



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### IQAC Members Meeting

### Minutes of the Meeting

The 35<sup>th</sup> Internal Quality Assurance Cell member's meeting was held on **12-11-2024**. 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
35.1	To discuss about minutes of the previous meeting
35.2	To review progress of NPTEL exam
35.3	To review programmes organized during this semester
35.4	To discuss about students participation
35.5	To discuss about IIRS courses

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

#### **Resolution 35.1:**

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

Item No.	Agenda	Decision Taken	Action Taken
34.1	Minutes of the meeting	Previous meeting minutes were discussed	-
34.2	Review of action plan for 2024-25 odd semester	It was resolved to conduct VAC based on the industrial needs	HoDs were informed to take further action
34.3	Review of review project proposals	It was resolved that each proposal should undergo an internal review to ensure the quality	R&D coordinator was informed to take further action
34.4	Discuss about mini project competition	It was resolved to conduct mini project including polytechnic students	HoDs were informed to take further action
34.5	Discuss about MoU	It was resolved to identify MOUs, with a focus on offering free internships	IIIC coordinator informed to coordinate with Placement cell

#### **Resolution 35.2:**

The progress of NPTEL course participation was reviewed in detail. While faculty engagement remained consistent and departmental follow-ups were appreciated, it was noted with concern that no students had attended the NPTEL exam in certain





departments. To address this, it was resolved to strengthen mentoring and guide students in selecting appropriate courses, ensure follow-up through documented records, and require written letters from students who discontinue midway. Mentors are to actively motivate their mentees, and monthly academic review meetings will now include a dedicated section for tracking NPTEL progress. Faculty members were also instructed to ensure class hours are fully utilized for both course delivery and student support.

**Resolution 35.3:**

The committee reviewed the semester's academic programmes and guest lectures. Committee insisted the need to enhance the quality and frequency of such engagements. It was resolved that more sessions must be conducted using external resource persons and that webinars should be arranged especially for first-year students to build early exposure. Departments were encouraged to plan webinars beyond regular hours to maximize participation. It was also agreed to maintain detailed records of all sessions, including the total hours conducted by each faculty. Emphasis was placed on ensuring minimum class hours are achieved and exploring the idea of conducting short tech activities in the first hour of selected working days.

**Resolution 35.4:**

Student participation in external technical and management events was discussed, and it was resolved that faculty mentors must actively guide and motivate students to engage in such activities. Special focus should be given to first-year students to build involvement from the beginning. Departments were asked to identify relevant professional societies, particularly for AI&DS, and promote student membership. MBA students are to be encouraged and facilitated to attend at least one management meet. It was also resolved to identify suitable MoUs for the MBA programme to enhance industrial exposure. As part of academic support, faculty members were instructed to meet the parents of students who have failed in all subjects and devise follow-up strategies for performance improvement.

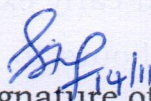




**Resolution 35.5:**

The progress of student involvement in IIRS certificate courses was reviewed. Although enrollment was encouraging, the need to strengthen follow-up mechanisms was highlighted. It was resolved to collect and document certificates from all participants to validate completion. Coordinators will be assigned to track course enrollment, attendance, and certification processes. Departments were instructed to include IIRS performance updates in the monthly academic review meetings to ensure consistent monitoring and student accountability.

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

  
Signature of IQAC Coordinator

Date: 14/11/25