



INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 32nd Internal Quality Assurance Cell member's meeting was held on **29-02-2024**. 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
32.1	To discuss about minutes of the previous meeting
32.2	To review activities conducted during this semester
32.3	To discuss about the NPTEL course enrolment

Item No.	Agenda
32.4	To review the staff and student participation
32.5	To review research activities
32.6	To discuss about AQAR files for ACY 2022-23
32.7	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 32.1:

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

Item No.	Agenda	Decision Taken	Action Taken
31.1	Minutes of the meeting	Previous meeting minutes were discussed	-
31.2	Accreditation and Quality Assessment	It was resolved to submit the NBA pre-qualifier for ECE and EEE during January 2024	HoDs were informed to take further action
31.3	Review of activities conducted during this semester	Resolved to plan Bootcamp in recent trends every semester	HoDs were informed to take further action
31.4	NPTEL course registration, results and student enrolment	Resolved that each faculty advisor should supervise the registration of NPTEL courses for 5 students	Mentors were informed to take further action
31.5	Review the staff and student participation	Resolved to strengthen student participation through regular follow-up by faculty advisors	Mentors were informed to take further action
31.6	Discuss about course end survey analysis	Resolved to analyze feedback data systematically and implement actionable recommendations to enhance the quality of the teaching process	HoDs were informed to take further action



Item No.	Agenda	Decision Taken	Action Taken
31.7	Future plan for upcoming semester	It was resolved to organize the activities - rocket launching, IPR session	HoDs were informed to take further action
31.8	AQAR files for ACY 2022-23	It was resolved to submit the AQAR as per the schedule	HoDs were informed to take further action
31.9	Placement activities	It was resolved to identify more companies to place more students	Placement coordinator was informed to take further action

Resolution 32.2:

For academic activities, specific plans were outlined: quiz activities should be organized for 1st-year students, coding activities for 2nd-year students, and circuit-related activities for 3rd and 4th-year students, ensuring that each group has targeted initiatives to enhance their skills. It was resolved to plan activities accordingly.

Resolution 32.3:

The Principal directed the NPTEL Swayam coordinator to remind faculty members about registering for the NPTEL courses for the April 2024 exam. It was resolved that each faculty advisor should assist their mentees in completing the course assignments.

Resolution 32.4:

Staff and student participation throughout the semester was reviewed, and the Principal expressed appreciation for the internship program that provided stipends to students, recognizing it as a valuable initiative. During the discussion, it was agreed that there is a need to strengthen student participation. To achieve this, faculty advisors will conduct regular follow-ups with students, ensuring continuous engagement and support. The members also discussed the inclusion of prizes in future recognition activities, which was positively received as a way to



motivate and reward student achievements. It was further emphasized that coding lab activities should be more actively promoted. He suggested using the website, circulars, and notice boards to raise awareness and encourage involvement.

Resolution 32.5:

Importance of increasing staff and student publications in reputed institutions was discussed. It was agreed that the department should take proactive steps to encourage research among students and faculty. To support this, the department was informed to focus on utilizing evening sessions specifically for research activities, ensuring that both students and faculty have dedicated time for academic research and publication efforts.

Resolution 32.6:

The IQAC members 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.

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


Signature of IQAC Coordinator

Date: 4/3/24.