



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY
CHIKKARAYAPURAM, MANGADU, CHENNAI-69
Internal Quality Assurance Cell Meeting (IQAC)
Academic Year 2023-2024**

Circular

22.01.2024

Internal Quality Assurance Cell (IQAC) meeting for 2023-2024 will be held on 29.01.2024 (12.30PM) in Conference Hall for monitoring and functioning of academic and administrative units. All the members are requested to attend the meeting.

AGENDA

1. Commencement of Even Semester classes
2. Plan of academic activities for even semester
3. Placement and Training schedule preparation
4. Faculty and student participation in Workshop and Seminar
5. Funded Research project proposal submission
6. MoU's and VAC document approval
7. Plan to conduct national conference
8. Review of student internship report
9. Review of Faculty and student publication in journal
10. Review of Progression in NAAC work

V. Anitha
22/01/2024
Vice-Principal/ IQAC Coordinator

[Signature]
22/01/24
Principal

Principal
**SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY**
Chikkarayapuram, (Near Mangadu)
Chennai - 600069



IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	ROLE
1.	Dr.K.SOMASUNDARAM	PRINCIPAL	CHAIRPERSON
2.	Dr.V.ANITHA	VICE PRINCIPAL	COORDINATOR
3.	MR. T. SUDHAKAR	SECRETARY	MEMBER FROM MANAGEMENT
4.	Mr.A.ABILASH	ADMINISTRATOR	SENIOR ADMINISTRATION MEMBER
5.	Mr.WESLEYJOHN	MANAGING DIRECTOR JTECH INSTRUMENTS	NOMINEE FROM INDUSTRIALIST
6.	Mrs.RAMYA	REVENUE INSPECTOR MANGADU	NOMINEE FROM LOCAL SOCIETY
7.	Ms.F.PAVITHRA	EMPLOYER	ALUMINI- EEE (2023 BATCH)
8.	Mr.NAVEEN KUMAR	EMPLOYER	ALUMINI- ECE (2023 BATCH)
9.	Dr.D.RAJINIGIRINATH	HOD/CSE & AI-DS	FACULTY MEMBER
10.	Mrs.D.SHANTHI CHELLIAH	HOD/ECE	FACULTY MEMBER
11.	Mrs.P.VANITHA	HOD/EEE	FACULTY MEMBER
12.	Dr.E.PANDIAN	HOD/MCA	FACULTY MEMBER
13.	Mrs.S.DHANALAKSHMI	HOD/IT	FACULTY MEMBER
14.	Mrs.K. MACHA REGAI	HOD/S&H	FACULTY MEMBER
15.	Mrs. S.CHITHRA DEVI	HOD/MBA	FACULTY MEMBER
16.	Mr.M.ARSHATH RAHUMAN	HOD/MECHANICAL	FACULTY MEMBER
17.	Mr.J.PARTHIPAN	MECHATRONICS	FACULTY MEMBER
18.	Mr. J.DHINAKARAN	ROBOTICS & AUTOMATION	FACULTY MEMBER
19.	Dr.S.MANIKANDAN	HOD/CIVIL	FACULTY MEMBER
20.	MR.S.SUBHASH CHANDRA BOSE	HOD/ PHARMA	FACULTY MEMBER
21.	Mr.G.GOWRI SHANKAR	HOD/ BME	FACULTY MEMBER
22.	Mrs.S.JERRIL GILDA	AP/EEE	FACULTY MEMBER
23.	Mrs.M.R.MAHALAKSHMI	Asso.Prof/ECE	FACULTY MEMBER
24.	Mr.M.SIVALINGAM	IV/EEE	STUDENT MEMBER
25.	Mr.M.VIGNESH	IV/MECHANICAL	STUDENT MEMBER
26.	Ms.V.PRIYADHARSINI	IV/ECE	STUDENT MEMBER
27.	Mr. D.DENSILROYIN	IV/CSE	STUDENT MEMBER



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Date: 29.01.2024

LIST OF MEMBERS ATTENDED:

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1.	Dr.K.SOMASUNDARAM	PRINCIPAL	CHAIRPERSON	
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19.	Dr.S.MANIKANDAN	HOD/CIVIL	FACULTY MEMBER	
20.	MR.S.SUBJASH CHANDRA BOSE	HOD/ PHARMA	FACULTY MEMBER	
21.	Mr.G.GOWRI SHANKAR	HOD/ BME	FACULTY MEMBER	
22.	Mrs.S.JERRIL GILDA	AP/EEE	FACULTY MEMBER	
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Minutes of Meeting and Action taken report

Sl.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1	Commencement of even Semester Classes	Academic Schedule & Subject allotment	1. Academic Schedule for UG & PG are discussed 2. Subject allotment & course file preparations are briefed
2	Plan of Activities for even semester	Activities	1. Odd Semester (AY 2023-24) activities are reviewed & plan for even semester activities are suggested and discussed.
3	Academic Activities	Course Materials	1. Faculty members are informed to prepare Course file & Question banks for their courses and provide them to students during even semester 2023-2024.
4	Placement	Training Schedule	1. Placement statistics for the academic year 2023-24 was reviewed by the committee. The committee appreciates the effort taken by the placement team to place students in the various reputed companies. 2. Approval of the Plan for Placement and Training was discussed and carried out. More practice placement tests shall be conducted to improve the placement percentage & salary package of the placed students.
5	Faculty participation	Journal publication/FDP	1. Faculty members were directed to publish at least one paper in Journals indexed in SCI/Scopus Journals and submit proposals to the relevant funding agencies. These parameters will help us to score good ranking in NIRF/Newsletter. 2. Faculty members were insisted to use innovative practices in teaching. 3. Faculty members were instructed to attend FDP, workshop and seminar.
6	NAAC	SSR preparation	1. Data collection & organization is in progress as per NAAC Data templates & preparation on SSR is discussed
7	Student Internships	Report	1. Internship participation certification and reports are reviewed. 2. Necessary guidelines are given to HODs to enrich the Internship culture in the department.

8	MOUs/ VACs	MoU, Grants/Fund, Value Added Course, activities	1. Functional MOU documents are verified. 2. Discussed about 2023-24 TNSCST projects titles and ideas of each department. 3. All the Departments get approval for Value Added Course / Certificate course. Reports are reviewed.
9	Events Participation	Staffs & Students Participation	1.Faculty members and students are attending Webinars, FDP, Certification courses & brain grooming sessions effectively.
10	Ph.D Registration	Registration	1.Faculty members are motivated to pursue Ph.D programme in their domain for the uplift of the growth of themselves & the institution
11	National Conference	Plan	1.Plan to conduct National Conference within this academic year.

The meeting ended with vote of thanks from IQAC coordinator and concluded the meeting.

Prepared By:


IQAC Coordinator


IQAC Chairperson