

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 22nd Internal Quality Assurance Cell members online meeting was held on 03-12-2020. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

S.No	NAME OF THE ATTENDEE	ROLE
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. MamundiAzaath	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.

Item No.	Agenda
22.1	To discuss about minutes of the previous meeting.
22.2	To review the Teaching Learning Process

Item No.	Agenda
22.3	To review the AQAR 19-20
22.4	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 22.1:

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

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
21.1	Minutes of the meeting	Previous meeting minutes were discussed	-
21.2	Teaching Learning Process during the current semester	Resolved follow the pending assignments	HoD's were informed to take further action
21.3	Academic results	Resolved to mentor the students to improve their performance	Mentors were informed to take further action
21.4	First year classes	Resolved to prepare the manual and videos about the procedure for accessing the online sessions	HoD's were informed to take further action

Resolution 22.2:

Teaching learning process was reviewed and resolved to continue the following actions

- i. Practice the students to write the online exam
- ii. Discuss the possible objective type questions
- iii. Motivate them to schedule for their arrear exams
- iv. Arrange special seminar on recent topics for the improvement of first year students

- v. Arrange onboarding workshop for newly joined faculty members to introduce the smart board and eCampus.

Resolution 22.3:

Annual quality assurance report for the year of 19-20 was reviewed in detail manner. Some of the major points suggested by the Principal are as follows:

- i. Alumni coordinator was instructed to design alumni webportal to strengthen the alumni engagement
- ii. Criteria coordinators were advised to elaborate the qualitative metrics in detail

It was resolved to include the suggestions given by the IQAC members. It was also resolved to prepare the Monthly review report.

Resolution 22.4:

Principal explained the procedure to organize the NAAC sponsored workshop. To improve the teaching learning process of the faculty members during this COVID situation, it was resolved to apply for financial assistance to conduct seminars. It was also suggested to prepare the students for National level competitions.

No other points were discussed.

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