

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

### **IQAC Members Meeting**

### **Minutes of the Meeting**

The 18<sup>th</sup> Internal Quality Assurance Cell members meeting was held on 10-12-2019 at the conference hall. Principal, Dr.P.Balamurugan presided over the meeting. The members are as follows

<b>S.No</b>	<b>NAME OF THE ATTENDEE</b>	<b>ROLE</b>
1.	Mrs. A. TaksalaDevapriya	IQAC Coordinator
2.	Dr. O.T. John	Management Representative
3.	Mr. R. Sulthan Ibrahim	Senior administrative officer
4.	Mr. M. Vijay Prakash	HOD/ CIVIL
5.	Mrs. D. Elavarasi	HOD/ CSE
6.	Dr. S. Robinson	HOD/ ECE
7.	Mr. D. Thivya Prasad	HOD/EEE
8.	Mr. E. Mohan	HOD/MECH
9.	Dr. G. Jagajothi	Member
10.	Dr. R. Prabhakaran	Member
11.	Dr. N. Manikandan	Member
12.	Mrs. N. Radha	Member
13.	Mrs. T. Pandikumari	Member
14.	Mr. L. MamundiAzaath	Member
15.	Mr. A. Dencil Infant	Member/ Exam cell Representative
16.	Mr. P. Raj Kumar	Alumni Member
17.	Mrs. S. Amutha, M/O. S. Yogadevi, IV CSE	Stakeholder
18.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer
19.	Dr. A. Sivanantharaja, Professor, AlagappaChettiar College of Engineering and Tech.	External Experts
20.	Ms. A. Pavithra, III CSE	Student Member

The Agenda for the meeting is mentioned below.

<b>Item No.</b>	<b>Agenda</b>
18.1	To discuss about minutes of the previous meeting.
18.2	To analyse the internal exam results.
18.3	To review the academic activities during the current semester
18.4	To discuss about activities proposal for the upcoming semester.
18.5	To discuss about activities conducted and to be conducted by Club/Cells/Societies.
18.6	To review the progress of NAAC work and Committee list for NAAC peer team visit.
18.7	Any other discussion with the permission of the chair.

Principal welcomed the gathering and the minutes of the previous meeting was read by the IQAC coordinator and approved.

#### **Resolution 18.1:**

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

Following points were discussed.

<b>Item No.</b>	<b>Agenda</b>	<b>Decision Taken</b>	<b>Action Taken</b>
17.1	Minutes of the previous meeting	Previous meeting minutes were discussed	-
17.2	Students satisfaction survey for NAAC	Resolved to create awareness about NAAC accreditation to all the students	HoD's were informed to take further action
17.3	Academic activities during the current semester	Resolved to draw action plans for the successful implementation of the suggestion given	HoD's were informed to submit the action plan by next week
17.4	Activities of Club/ Cells/ Societies	Resolved to prepare the action plan for	Coordinators were informed to submit the

		improving their activities	action plan by next week
17.5	Progression of NAAC work	Resolved to complete the file by making the addition or deletion etc., and to keep review for submission at any time	NAAC coordinators were informed for further action
17.6	Schedule for verifying NAAC files	Resolved to form a team to verify the accuracy of NAAC files	HoD's were informed for further action

### **Resolution 18.2:**

Internal exam results were analysed. Further it was resolved to conduct retest for failures and absentees.

### **Resolution 18.3:**

The following valuable points were suggested by our Principal to improve the growth and quality of the students and faculty members

- i. All the students should be encouraged and motivated by their faculty advisors such that the co-curricular participations should improve exponentially during this semester.
- ii. Specific module should be designed for accessing OD forms through online.
- iii. All the faculty members of our college must register for a NPTEL online course without fail for this semester. Staff who have not registered during the previous semester, should register for two courses during this semester and the process will be followed by the co-coordinator in consultation with HODs
- iv. All the staff are advised to concentrate on the publication of research papers in the UGC reputed journals.
- v. Faculty of all departments must present 3 video lectures in their familiar domain. The presentation must last for 10 minutes.
- vi. Faculty advisors are insisted to boost the students of third and final years to take part in technical symposiums and workshops.



- vii. 24 hours workshop should be conducted for students, soon after the completion of the mini-project. This will help us in judging the capability of the students and to increase the potential of the students.
- viii. At least one guest lecture for (I, II, III, IV) years for this current semester should be planned.
- ix. Counselling hours should be strengthened in moulding the students to improve their performance level in academic performance and encourage them to take part in co-curricular activities.
- x. Achievements of our students and faculty members must be displayed in our college website.
- xi. Staff with more than 5 years experiences must register for project fund proposals. 5 days FDP can be conducted for the staff who have more than 3 years of experience.
- xii. Appreciation was given to the civil department for IET inauguration and advised to conduct activities regularly in societies.

The upcoming points were suggested to the HOD's of all departments.

- i. HOD's were requested to improve their IPT count in the even semester and in the university result during this semester to 60%.
- ii. Students of the mechanical department had undergone an in-plant training to nearby service centres.
- iii. Selected students of all departments will be trained for Value Added Courses (VAC). The remaining students will be made to concentrate on their academic performance.
- iv. IEEE conference is going to be held at Coimbatore. Staff members can make use of this opportunity and attend this conference to know about the present dynamic challenges and their solutions to enrich their knowledge. Faculty members can improve their standard of writing and publishing papers. Staff members may attend the workshops and seminars conducted by NIT.

**Resolution 18.4:**

- i. Feedback has to be collected for the value added courses and 24 hour workshops conducted during last semester. This will help in evaluating the students view and accordingly thereby we can have some changes in our programme schedule.
- ii. International Engineering Trade conducted once in two years is going to be held on Feb'20. Staff members can attend these informative expo's to update this knowledge to free the present issues. A project expo is going to be held on Jan' 20, and interested faculty can visit.
- iii. For project reviews, after the confirmation of the title, practising engineers has to be arranged as an external reviewer. This follow up will provide lot of initiatives to the students in their projects.
- iv. Staff can explore their potential in acting as a resource person at IEI and CSI societies in giving a guest lecture. Staff can attend workshops conducted by NIT and siemens.

**Resolution 18.5:**

Detailed review of all activities organised by various Cells/Clubs/Societies was conducted. Further guidelines were given to sustain the quality of activities.

**Resolution 18.6:**

It was discussed to form a team to verify the physical infrastructure. If there is any facilities to be added, the team will inform the concerned department to carry out the deficiency. Further it was resolved to keep up the facilities in the respective departments and the concerned facility coordinators will monitor regularly.

**Resolution 18.7**



Mr. Mamundi Azaath discussed about the software to check the plagiarism. It was resolved to identify authenticated software for the plagiarism checker.

No other points were discussed.

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