INTERNAL QUALITY ASSURANCE CELL (IQAC)
IQAC Members Meeting
Minutes of the Meeting

The 36th Internal Quality Assurance Cell member's meeting was held on **08-04-2025**. 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.	Mr. T. Vijaya Raghavan	HOD/ CIVIL, Member
5.	Mrs.D.Elavarasi	HOD/CSE
6.	Dr. M. Dhamodaran	HOD/ ECE, Member
7.	Mr.D.Thivya Prasad	HOD/EEE, Member
8.	Mr. Thirumavalavan	HOD/MECH, Member
9.	Mr.A.Dencil Infant	Member/ Exam cell Representative
10.	Mr. R. Arun Kumar	Alumni Member
11.	Mrs. Prema, Office Manager	Administrative Staff
12.	A.Palanisamy, F/O. P.S.Varatharajan, IV ECE, Senior Revenue Inspector, Pudukkottai	Parent Member
13.	Mr.NM. Gopinath, CEO, GTech Solutions, Pudokkottai	Local Society Representative
14.	Er. K Prem Kumar, B.E., M.Tech, M.I.S.T.E., A.I.V, Chief Consultant, Black & White Consultancy, Coimbatore	Employer Representative
15.	Ms. S. Priyadarshini (SPR No. 8358), IV EEE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
36.1	To discuss about minutes of the previous meeting
36.2	To review students' participation
36.3	To review faculty participation
36.4	To review programmes organized during this semester

Item No.	Agenda
36.5	To review progress of NPTEL exam
36.6	To review the progress of project sanctioned on innovation day
36.7	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 36.1:

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

Item No.	Agenda	Decision Taken	Action Taken
35.1	Minutes of the meeting	Previous meeting minutes were discussed	-
35.2	Review of NPTEL exam	It was resolved to motivate the students through mentors	HoDs were informed to take further action
35.3	Review of programmes organized during this semester	It was resolved to conduct webinars beyond working hours	HoDs were informed to take further action
35.4	Discussion about students' participation	It was also resolved to identify suitable MoUs for the MBA programme to enhance industrial exposure and to identify relevant professional societies for AI&DS	HoDs were informed to take further action
35.5	Discussion about IIRS courses	It was resolved to assign coordinator to track IIRS course enrollment, attendance, and certification processes	HoDs were informed to take further action

Resolution 36.2:

Student participation across academic, technical, and co-curricular domains was reviewed. It was resolved that all departments must update their notice boards with student achievements and actively check internship participation to promote

experiential learning. Particular attention should be given to encourage MBA students to participate in co-curricular activities. Plans were made to organize an IV to Vaigai Dam by April 9, 2025, and conduct two alumni talks by April 25 to inspire students. Additionally, the feasibility of forming an official WhatsApp group for AI&DS to coordinate activities was discussed.

Resolution 36.3:

Faculty participation in academic development programs was reviewed. It was resolved that departments should explore the outcomes and benefits of FDPs such as those organized by ATAL and ensure practical implementation of the knowledge gained. Faculty members were advised to emphasize research work, make effective use of library hours for research activities, and support students in using online tools for their mini-projects. The administration encouraged interdepartmental collaboration and planning of joint activities, especially in IT-focused domains, to enhance interdisciplinary exposure.

Resolution 36.4:

The committee reviewed the programmes organized during the semester and appreciated initiatives such as the Makeathon scheduled by IETE in April, 2025. Departments were reminded to ensure that proper feedback is collected for each event through the E-campus feedback portal. Further, departments were urged to organize activities with external resource persons, make better use of platforms like IIT Virtual Labs (for which nodal centre access has been granted), and plan programs that align with innovation and research goals. The combined activity planning with other departments was also emphasized for greater student engagement.

Resolution 36.5:

Progress on NPTEL course participation was reviewed. While the follow-up for 1st and 3rd-year students was appreciated, it was resolved that departments should ensure improved guidance and mentoring, especially for students new to the platform. Particular attention should be given to improve involvement of II-year

students in NPTEL courses. The committee advised that record maintenance of course registrations, progress, and certification must be enforced. Faculties must motivate students with practical relevance and usage of NPTEL resources and ensure that participation improves in upcoming cycles.

Resolution 36.6:

The status of projects shortlisted on Innovation Day was reviewed. While funding was provided to all departments, the committee expressed concern over the lack of consistent updates. It was resolved that each department must submit a status report of the funded projects, including outcomes and utilization. The Niral Thiruvizha event fund utilization report must also be submitted. Departments were instructed to ensure all final-year students are present during internal project reviews and maintain proper documentation. It was further recommended that mini-project assignments for juniors be streamlined and monitored for quality and innovation

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

Signature of IQAC Coordinator

Date: