



INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 31st Internal Quality Assurance Cell member's meeting was held on **07-12-2023**. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

S.No	NAME OF THE ATTENDEE	ROLE
1.	Dr. P. Balamurugan, Principal	Chairperson
2.	Dr.S.Robinson, Dean/ICT	Member - Management Representative
3.	Mrs.A.Taksala Devapriya	IQAC Coordinator
4.	Mrs.N.Radha	HOD/ CIVIL, Member
5.	Dr.V.Kavitha	HOD/ ECE, Member
6.	Mr.D.Thivya Prasad	HOD/EEE, Member
7.	Mr. Thirumavalavan	HOD/MECH, Member
8.	Mr.A.Dencil Infant	Member/ Exam cell Representative
9.	Mr. R. Arun Kumar	Alumni Member
10.	Mrs. Prema, Office Manager	Administrative Staff
11.	R. Sobana, M/O. R. Nantha, IV CSE, Teacher, Annai Velankanni Matriculation School, Karaikudi	Parent Member
12.	Mr.NM. Gopinath, CEO, GTech Solutions, Pudokkottai	Local Society Representative
13.	Er. K Prem Kumar, B.E., M.Tech, M.I.S.T.E., A.I.V, Chief Consultant, Black & White Consultancy, Coimbatore	Employer Representative
14.	Ms. S. Priyadarshini (SPR No. 8358), III EEE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
31.1	To discuss about minutes of the previous meeting
31.2	To discuss on Accreditation and Quality Assessment
31.3	To review activities conducted during this semester



Item No.	Agenda
31.4	To discuss about the NPTEL course results and enrolment for Jan-2024 courses
31.5	To review the staff and student participation during 2023-24 (odd semester)
31.6	To discuss about course end survey analysis of 5 th and 7 th semester
31.7	To discuss about future plan for upcoming semester
31.8	To discuss about AQAR files for ACY 2022-23
31.9	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 31.1:

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

Item No.	Agenda	Decision Taken	Action Taken
30.1	Minutes of the meeting	Previous meeting minutes were discussed	-
30.2	Review activities conducted during this semester	It was resolved to plan the student centric activities during the beginning of the semester	HoDs and cell/club coordinators were informed to submit the action plan on 24-07-2023
30.3	NPTEL course registration, results and student enrolment	It was also resolved that 5 students should register NPTEL course under each faculty advisor.	HoDs were informed to submit the list of faculty members and students registered
30.4	Review the student's internship status	It was resolved to collect the internship reports from students within the first week after reopening	HoDs were informed to take further action
30.5	Discuss about AQAR	It has been decided to	Boot camp is



Item No.	Agenda	Decision Taken	Action Taken
	files for ACY 2021-22	organize a bootcamp to impart knowledge on recent tools	scheduled for final year students from 17-07-2023 to 28-07-2023 on the following topics, CSE, ECE, EEE- Python Bootcamp Civil-Total station & REVIT architecture Mech-Solidworks & CREO
30.6	Review the internal test I results and corrective measures taken	It was resolved to ensure the how the students are preparing for the examinations	Mentors are informed to support their mentees with study plan
30.7	Discuss about research activities	It was resolved to submit the project proposals under faculty and student schemes	HoDs were informed to take further action

Resolution 31.2:

Principal highlighted Accreditation and Quality Assessment, as they play pivotal roles in ensuring the standardization and enhancement of educational institutions and programs. It was resolved to submit the NBA pre-qualifier for ECE and EEE during January 2024.

Resolution 31.3:

The co-curricular activities were reviewed. Based on the resolution made during the previous IQAC meeting, a bootcamp was conducted for the students. The Principal appreciated the faculty members who conducted the Python bootcamp

for CSE, ECE, and EEE students. He advised conducting such flagship activities regularly. It was resolved to plan student-centric activities accordingly.

Resolution 31.4:

The results of the Nov '23 NPTEL exam were reviewed. It was observed that 28 faculty members and only 3 students completed the course. The Principal instructed the NPTEL Swayam coordinator to remind the faculty members about NPTEL course registration for the Jan '24 exam. The focus was advised to be on modern engineering courses, prioritizing their relevance to academic or career goals. The significance of NPTEL exams for students was discussed, and it was suggested to highlight courses aligned with industry demands and technological advancements. It was resolved that each faculty advisor should supervise the registration of NPTEL courses for 5 students.

Resolution 31.5:

Staff and student participation during the semester was reviewed. The principal appreciated the internship activity. Furthermore, he insisted on monitoring the quality of internship activities and advised improving industry collaboration. It was noticed that a limited number of students participated in the project competitions; thus, it is advised to encourage students to improve their practical skills. It was resolved to strengthen student participation through regular follow-up by faculty advisors.

Resolution 31.6:

The course end survey was conducted to assess the effectiveness of the teaching-learning process. Members reviewed the survey questions, focusing on their relevance in gathering comprehensive feedback from students. Emphasis was placed on ensuring the survey captured various aspects of the course, including teaching methodologies, course content, assessment methods, and overall satisfaction. The importance of utilizing survey results to identify areas for improvement and inform curriculum development was emphasized. It was

resolved to analyze feedback data systematically and implement actionable recommendations to enhance the quality of the teaching process.

Resolution 31.7:

The future plans of each department were keenly reviewed, and the following suggestions were given:

- Professional societies should plan a minimum of one activity per month.
- Webinars can be scheduled beyond regular working hours.
- A visit to witness rocket launching may be arranged for ECE students to gain practical insights related to their courses.
- An IPR course/seminar should be arranged for 1st and 2nd-year students.

It was resolved to organize the activities accordingly.

Resolution 31.8:

The IQAC members carefully reviewed the metrics under each criterion for the period of 2022-23. Upon examination of the AQAR contents, it was resolved to submit the AQAR as per the schedule.

Resolution 31.9:

Placement activities were explained by the placement cell coordinator. Company visits, pre-placement training courses, and campus drive plans were discussed in detail. The principal suggested conducting training classes for the National Qualifier Test (NQT) to help our students demonstrate their skills to top corporates. Furthermore, he advised conducting a 3D MAX course for Civil engineering students. It was resolved to identify more companies to place more students.

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


Signature of IQAC Coordinator

Date: 11/12/23