

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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 21<sup>st</sup> Internal Quality Assurance Cell members online meeting was held on 07-09-2020. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

<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. M. Vijay Prakash	HOD/ CIVIL
4.	Mrs. D. Elavarasi	HOD/ CSE
5.	Dr. S. Robinson	HOD/ ECE
6.	Mr. D. Thivya Prasad	HOD/EEE
7.	Mr. E. Mohan	HOD/MECH
8.	Dr. G. Jagajothi	Member
9.	Dr. N. Manikandan	Member
10.	Mrs. N. Radha	Member
11.	Mr. L. Mamundi Azaath	Member
12.	Mr. A. Dencil Infant	Member/ Exam cell Representative
13.	Mr. R. Arun Kumar	Alumni Member
14.	Er. K. Arumugam, F/O. A. Abirami, III CIVIL	Stakeholder
15.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer
16.	Ms. A. Pavithra, IV CSE	Student Member

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
21.1	To discuss about minutes of the previous meeting.
21.2	To review the Teaching Learning Process during the current



Item No.	Agenda
	semester.
21.3	To review the academic results.
21.4	To get ready for first year classes
21.5	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 21.1:**

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

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
20.1	Minutes of the meeting	Previous meeting minutes were discussed	-
20.2	Academic activities during the current semester	Resolved to continue the webinar series 2020 and to prepare for online lectures	HoD's were informed to take further action
20.3	Activities of Club/ Cells/ Societies	Resolved to continue the activities for the benefit of student progression	Coordinators were informed to take further action

#### **Resolution 21.2:**

Detail review of online classed was conducted. It was resolved to continue online quiz, assignments and demonstration effectively. 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. It was advised to follow the pending submission in Google classroom.
- ii. HoD's were advised to plan for conducting online laboratory sessions.

iii. HoD's were informed to conduct the online quiz as an internal exam. Regarding that, Exam cell coordinators were advised to prepare the guidelines for conducting the exams.

**Resolution 21.3:**

Internal exam results were reviewed. It was resolved to mentor the students who were not submitted the exam to write the retest.

**Resolution 21.4:**

Due to the existence of the pandemic situation, Principal was suggested to get ready for first semester activities. To provide the support for the new students, it was resolved to prepare the manual and videos about the procedure for accessing the online sessions.

No other points were discussed.

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