

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

The 1<sup>st</sup> Internal Quality Assurance Cell members' meeting was held on 22-05-2014 at the conference hall. Principal, Dr. P. Balamurugan presided over the meeting. The members are as follows.

Sl.No	NAME OF THE IQAC MEMBER	ROLE
1	Mrs. Vivian Rachel Jayson	Management Representative
2	Dr. P. Balamurugan	Principal
3	Mrs. A. Taksala Devapriya	IQAC Coordinator
4	Dr. O.T. John	Member
5	Mrs. S. Nagajothi	Member
6	Mr. A. Ramakrishnan	Member
7	Mr. S. Ganesan	Member
8	Mr. L. MamundiAzath	Member
9	Mr. P. Rajkumar	Member
10	Dr. U. Natarajan, Professor, Alagappa Chettiar College of Engineering and Technology, Karaikudi	External Expert
11	Mr. J. Ramesh Kumar, Director, Vibrant International Training and Consulting Pvt. Ltd, Chennai	Employer
12	Mr. A. Jegadeesh, I Year, Civil Dept.	Student Member
13	Mr. K. Naveen Prasanna, I Year EEE Dept.	Student Member
14	Mr. D. Thavasikkani, F/o, T. Daniel Lak, II Year EEE Dept.	Stakeholder

The Agenda for the meeting is mentioned below.

Item No.	Agenda
1.1	Admission strategies
1.2	Teaching Learning Process
1.3	Progress of NAAC report
1.4	Research activity
1.5	Campus recruitment training
1.6	International Conference/ Seminars/Workshops
1.7	Toppers lunch
1.8	Financial grants

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

Agenda points were discussed and resolutions were made.

**Resolution No: 1.1**

It was resolved to prepare Admission brochures and Placement brochures for the student who approaches for admission. Also, it was resolved to provide information about college merit scholarship, community scholarship, and First graduate scholarship to the students who approach to scholarship. The admission cell coordinator will take further action.

**Resolution No: 1.2**

It was resolved to use ICT facilities for classroom teaching. It was resolved to ensure the faculty, student ratio, making arrangements for subject allocation and ensuring lab requirements. It was resolved to modernizing each class room by fixing smart boards. HoDs' and facility coordinator informed to take further action.

**Resolution No: 1.3**

It was resolved to conduct internal auditing to analyze the gap in NAAC report. NAAC coordinator is informed to form the committee members of senior faculty for the internal audit.

**Resolution No: 1.4**

It was resolved to conduct the Research review meeting periodically and faculty members should be motivated for research publications. It was also decided that the faculty members who have more than five years of teaching experience should be motivated to register for Ph.D. Moreover, students should be motivated to do e-governance projects related services to government sectors. The research and development coordinator will take appropriate action.

**Resolution No: 1.5**

It was resolved to identify new additional recruiters and placement training programme should be arranged for students of all the years. Placement officer and placement coordinators will progress the improvements.

**Resolution No: 1.6**

It was resolved to conduct international conference and coordinators instructed to form various committee members for effective organizing. It was also resolved to organize student's centric activities. HoDs' and Department coordinators will take the appropriate action.

**Resolution No: 1.7**

It was resolved to arrange toppers lunch for university toppers with officials and management. Exam cell coordinator informed to take further action.

**Resolution No: 1.8**

It was resolved to applying for financial grants for entrepreneurship development cell. EDC coordinator will progress for the improvements.

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