

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 23rd Internal Quality Assurance Cell members meeting was held on 22-03-2021. 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
23.1	To discuss about minutes of the previous meeting.
23.2	To review the academic activities

Item No.	Agenda
23.3	To review the cell/club/society activities
23.4	To review the AQAR 19-20
23.5	To conduct Academic Audit
23.6	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 23.1:

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

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
22.1	Minutes of the meeting	Previous meeting minutes were discussed	-
22.2	Teaching Learning Process during the current semester	Resolved to arrange special seminar on recent topics for the improvement of first year students and onboarding workshop for newly joined faculty members	HoD's were informed to take further action. IQAC conducted the onboarding workshop on 05-02-21
22.3	AQAR 19-20	Resolved to update the AQAR report and resolved to strengthen the alumni engagement	Alumni Web portal and instagram page were designed and alumni testimonials were posted
22.4	NAAC sponsored workshop	Resolved to prepare the proposal	Proposal was submitted to the NAAC

Resolution 23.2:

Academic activities for the current semester were reviewed. Since the students are attending the physical classed after the period of nine months Pricipal

suggested some of the following points to engage them and to equip the faculty members in a proper way.

- i. Faculty members should be strong enough in their area of interest
- ii. Faculty members advised to attend the programmes conducted by national institutes for establishing collaboration
- iii. Faculty members advised to work in the special labs which are available in the institution for doing the project
- iv. Classwise toppers and subject wise toppers should be identified to produce rank holders
- v. Special programming classes shall be conducted to the students for improving their skill.

It was resolved to follow the suggestion. It was also resolved to conduct Screening process to analyse their programming level before planning for the programming classes.

Resolution 23.3:

Cell/Club/Society activities were reviewed. The Principal offered useful suggestion and guidelines to improve the quality of various activities.

i. Placement and Higher education:

Training and placement cell was advised to conduct 40 hour training classes for the students to get into the core companies. In addition to that equal importance should be given to the PG scholars also. Most of the public sectors are hiring the students based on GATE score, National institutions are also offering higher education based on this GATE score. Hence, Career guidance cell was instructed to take further action along with T&P cell.

ii. Staff Development:

Continuously all the faculty members are taking efforts to improve their knowledge by attending various online and offline

programmes. Staff development cell was advised to make an opportunity to share their knowledge among the other faculty members. It was resolved to organize Technical series in the month of May.

iii. Professional bodies advised to prepare the action plan.

It was resolved to implement the suggestions given.

Resolution 23.4:

Since the submission date was extended upto May 2021, Annual quality assurance report for the year of 19-20 was reviewed. It was resolved to prepare action plan for improving the quality.

Resolution 23.5:

During this pandemic situation, various methodologies were adopted in teaching learning process to improve the teaching quality and most of the faculty members actively participated in various online FDPs, Seminar and conferences. In order to analyse the effectiveness of the various activities carried out throughout the academic year, It was resolved to schedule academic audit.

No other points were discussed.

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