

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 34<sup>th</sup> Internal Quality Assurance Cell member's meeting was held on **30-07-2024**. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

<b>S.No</b>	<b>NAME OF THE ATTENDEE</b>	<b>ROLE</b>
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.	A.Palanisamy, F/O. P.S.Varatharajan, IV ECE, Senior Revenue Inspector, Pudukkottai	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), IV EEE	Student Member

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
34.1	To discuss about minutes of the previous meeting
34.2	To discuss the action plan for 2024-25
34.3	To review project proposals
34.4	To discuss mini project competition



Item No.	Agenda
34.5	To discuss about MoU
34.6	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 34.1:**

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

Item No.	Agenda	Decision Taken	Action Taken
33.1	Minutes of the meeting	Previous meeting minutes were discussed	-
33.2	Review of activities conducted	It was resolved to conduct technical competitions	HoDs were informed to take further action
33.3	Review of T&P activities	It was resolved to conduct placement training during the beginning of the semester	T&P coordinator was informed to take further action
33.4	Admission process	It was resolved to prepare admission brochure	Admission cell coordinator was informed to take further action
33.5	Review research activities	It was resolved to strengthen research activities	HoDs were informed to take further action

**Resolution 34.2:**

Detailed review of the action plan for the ongoing academic activities was done. Key points discussed included the need for each faculty member to publish at least one journal update and making internships mandatory for students. Regarding faculty development programs (FDPs), it was emphasized that all necessary permissions must be obtained prior to participation. In the context of lab assignments, it was decided to assign two faculty members per lab to ensure smooth operations. Additionally, mentors are expected to actively motivate their





mentees to improve their performance in NPTEL courses. Members then discussed industrial visits (IV), with the resolution to avoid high-risk locations such as Kudangulam Power Plant. The progress of the Value Added Courses and the 24-hour workshops were discussed, with a decision to consult with the Dean for planning further VAC and 24-hour workshops. The need for more student-centric activities was highlighted.

**Resolution 34.3:**

Members discussed the status of upcoming proposals and emphasized the need for thorough quality checks before submission. It was resolved that each proposal should undergo an internal review to ensure it meets institutional standards, aligns with strategic goals, and reflects the institution's commitment to excellence. This process will help improve the clarity, relevance, and overall quality of submissions.

**Resolution 34.4:**

The plan for the project expo was discussed, and it was decided to include students from polytechnic colleges as well. Furthermore, the Principal advised scheduling the project expo in alignment with the polytechnic academic calendar. It was resolved to plan the event accordingly.

**Resolution 34.5:**

Principal discussed about establishing a new Memorandum of Understanding (MoU) aimed at strengthening collaboration between the institution and industry partners. The focus was on identifying key areas where the partnership could enhance educational opportunities, facilitate research initiatives, and provide students with practical experiences. It was resolved to identify MOUs, with a focus on offering free internships.

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

  
Signature of IQAC Coordinator

Date: 20/8/24