

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Members Meeting

Minutes of the Meeting

The 30th Internal Quality Assurance Cell member's meeting was held on **07-07-2023**. 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.	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.	R. Sobana, M/O. R. Nantha, IV CSE, Teacher, Annai Velankanni Matriculation School, Karaikudi	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), III EEE	Student Member

The Agenda for the meeting is mentioned below.

Item No.	Agenda
30.1 (a)	To confirm the minutes of the 29 th meeting held on 21-03-2023
30.1 (b)	To receive the action taken on the Minutes of the 29 th meeting
30.2	To confirm the IQAC constitution
30.3	To review activities conducted during this semester

Item No.	Agenda
30.4	To discuss about the NPTEL course registration, results and student enrolment
30.5	To review the student's internship status
30.6	To discuss about AQAR files for ACY 2021-22
30.7	To review the internal test I results and corrective measures taken
30.8	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 30.1 (a):

The minutes were confirmed.

Resolution 30.1:

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

Item No.	Agenda	Decision Taken	Action Taken
29.1	Minutes of the meeting	Previous meeting minutes were discussed	Confirmed
29.2	Benchmarks for quality improvement	It was resolved to follow benchmarks and tracking progress, towards achieving higher levels of performance. It was also resolved to conduct the external audit for Regulation 21 course files.	Quality Benchmarks were circulated to heads. Regulation 21 – course files were collected for external audit.
29.3	Review of activities conducted during 2022-23 odd semester	It was resolved to plan IV for I/II years and internships(15 days) for III years	HoDs were informed to take further action
29.4	Review of activities planned during this semester	It was resolved to conduct activities	21 activities were conducted

Item No.	Agenda	Decision Taken	Action Taken
29.5	Course attainment for Nov/Dec 2022 examinations	It was resolved to take proper action to improve the overall course attainment	HoDs were informed to take further action
29.6	NPTEL exam January 2023 assignment & registration	It was resolved to follow the faculty members till April 2023 NPTEL exam	Reg: 24 Attended: 22 Pass: 12
29.7	Internal test result analysis	It was resolved to follow the absentees closely	HoDs were informed to take further action
29.8	Action plan for existing MoU	It was resolved to improve the industry collaborations.	HoDs were informed to take further action
29.9	Review the placement activity	It was resolved to encourage the students to undergo the Skill rack course to develop their programming skill	EEE -40 CSE -119 ECE -59
29.10	Review of classroom teaching	It was resolved to form a team to evaluate the classroom teaching and content preparation	Regular class visit is followed

Resolution 30.2:

IQAC is reconstituted for the academic year of 2023-24. It was resolved to confirm the members.

Resolution 30.3:

The co-curricular activities were reviewed, including clubs, sports events, workshops, seminars and extracurricular activities. Each activity was evaluated based on its objectives, execution, participation, impact, and alignment with the institution's goals and values. Principal insisted to improve the quality of co-curricular activities in the upcoming semester since it plays a vital role in enhancing students' personal development. Further he advised to plan all the



activities during the beginning of the semester. It was resolved to plan the student centric activities accordingly.

Resolution 30.4:

Results of Jan' 23 NPTEL exam was reviewed. It is noticed that only 12 faculty members were completed the course. Principal asked the NPTEL swayam coordinator to follow the faculty members regarding the NPTEL course registration for Nov'23 exam. It was resolved that the faculty members except who have completed last exam should register 2 courses. Further, the significance of the NPTEL exam for students was discussed. Exam cell was informed to circulate the details of the course drop facility based on NPTEL course for all the students. It was also resolved that 5 students should register NPTEL course under each faculty advisor.

Resolution 30.5:

The status of the internship and in-plant training was carefully reviewed, leading to a resolution to collect the internship reports from students within the first week after reopening. Additionally, Principal highlighted that the students should attend 12 days/one month of in-plant training and two/six months of internship. It is imperative that these reports be thoroughly reviewed and evaluated.

Resolution 30.6:

Metrics under each criterion were reviewed for the period of 2021-22. The members of the IQAC carefully examined the contents of the AQAR. They analyzed the data, statistics, and information presented in the report to assess the institution's performance in terms of quality assurance. Further, they paid particular attention to the institution's compliance with quality standards, implementation of innovative practices, and measures taken to enhance teaching, learning, and research activities. It is noticed that, limited number of students were participated in the project competitions; it is advised to encourage the

students to improve their practical skills. It has been decided to organize a bootcamp to impart knowledge on recent tools.

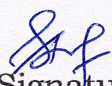
Resolution 30.7:

Internal exam results were reviewed. Members closely examined the test results, analyzing them in detail to gain insights into the strengths and weaknesses of the students. They scrutinized the scores, grades, and other relevant metrics to identify areas where improvement is required. This comprehensive review allowed them to understand the effectiveness of the teaching methodologies, the clarity of course objectives, and the adequacy of resources provided to students. It was resolved to follow the students who was absent for retest closely. Further it was resolved to ensure the how the students are preparing for the examinations.

Resolution 30.8:

The principal highlighted various research opportunities available and expressed their enthusiasm for encouraging faculty members and students to pursue research in their respective fields. He emphasized that research not only enhances the knowledge and skills of individuals but also contributes to the overall growth and reputation of the institution. He also stressed the significance of collaboration among faculty members, encouraging interdisciplinary research, and seeking external funding opportunities to support research initiatives. He pointed out the DST funding opportunities available for female faculty members and possibility for getting seed money for student startups. It was resolved to submit the project proposals under faculty and student schemes.

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


Signature of IQAC Coordinator

Date: 10/7/23