

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 29th Internal Quality Assurance Cell member's meeting was held on **21-03-2023**. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

S.No	NAME OF THE ATTENDEE	ROLE
1.	Dr. Jayson Keerthy Jayabarathan, Director	Management Representative
2.	Dr. P. Balamurugan, Principal	Chairperson
3.	Mrs.A.Taksala Devapriya	IQAC Coordinator
4.	Dr.S.Robinson	Dean/ICT, Member
5.	Mrs.N.Radha	HOD/ CIVIL, Member
6.	Mrs.D.Elavarasi	HOD/ CSE, Member
7.	Dr.V.Kavitha	HOD/ ECE, Member
8.	Mr.D.Thivya Prasad	HOD/EEE, Member
9.	Mr. Thirumavalavan, HOD/MECH	HOD/MECH, Member
10.	Dr.O.T.John	Member
11.	Dr.N.Manikandan	Member
12.	Mr.A.Dencil Infant	Member/ Exam cell Representative
13.	Mr. R. Arun Kumar	Alumni Member
14.	Mrs. Prema, Office Manager	Administrative Staff
15.	R. Sobana, M/O. R. Nantha, III CSE, Teacher, Annai Velankanni Matriculation School, Karaikudi	Parent Member
16.	Mr.NM. Gopinath, CEO, GTech Solutions, Pudokkottai	Local Society Representative
17.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer Representative
18.	Mr. B. Dhanasekaran, IV ECE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
29.1	To discuss about minutes of the previous meeting
29.2	To discuss about benchmarks for quality improvement
29.3	To review co-curricular activities conducted during 2022-23 odd semester
29.4	To review co-curricular activities plan during this semester
29.5	To review the course attainment for Nov/Dec 2022 examinations
29.6	To review NPTEL exam January 2023 assignment & registration
29.7	To discuss about the internal test result analysis
29.8	To discuss about the action plan for existing MoU
29.9	To review the placement activity
29.10	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 29.1:

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

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
28.1	Minutes of the previous meeting	Previous meeting minutes were discussed	-
28.2	NAAC files for ACY 2021-22	It was resolved to get the timeline from each criteria coordinators for the completion of the NAAC work	Timeline was prepared and departments prepared the necessary documents
28.3	Review of activities	Resolved to give minimum of three assignments before	Faculty members gave assignments accordingly.



Item No.	Agenda	Decision Taken	Action Taken
	conducted during this semester	the completion of 4 th unit also resolved to conduct special coaching classes for the lateral entry students	
28.4	NPTEL exam December 2022	Resolved to register for the October 2022 exam	9 faculty members have Passed
28.5	Internal test result analysis	Resolved to ensure the how the students are preparing for the examinations	Internal result was analysed in detail
28.6	Admission process for the academic year of 2022-23	Resolved to prepare the subject allocation for first year	Heads prepared the subject allocation for 1 st year courses

Resolution 29.2:

In order to identify areas where the institution may be falling short and where improvements can be made and for measuring progress over time and assessing whether improvements have been made, the quality measures were framed and discussed in detail manner. Principal has appreciated IQAC for their outstanding contribution during the NAAC accreditation process and informed IQAC to closely follow the quality of each activity. Further he asked IQAC to do the external audit as per the instruction given by Anna University in Regulation – 21. It was resolved to follow benchmarks and tracking progress, towards achieving higher levels of performance. It was also resolved to conduct the external audit for Regulation 21 course files.



Resolution 29.3:

Academic activities conducted during the previous semester were reviewed. HoDs were presented the activities conducted. Principal appreciated the HoDs for organizing the events regularly and gave the following suggestions:

- Industrial Visits has to be planned for I and II year students
- Internships(15 days) should be arranged for III year students, since it is an important aspect of career development and provide a number of benefits for students and recent graduates

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

Resolution 29.4:

Academic activities planned for ongoing semester were reviewed.

Principal gave the following suggestions for each department:

Department of Civil Engineering:

- Students should be encouraged to do projects. It provides the opportunity to think creatively. This can help students develop their problem-solving skills and think outside the box
- Weekly report has to be submitted properly during the last working day of every week
- Value Added Course on CAD can be planned for Civil students

Department of Computer Science and Engineering:

- Internship for 3/6 months and IPT for 5/10 days has to be planned for getting better industry exposure
- Intershala can be approached for online internships
- Faculty members should focus on research development activities and consultancy work

Department of Electronics and Communication Engineering:

- Seminars related to Deep Learning and Machine Learning have to be conducted in the upcoming days
- Value Added Courses on recent technologies should be planned

Department of Electrical and Electronics Engineering:

- Advanced courses should be conducted as Value Added Courses
- Activities under MoU has to be conducted regularly
- Industry sponsored labs can be arranged

Department of Mechanical Engineering:

- Drawing tool like Fusion 360, Tekla should be planned as VAC for III year students
- Faculty members should have a plan for consultancy work and industrial training

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

Resolution 29.5:

Course attainment for Nov/Dec 2022 examinations was reviewed. It was resolved to take proper action to improve the overall course attainment.

Resolution 29.6:

NPTEL exam course progress and registration status were reviewed. Principal appreciated the faculty members. It was resolved to follow them till April 2023 exam.

Resolution 29.7:

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 29.8:

Activities under MoUs were explained by the HoDs. Principal reviewed and informed them to plan for internship under MoU signed companies. It was resolved to improve the industry collaborations.



Resolution 29.9:

Placement coordinator has elaborated the training classes conducted for 2nd year students. Progress of skill track courses were reviewed and suggested to complete the pending courses. Principal informed to ask the requirement from each department to conduct the placement training classes. He also suggested encouraging the students to undergo the Skillathon course to develop their programming skill. After reviewing the recruitment details, Principal asked to prepare detailed scheduled department wise for visiting the companies regarding placement. It was resolved to prepare the company visit schedule regarding placement.

Resolution 29.10:

Principal discussed about the budget consolidation with manager and informed her to submit the consolidated expenditure for the financial year of 2022-23. Further he discussed about the staff recruitment which is going to be held on 04-04-23 (Tuesday), in this regards he informed the heads to review the quality of content preparation and classroom teaching. It was resolved to submit the budget expenditure incurred for the above said year. Further it was resolved to form a team to evaluate the classroom teaching and content preparation.

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: 22/3/23