



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### IQAC Members Meeting

### Minutes of the Meeting

The 27<sup>th</sup> Internal Quality Assurance Cell member's meeting was held on 21-06-2022. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

S.No	NAME OF THE ATTENDEE	ROLE
1.	Mrs.A.TaksalaDevapriya	IQAC Coordinator
2.	Dr.O.T.John	Management Representative
3.	Dr.S.Robinson	Dean/ICT, Member
4.	Mrs.N.Radha	HOD/ CIVIL, Member
5.	Mrs.D.Elavarasi	HOD/ CSE, Member
6.	Dr.V.Kavitha	HOD/ ECE, Member
7.	Mr.D.Thivya Prasad	HOD/EEE, Member
8.	Dr.Peter Prakash	HOD/MECH, Member
9.	Dr.N.Manikandan	Member
10.	Mr.A.Dencil Infant	Member/ Exam cell Representative
11.	Mr. R. Arun Kumar	Alumni Member
12.	R. Sobana, M/O. R. Nantha, III CSE	Stakeholder
13.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer
14.	Mr.Dhanasekaran, IV ECE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
27.1	To discuss about minutes of the previous meeting
27.2	To discuss about NAAC SSR preparation
27.3	To review activities conducted for even semester of 2021-22
27.4	To discuss about the admission process for the academic year of 2022-23



Item No.	Agenda
27.4	To discuss about the admission process for the academic year of 2022-23
27.5	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 27.1:

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

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
26.1	Minutes of the meeting	Previous meeting minutes were discussed	-
26.2	Review academic calendar	Resolved to prepare the department activities plan according to the institution academic calendar	HoD's were informed to take further action
26.3	AQAR 20-21	Resolved to complete the criteria 3-7	Criteria coordinators were informed to take further action
26.4	NBA process	Resolved to submit the pre-qualifier during the month of 2022 also resolved to conduct a session on program outcomes and attainment	NBA coordinator was informed to take further action
26.5	NPTEL online course	Resolved to conduct extension activities after the completion of NPTEL exams	Staff development cell coordinator was informed to take further action
26.6	Training placement	Resolved to take necessary action for	Training & Placement cell coordinator



	activities	the students who have not selected	informed to take further action
26.7	1 <sup>st</sup> year coaching classes	Resolved to continue the coaching classes for the needy students till their end semester examination	HoD's were informed to take further action
26.8	Activities planned for even semester of 2021-22	Resolved to conduct student centric activity weekly once	HoD's were informed to take further action
26.9	Website updation	Resolved to update the contents in website	Website coordinator was informed to take further action
26.10	Refresh classes and Session on IPR and Ethics	It was resolved to re teach the subject which were taught during online classes. In addition to make awareness about the ethics and IPR, it was also resolved to conduct the session on ethics and IPR for students.	HoD's and IQAC coordinator were informed to take further action

## **Resolution 27.2:**

In continuation with NAAC work, NAC coordinator explained the status of SSR preparation. Principal suggested reviewing the quantitative metrics and advised to include all the relevant information. It was resolved to submit the IIQA within ten days.

## **Resolution 27.3:**

Academic activities planned for upcoming semester were reviewed. HoDs were presented the activities conducted so far and action plan for upcoming days. It was resolved to follow the student's internship closely.



**Resolution 27.4:**

Admission process for the academic year of 2022-23 was reviewed in detail. It was resolved to prepare the admission office working schedule for holidays.

No other points were discussed.

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

  
Signature of IQAC Coordinator

Date: 22/6/22