



INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 26th Internal Quality Assurance Cell member's meeting was held on 01-03-2021. Principal, Dr.P.Balamurugan presided over the meeting. The following members were present.

S.No	NAME OF THE ATTENDEE	ROLE
1.	Mrs. A. Taksala Devapriya	IQAC Coordinator
2.	Dr. O.T. John	Management Representative
3.	Mrs. N. Radha	HOD/ CIVIL
4.	Mrs. D. Elavarasi	HOD/ CSE
5.	Dr. V. Kavitha	HOD/ ECE
6.	Mr. D. Thivya Prasad	HOD/EEE
7.	Dr. E. Mohan	HOD/MECH
8.	Dr. S. Robinson	Member
9.	Mr. M. Vijay Prakash	Member
10.	Dr. N. Manikandan	Member
11.	Mr. A. Dencil Infant	Member/ Exam cell Representative
12.	Mr. R. Arun Kumar	Alumni Member
13.	Er. K. Arumugam, F/O. A. Abirami, IV CIVIL	Stakeholder
14.	Mr. M. Prabhakaran, Director, Innate Talent PVT LTD, Chennai.	Employer
15.	Mr. Dhanasekaran, III ECE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
26.1	To discuss about minutes of the previous meeting
26.2	To Review academic calendar
26.3	To discuss about AQAR 20-21
26.4	To review NBA process
26.5	To discuss about NPTEL online course
26.6	To discuss about Training placement activities



Item No.	Agenda
26.7	To review 1 st year coaching classes
26.8	To review activities planned for even semester of 2021-22
26.9	To discuss about the website updation
26.10	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 26.1:

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

Following points were discussed.

Item No.	Agenda	Decision Taken	Action Taken
25.1	Minutes of the meeting	Previous meeting minutes were discussed	-
25.2	Academic activities during the current semester	Resolved to continue Student centric programmes (weekly once) to impart the new technologies to them and give real time projects	HoD's were informed to take further action
25.3	Action Taken Report of CCM-I and academic feedback-I	Resolved to collect the upcoming feedback through Google form	HoD's were informed to take further action
25.4	Criteria 1 and 2 files in the AQAR 20-21	Resolved to conduct need based VAC, also it was resolved to encourage the students to do field projects	HoD's were informed to take further action
25.5	Action plan of Training & Placement cell	Resolved to make the arrangements in each department to implement the training schedule	Training & Placement cell coordinator informed to take further action

Resolution 26.2:

Academic calendar for the current semester was discussed. Principal suggested the HoDs to prepare the department activities plan according the institution academic calendar. It was resolved to follow the plan stringently.

Resolution 26.3:

Criteria 1 and 2 for AQAR 20-21 were reviewed. It was resolved to complete the remaining criteria.

Resolution 26.4:

In continuation with the NBA process our faculty members were attended workshop on NBA at SASTRA University (Mentor institute) from 24-2-22 to 26-2-22. NBA coordinator explained the timeline for the NBA process. It was resolved to submit the pre-qualifier during the month of 2022 also resolved to conduct a session on program outcomes and attainment.

Resolution 26.5:

NPTEL online course progress of faculty members and students was critically reviewed. Principal appreciated Dr. E. Mohan, HoD/Mech, for scoring good marks in NPTEL assignments. 10 students from civil, 15 students from CSE, 11 students from mechanical have registered for NPTEL courses. Principal advised to involve 10% of their students in online courses. It was resolved to conduct extension activities after the completion of NPTEL exams.

Resolution 26.6:

Placement coordinator explained the training classes and the placement details. As per the schedule 30 hours of placement training classes were conducted for the entire department. Principal reviewed the details of the students who have selected through on campus interview and suggested to follow the companies who have not came for campus interview and off campus process. It was resolved to take necessary action for the students who have not selected.



Resolution 26.7:

Detail discussion was done regarding the 1st year coaching classes. Principal advised the HoDs to follow the absentees and failures in each subject. It was resolved to continue the coaching classes for the needy students till their end semester examination.

Resolution 26.8:

Academic activities planned for upcoming semester was reviewed. HoDs were presented the activities conducted so far and action plan for upcoming days. Principal suggested some of the following points to engage the students and to equip the faculty members in a proper way.

- i. Seminar/writing hour should be planned for all the students
- ii. University prescribed VAS has to be scheduled on time
- iii. Civil department should conduct the 24 hours workshop for improving the drawing skills
- iv. In CSE department, problem statement should be given in the beginning of VAC and projects should be given at the end of the course.
- v. JAVA programming certificate course for all department shall be arranged
- vi. Outside contacts can be established through LinkedIn to identify the resource person for webinars
- vii. Students shall be involved in Intershala internship
- viii. Mechanical students shall participate in electric vehicle competition
- ix. Student centric activities should be planned weekly once
- x. Subject presentation should be planned for all the faculty members

It was resolve to follow the suggestion.



Resolution 26.9:

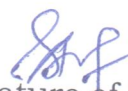
As a part of regular website updation, information was circulated on 11-2-2022 to all heads, cell, club and society coordinators. Principal reviewed the information given by each of them. It was resolved to update the contents in website.

Resolution 26.10:

Due to the pandemic situation final year students have studied the core papers through online classes only. In order to make them clear about the important logics and concepts, principal suggested teaching the core subjects again during this current semester, hence HoDs were instructed to frame a new syllabus for those subjects. It was resolved to re teach the subject which were taught during online classes. In addition to make awareness about the ethics and IPR, it was also resolved to conduct the session on ethics and IPR for students.

No other points were discussed.

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


Signature of IQAC Coordinator

Date: 4/3/22