcoming university examinations. HoDs, faculty advisors and exam cell coordinators advised to motivate the students.

### **Resolution No: 10.5**

It was resolved to motivate the students to do e-governance projects related services to government sectors. HoDs and faculty advisors are informed to encourage students to do innovative projects.

### **Resolution No: 10.6**

It was resolved to conduct ISTE workshop on Electric Power System on July, 2017. Workshop coordinator will take the appropriate action.



**Resolution No: 10.7**

It was resolved to identify new additional recruiters and placement training programme should be arranged for students of all the years. Placement officer and placement Coordinators will progress the improvements.

**Resolution No: 10.8**

It was resolved to deputed committee members for graduation day and the graduands and their parents should be informed about graduation day.

**Resolution No: 10.9**

It was resolved to arrange an alumni meet in this academic year to establish good contacts among alumni and with the institution. Alumni coordinator informed to arrange an alumni meet.

**Resolution No: 10.10**

It was resolved to conduct value added programme and 24 hours workshop to enrich the students in practical skills. HoDs and department co-ordinator will monitor the progress.

**Resolution No: 10.11**

It was resolved to take efforts to conduct motivational programmes and extension activities to impart practical knowledge to the students. The HoDs, club and society coordinators process further.

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



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

#### **IQAC Members Meeting**

#### **Minutes of the Meeting**

The 11<sup>th</sup> Internal Quality Assurance Cell members' meeting was held on 03-08-2017 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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.

<b>Item No.</b>	<b>Agenda</b>
11.1	Teaching Learning Process
11.2	Class committee meeting
11.3	Academic audit
11.4	Stakeholders feedback
11.5	Inplant training
11.6	Zonal meet
11.7	First year orientation programme



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
10.1	Admission Process	Resolved to prepare brochures and enlighten students in scholarships and admission process	Admission cell coordinator to take necessary steps
10.2	Evaluation guidelines and assessment of internal tests	Resolved to review evaluation process of internal test	HoDs informed to monitor
10.3	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
10.4	University rankings	Resolved to motivate topper students continuously	Class toppers counseled and motivated by head of the department, faculty advisor, exam cell coordinator
10.5	Innovative project	Resolved to motivate students for government project	HoDs, faculty advisor continuously motivate students to perform
10.6	Research review meeting	Resolved to conduct the research review meeting periodically and motivated for publication	Research and Development Coordinator informed for further progress
10.7	Campus recruitment training	Resolved to conduct placement training	Placement coordinator informed to take further action
10.8	Graduation day	Resolved to organize graduation day	12 <sup>th</sup> graduation day conducted
10.9	Annual alumni meet	Resolved to conduct alumni meet	Alumni Coordinator to take further action
10.10	Value added Courses and 24	Resolved to conduct value added courses and 24 Hours	Value added Course on Networking & Raspberry



	hour's workshop for Students	workshop for Students	Pi conducted. Also 24 Hours Workshop on Visual Database Programming conducted
10.11	Extension activities	Resolved to arrange social extension programmes	Motivational programmes has been scheduled on December, 2017

Agenda points were discussed and resolutions were made.

#### **Resolution No: 11.1**

It was resolved to take classes using power point show, animations, videos and demonstrations. HoDs informed to monitor and review.

#### **Resolution No: 11.2**

It was resolved to conduct a class committee meeting in regular time to analyses the student feedback and understanding in subjects. HoDs informed to take further actions.

#### **Resolution No: 11.3**

It was resolved to conduct an academic audit. IQAC coordinator is informed to take further action.

#### **Resolution No: 11.4**

It was resolved to conduct alumni and parents meeting for collecting the stakeholder feedback. Respective coordinators informed to take initiative steps.

#### **Resolution No: 11.5**

It was resolved to motivate the students to attend implant training. Industry Institution Interaction cell informed to guide students to attend implant training during vacation holidays.

#### **Resolution No: 11.6**

It was resolved to encourage students to participate in zonal tournaments and conduct special coaching to students in the evening. Physical director informed to take necessary steps.

#### **Resolution No: 11.7**

It was resolved to conduct the first year orientation programme. The HoDs and programme committee to take further action.



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



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 12<sup>th</sup> 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 following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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.

<b>Item No.</b>	<b>Agenda</b>
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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
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.



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 13<sup>th</sup> Internal Quality Assurance Cellmembers meeting was held on 07-05-2018 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. T. Pandikumari	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. S. Jeyabal, 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, IV Year ECE Dept.	Stakeholder
13	Ms. A. Pavithra, II Year CSE Dept.	Student Member
14	Mr. K. Soorya, II Year ECE Dept.	Student Member

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
13.1	Admission process
13.2	Evaluation guidelines and assessment of internal tests
13.3	Teaching Learning Process
13.4	University rankings
13.5	Research review meeting for faculty members and motivate them for research publications
13.6	Vocational training programme
13.7	NPTEL local chapter
13.8	Campus recruitment training for the students to improve employability skills.
13.9	Graduation day and first year orientation programme



<b>Item No.</b>	<b>Agenda</b>
13.10	Value added courses and 24 hours workshop for students
13.11	Staff recreation club
13.12	Unnat Bharat Abhiyan
13.13	Sustain the strength of the college activities like toppers lunch, submission of proposal for grants, mentoring, co-curricular and extracurricular activities, Student enrichment programmes.

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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
12.1	Teaching Learning Process	Resolved to implement the outcome based education	HoDs informed to take further action
12.2	Academic audit	Resolved to conduct academic audit in all department	IQAC coordinator informed to take further action
12.3	Mentor system	Resolved to mentor the student properly	Counseling cell coordinator informed to take further action
12.4	Placement training	Resolved to conduct placement training programmes and to arrange on campus recruitment in our college by various reputed companies all over India	199 students got placed in 11 companies all over India
12.5	Research review meetings	Resolved to conduct workshop on How to write research paper	No action is due. Faculty members published their papers in 37 journals
12.6	Career awareness programme	Resolved to conduct career awareness programme	No action is due
12.7	Staff Recreation Club	Resolved to inaugurate staff recreation club	Manager informed to take further action
12.8	College Day	Resolved to organize department wise cultural programme	No action is due. College received the overall championship both in Men and Women athletic



		events for the third consecutive year
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Agenda points were discussed and resolutions were made.

#### **Resolution No:13.1**

It was resolved to prepare the admission and placement brochures and details of college merit scholarship, community scholarship and first graduate scholarship. Admission cell coordinators along with the office Manager will take appropriate action.

#### **Resolution No: 13.2**

It was resolved to monitor the marks split up which need to be mentioned for each question, according to the content of the answers and separate team should be formed to evaluate the students answer scripts and the method of evaluation. 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: 13.3**

It was resolved to review the classroom teaching learning process by conducting outcome based activities like quiz, assignments and demonstrations regularly. Question banks need to be prepared and university questions should be practiced during class hours. Moreover, project review schedule should be prepared and displayed on the notice boards. The HoD's and department coordinators will take appropriate action.

#### **Resolution No: 13.4**

It was resolved to identify the class toppers and counsel them to secure university ranks. The HoDs, faculty advisors and exam cell coordinators will follow. It was also decided that the toppers special lunch should be arranged so as to encourage them for consistent performance in the forthcoming university examinations.

#### **Resolution No: 13.5**

It was resolved to conduct the research review meeting periodically and faculty members should be motivated for research publications. Research & Development Coordinator will prepare and circulate the schedule. It was also decided that the faculty members who have more than five years of teaching experience should be motivated to register for Ph.D. Moreover, students should be motivated to do e-governance projects related services to government sectors.



### **Resolution No: 13.6**

It was resolved to conduct AICTE approved Vocational Training Programme for the academic year 2018 – 19. EDC Coordinator will take the initiative.

### **Resolution No: 13.7**

It was resolved to take necessary arrangements to start NPTEL local chapter and faculty members should motivate their students to participate in NPTEL online courses. Staff development coordinator will take the initiative.

### **Resolution No: 13.8**

It was resolved to identify new additional recruiters and arrange Placement Training Programme for students of all the years. Placement coordinators will take appropriate action.

### **Resolution No: 13.9**

It was resolved to depute the committee members for graduation day. Alumni coordinators will inform the graduands and their parents about graduation day.

### **Resolution No: 13.10**

It was resolved to conduct Value added programme and 24 hour workshop for enriching the student's practical skills. HoDs and Department Coordinator will prepare the course content.

### **Resolution No. 13.11**

It was resolved to inaugurate the staff recreation club so as to establish good relationship among staff members. Also resolved to arrange staff events and special lunch every month. For the welfare of the faculty members it was also resolved to celebrate the birthdays of staff members and arrange a staff tour once in a year.

### **Resolution No: 13.12**

It was resolved to take initiative for the rural development under Unnat Bharat Abhiyan Scheme. NSS co-ordinator will take the initiative.

### **Resolution No: 13.13**

It was resolved to conduct Motivational programmes and extension activities to impart practical knowledge to the students. Heads of Departments, Club and Society Coordinators will take appropriate action.



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



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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 14<sup>th</sup> Internal Quality Assurance Cell members meeting was held on 30-08-2018 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. T. Pandikumari	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. S. Jeyabal, 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, IV Year ECE Dept.	Stakeholder
13	Ms. A. Pavithra, II Year CSE Dept.	Student Member
14	Mr. K. Soorya, II Year ECE Dept.	Student Member

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
14.1	Review of Teaching Learning process
14.2	Class committee meeting for this academic year
14.3	Smart India hackathon project
14.4	Stakeholders feedback for the development of the institution
14.5	Inplant training for all the students
14.6	Technical series workshops for Polytechnic students
14.7	Unnat Bharat Abhiyan
14.8	Activities of cells, club and societies



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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
13.1	Admission Process	Resolved to prepare the Admission and Placement brochures	Admission process was completed as per the guidelines given
13.2	Evaluation guidelines and assessment of internal tests	Resolved to constitute a team for evaluating the students answer scripts and the method of evaluation	HoDs informed to take further action
13.3	Teaching Learning Process	Resolved to review the class room teaching learning process by conducting outcome based activities like quiz, assignments and demonstrations regularly	HoDs informed to take further action
13.4	University rankings	Resolved to identify the class toppers and counsel them to secure university ranks	In April/May2018 Anna University exams 4 students secured First place, 6 students secured second place and 6 students secured third place in the Pudukkottai District
13.5	Research review meeting for faculty members and motivate them for research publications	Resolved to conduct the Research review meeting periodically and faculty members should be motivated for research publications	No action is due.
13.6	Vocational Training Programme	Resolved to conduct AICTE approved Vocational Training Programme for the academic year 2018 – 19	Application was submitted. College has been approved from Prathan Manthri Koushal Vikasyojana for conducting 11 vocational training programme with intake of 30 candidates per



			course
13.7	NPTEL local chapter	Resolved to start NPTEL local chapter and faculty members should motivate their students to participate in NPTEL online courses	NPTEL local chapter was started in the month of July, 2018
13.8	Campus recruitment training for the students to improve employability skills.	Resolved to identify new additional recruiters and arrange Placement Training Programme for students of all the years	Placement coordinators informed for further action
13.9	Graduation day and First year orientation programme	Resolved to organize Graduation day and First year orientation programme	13th Graduation day was arranged on 12-08-2018. 451 grandaunts were attended
13.10	Value added courses and 24 hours workshop for students	Resolved to conduct student centric activities	24 hours workshops were conducted by all the Departments
13.11	Staff recreation club	Resolved to inaugurate the Staff recreation club so as to establish good relationship among staff members	No action is due
13.12	Unnat Bharat Abhiyan	Resolved to arrange college and sports day	5 nearby villages were adopted under Unnat Bharat Abhiyan scheme
13.13	Sustain the strength of the college activities like toppers lunch, submission of proposal for grants, mentoring,co-curricular and extracurricular activities, Student enrichment programmes.	Resolved to conduct Motivational programmes and extension activities to impart practical knowledge to the students	No action is due

Agenda points were discussed and resolutions were made.

#### **Resolution No: 14.1**

It was resolved to continue the outcome based activities, assignments, test evaluation, standard of question papers, preventive and corrective measures and content beyond the syllabus. It was also resolved to allow the students to leave application through online except OD and medical leave. HoDs along with the faculty advisors will take appropriate action.



### **Resolution No: 14.2**

It was resolved to constitute the class committee for identifying their grievances related to academics. It was also suggested that syllabus coverage, subject understanding, students feedback, laboratories, internal test performances should be addressed during the meeting. HoDs will plan for class committee meeting, according to the academic calendar.

### **Resolution No: 14.3**

It was resolved to motivate the students to participate in Smart India Hackathon competition. It was also resolved to allot separate faculty member to guide the students. The HoD's will take appropriate action.

### **Resolution No: 14.4**

It was resolved to plan for the affiliation process. It was also suggested that staff members should complete their course file promptly and the same should be documented in CD. It was also resolved to complete NAAC and ISO files. IQAC coordinators will take appropriate action.

### **Resolution No: 14.5**

It was resolved to organize IPT for the students. Faculty advisors should inform their students to attend the IPT during the semester holidays.

### **Resolution No: 14.6**

It was resolved to conduct workshop for nearby polytechnic students. HoDs will prepare the syllabus in order to meet the recent trends.

### **Resolution No: 14.7**

It was resolved to take development activities in the rural areas which were adopted already under Unnat Bharat Abhiyan Scheme. NSS co-ordinator will form a team for taking survey.

### **Resolution No: 14.8**

It was resolved to conduct programmes regularly. World Population Day Awareness programme has been scheduled on 25th June, 2018 by Youth Red Cross. Computer Society of India has planned to conduct workshops. Cell coordinators, club and society coordinators will take appropriate action.



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



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

### **IQAC Members Meeting** **Minutes of the Meeting**

The 15<sup>th</sup> Internal Quality Assurance Cellmembers meeting was held on 03-01-2019 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The following members were present.

<b>Sl.No</b>	<b>NAME OF THE IQAC MEMBER</b>	<b>ROLE</b>
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. T. Pandikumari	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. S. Jeyabal, 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, IV Year ECE Dept.	Stakeholder
13	Ms. A. Pavithra, II Year CSE Dept.	Student Member
14	Mr. K. Soorya, II Year ECE Dept.	Student Member

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
15.1	Review of Teaching Learning Process
15.2	Academic audit
15.3	Smart India hackathon 2019
15.4	Placement training
15.5	Research activity
15.6	College day and sports 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.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
14.1	Review of Teaching Learning process	Resolved to continue the Outcome based activities, Assignments, test evaluation, standard of question papers, preventive and corrective measures and content beyond the syllabus	Outcome based teaching methodology followed by faculty members
14.2	Class committee meeting for this academic year	Resolved to constitute the Class committee for identifying their grievances related to academics	Class committee meetings were conducted regularly to collect the feedback regarding the teaching learning process
14.3	Smart India Hackathon project	Resolved to motivate the students to participate in Smart India Hackathon competition	11 batches submitted their project idea and one project was selected for Smart India Hackathon 2019 competition
14.4	Stakeholders feedback for the development of the institution	Resolved to plan for the affiliation NAAC reaccreditation process	Course files, ISO files were documented. Regarding NAAC the IQAC coordinator informed to take further action
14.5	Inplant training for all the students	Resolved to organize IPT for their students	III cell coordinator informed to take further action
14.6	Technical series workshops for Polytechnic students	Resolved to conduct workshop for nearby polytechnic students	HoDs informed to take further action
14.7	Unnat Bharat Abhiyan	Resolved to take development activities in the rural areas which are adopted already under Unnat Bharat Abhiyan Scheme	Survey process is going on
14.8	Activities of cells, club and societies	Resolved to conduct programmes regularly	Programmes organized by various cell, club and societies were reviewed



Agenda points were discussed and resolutions were made.

**Resolution No: 15.1**

It was resolved to continue the outcome based activities, assignments, test evaluation, standard of question papers, preventive and corrective measures and content beyond the syllabus. It was also resolved to introduce the central valuation system. HoDs along with the exam cell coordinators will take appropriate action.

**Resolution No: 15.2**

It was resolved to conduct an internal academic audit for reviewing the academic activities. IQAC coordinator will prepare the schedule for auditing.

**Resolution No: 15.3**

It was resolved to prepare the students for participating Smart India Hackathon competition. HoD of concern department will take appropriate action.

**Resolution No: 15.4**

It was resolved to schedule Soft skill classes on aptitude, communication, etiquette and interview techniques. It was also resolved to conduct the mock interview and assign project work based on the company requirements. Placement coordinators will plan for the placement training classes.

**Resolution No: 15.5**

It was resolved to motivate the faculty members for publishing a paper in reputed journals. It was also resolved to continue the research review meeting in the entire department. R&D coordinators will take appropriate action.

**Resolution No: 15.6**

It was resolved to depute the committee members for the college/sports day and the extra-curricular coordinator should plan to conduct extra-curricular events like essay writing, elocution, drawing completion, technical events etc., HoDs along with physical director will take the initiative.

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