

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 28th Internal Quality Assurance Cell member's meeting was held on **23-09-2022**. 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.	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
28.1	To discuss about minutes of the previous meeting
28.2	To discuss about NAAC files for ACY 2021-22
28.3	To review activities conducted during this semester
28.4	To discuss about the NPTEL exam December 2022
28.5	To discuss about the internal test result analysis



Item No.	Agenda
28.6	To discuss about the admission process for the academic year of 2022-23
28.7	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 28.1:

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

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
27.1	Minutes of the meeting	Previous meeting minutes were discussed	-
27.2	NAAC SSR preparation	Resolved to submit the IIQA within ten days	NAAC coordinator was informed to take further action
27.3	Review of activities conducted for even semester of 2021-22	Resolved to follow the student's internship closely	Heads were informed to take further action
27.4	Admission process for the academic year of 2022-23	Resolved to prepare the admission office working schedule for holidays	Admission coordinator was informed to take further action

Resolution 28.2:

In continuation with NAAC work, NAAC coordinator explained about qualitative metrics. Principal suggested reviewing the quantitative metrics



and advised to update all the relevant information. It was resolved to get the timeline from each criteria coordinators for the completion of the same.

Resolution 28.3:

Academic activities planned for ongoing semester were reviewed. HoDs were presented the activities conducted so far and action plan for upcoming days. Principal appreciated the HoDs for organizing student centric activities regularly and gave the following suggestions:

- Department activities should be reviewed 15 days once and new idea should be collected from each faculty in order to improve the quality of the programmes
- Minimum of three assignments should be given before the completion of 4th unit
- Industrial visit to Super Server in SASTRA University has to be planned
- Special coaching classes for the lateral entry students should be planned

It was resolved to incorporate the suggestions given by the Principal.

Resolution 28.4:

NPTEL exam course progress was reviewed. It was resolved to register for the October 2022 exam.

Resolution 28.5:

Internal exam results were reviewed. It was resolved to follow the absentees closely. Further it was resolved to ensure the how the students are preparing for the examinations.



Resolution 28.6:

Admission process for the academic year of 2022-23 was reviewed in detail.
It was resolved to prepare the subject allocation for first year.

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: 26/9/22