

**ACADEMIC YEAR 2022-2023**  
**ACTION TAKEN REPORT -EMPLOYER**



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY**  
Chikkarayapuram, Mangadu, Chennai -69

**ACADEMIC YEAR : 2022-2023**

**INSTITUTION ACTION TAKEN REPORT**

<b>Employer Feedback</b>		
<b>S.No.</b>	<b>Suggestions</b>	<b>Action Taken</b>
1.	Employers are suggested that students should be open to new ideas and learn new techniques	Invited guest speakers, experts and thought leaders from diverse fields to share their insights, experiences and innovative approaches in advance fields of technology.
2.	Employers felt that students are possessing lack of technical knowledge, skills and the ability to manage with leadership qualities	Guidance and counselling regarding leadership qualities are provided with the industrial experts and HR from companies
3.	Employers felt that students should be well equipped with technical skills	Value added courses with hand on training sessions are arranged to improve the technical skills of the students and make them eligible for placements.

  
IQAC Co-Ordinator

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



**ACADEMIC YEAR 2021-2022**  
**ACTION TAKEN REPORT -EMPLOYER**




**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY**  
**Chikkarayapuram, Mangadu, Chennai -69**

**ACADEMIC YEAR : 2021-2022**

**INSTITUTION ACTION TAKEN REPORT**

<b>Employer Feedback</b>		
<b>S.No.</b>	<b>Suggestions</b>	<b>Action Taken</b>
1.	The curriculum provides sufficient breadth of electives for students to choose their specialization	Students can choose electives based on specialization as given in the R-2021 regulation
2.	To be excellent in co-curricular activities	Interpersonal skills training and Naan Mudhalvan scheme has been developed

  
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Chennai 600069



**ACADEMIC YEAR 2020-2021**  
**ACTION TAKEN REPORT -EMPLOYER**





**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY**  
**Chikkarayapuram, Mangadu, Chennai -69**

**ACADEMIC YEAR : 2020-2021**

**INSTITUTION ACTION TAKEN REPORT**

<b>Employer Feedback</b>		
<b>S.No.</b>	<b>Suggestions</b>	<b>Action Taken</b>
1.	Ability of leadership and behavior with colleagues	Encouraged open communication, organized team-building activities, provided regular feedback and recognized individual performance
2.	Employer suggested the inclusion of new programs related to global demands	Institution included new courses during the year 2020-21 Artificial Intelligence and Data Science, Bio Medical Engineering, Pharmaceutical Technology, Mechatronics and Robotics and Automation

  
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**ACADEMIC YEAR 2019-2020  
ACTION TAKEN REPORT -EMPLOYER**




**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY**  
**Chikkarayapuram, Mangadu, Chennai -69**

**ACADEMIC YEAR : 2019-2020**

**INSTITUTION ACTION TAKEN REPORT**

<b>Employer Feedback</b>		
<b>S.No.</b>	<b>Suggestions</b>	<b>Action Taken</b>
1.	The curriculum enhances understanding about the human values, ethics, social responsibilities etc	The curriculum integrates ethics workshops, community projects and reflective discussions to deepen understanding of human values and social responsibilities.
2.	Employers felt that students should be well equipped with technical skills	Value added courses with hand on training sessions are arranged to improve the technical skills of the students and make them eligible for placements.

  
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Chennai -69





**ACADEMIC YEAR 2018-2019**  
**ACTION TAKEN REPORT -EMPLOYER**




**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY**  
**Chikkarayapuram, Mangadu, Chennai -69**

**ACADEMIC YEAR : 2018-2019**

**INSTITUTION ACTION TAKEN REPORT**

<b>Employer Feedback</b>		
<b>S.No.</b>	<b>Suggestions</b>	<b>Action Taken</b>
1.	Employers are suggested that students should be open to new ideas and learn new techniques	Invited guest speakers, experts and thought leaders from diverse fields to share their insights, experiences and innovative approaches in advance fields of technology.
2.	Employers felt that students are possessing lack of technical knowledge, skills and the ability to manage with leadership qualities	Guidance and counselling regarding leadership qualities are provided with the industrial experts and HR from companies

  
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**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2018-2019**

**Circular**

**09.07.2018**

Internal Quality Assurance Cell (IQAC) meeting for 2018-2019 will be held on **13.07.2018** (12.30PM) in IQAC Cell for monitoring and functioning of academic and-administrative units. All the members are requested to attend the meeting.

**AGENDA**

1. Plan of academic activities for the academic Year
2. Review of Assessment Test Analysis
3. Career guidance and counseling.
4. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
5. Funded Research project proposal & IPR Patent submission
6. Review of Faculty and Students Welfare activities
7. Review of Library, NSS/Extension Activities
8. Facilitation of Funds Mobilization
9. MoU's and VAC document approval
10. Review of Feedback from Stake Holders
11. Review of Committee reports
12. Review of student Co-curricular activities
13. Review & Monitoring Administrative Finance and Purchase
14. Any other subject with the kind permission of Hon. Chairperson.

  
**IQAC Coordinator**

Copy to All Members

  
Principal  
**SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY  
Chikkarayapuram. (Near Mangadu  
Chennai 600069**


  
**Principal**



## IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	ROLE
1.	Dr.D.Padma Subramanian	Principal	Chairperson
2.	Dr.V.Anitha	HoD/EEE	Coordinator
3.	Mr.T.Sudhakar	Secretary	Member From Management
4.	Mr.A.Abilash	Administrator	Senior Administration Member
5.	Mr.Wesley John	Managing Director,JTECH Instruments	Nominee From Industrialist
6.	Mrs.Ramya	Revenue Inspector, Mangadu	Nominee From Local Society
7.	Mr.V.Raghu	Employer	Alumini- EEE (2017 Batch)
8.	Ms.S.Deepa	Employer	Alumini- ECE (2017 Batch)
9.	Prof.D.Shanthi Chellaih	HoD/ECE	Faculty Member
10.	Dr.E.Pandian	HoD/MCA	Faculty Member
11.	Dr.D.Rajiniginirath	HoD/CSE	Faculty Member
12.	Mr.A.G.Ignatitus	HoD/IT	Faculty Member
13.	Dr.S.Sivakumar	HoD/S&H	Faculty Member
14.	Mr.M.Suresh	HoD/MBA	Faculty Member
15.	Dr.B.Ramesh	HoD/MECH	Faculty Member
16.	Mr.M.Asrath Rahuman	HoD/CIVIL	Faculty Member
17.	Mrs.P.Vanitha	AP/EEE	Faculty Member
18.	Mrs.Jerril Gilda	AP/EEE	Faculty Member
19.	Mrs.M.R.Mahalashmi	AP/ECE	Faculty Member
20.	Mr.S.Subhash	IV/CIVIL	Student Member
21.	Mr.M.Balaji	IV/MECHANICAL	Student Member
22.	Mr.S. Kabilan	IV/EEE	Student Member
23.	Mr.K. Kumaraguru	IV/CSE	Student Member



  
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**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY**  
**CHIKKARAYAPURAM, MANGADU, CHENNAI-69**  
**Internal Quality Assurance Cell Meeting (IQAC)**  
**Academic Year 2018-2019**

Date: 13.07.2018

**LIST OF MEMBERS ATTENDED:**

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr.D.Padma Subramanian	Principal	
2.	Dr.V.Anitha	HoD/EEE	
3.	Mr.T.Sudhakar	Secretary	
4.	Mr.A.Abilash	Administrator	
5.	Mr.Wesley John	Managing Director,JTECH Instruments	
6.	Mrs.Ramya	Revenue Inspector, Mangadu	
7.	Mr.V.Raghu	Employer	
8.	Ms.S.Deepa	Employer	
9.	Prof.D.Shanthi Chellaih	HoD/ECE	
10.	Dr.E.Pandian	HoD/MCA	
11.	Dr.D.Rajiniginath	HoD/CSE	
12.	Mr.A.G.Ignatitus	HoD/IT	
13.	Dr.S.Sivakumar	HoD/S&H	
14.	Mr.M.Suresh	HoD/MBA	
15.	Dr.B.Ramesh	HoD/MECH	
16.	Mr.M.Asraath Rahuman	HoD/CIVIL	
17.	Mrs.P.Vanitha	AP/EEE	
18.	Mrs.Jerril Gilda	AP/EEE	
19.	Mrs.M.R.Mahalashmi	AP/ECE	
20.	Mr.S.Subhash	IV/CIVIL	
21.	Mr.M.Balaji	IV/MECHANICAL	
22.	Mr.S. Kabilan	IV/EEE	
23.	Mr.K. Kumaraguru	IV/CSE	



Principal  
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**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

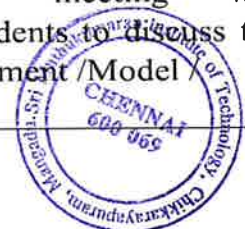
**Academic Year 2018-2019**

**Date: 13.07.2018**

**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. AY 2017-18 activities are reviewed & plan for odd semester activities are suggested and discussed.
2.	Development of Teaching and Lesson Plan	Course Materials, CO-PO Mapping and Attainment	1. Faculty members are informed to prepare Course file & Question banks for their courses and provide them to students during odd semester 2018-2019. 2. CO-PO Mapping and attainment for the subject has to be done and display in the website. 3. Remedial classes are taken for slow learners to improve the academic performance.
3.	MOUs/ VAC/Certification Course/Research Methodology/EDC	MoU, Grants/Fund, Value Added Course, activities	1. Functional MOU documents are verified and action taken. 2. All the Departments get approval for Value Added Course/Certificate course. Reports are reviewed. 3. Quality research approaches are gained through research methodology.
4.	Transparent Feedback System	Feedbacks from Students, Faculty, Employers & Alumni	1. Feedback from Students, Faculty, Employers and Alumni are collected and analyzed. 2. Action taken reports are monitored and implemented accordingly.
5.	Assessment Test/Model Exam/ University Exam	Result Analysis	1. Assessment/ Model/ University exam result analysis report were verified. 2. Class committee meeting was conducted for the students to discuss the performance of assessment /Model University Exam.

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6.	Establishment of Functional Committees	Objectives of Committees	1.The Duties, responsibilities of the committees have been discussed. 2.The Minutes of meeting are monitored and action taken accordingly.
7.	Fund Mobilization	Facilitation of fund mobilization	1.Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channel.
8.	ISO Audit/AAA/Green Energy Audit	ISO Audit/AAA	1.ISO Audit was conducted and report was reviewed. 2.Academic Activities are audited through AAA and the reports are verified. 3. Green Energy audit conducted and reports were monitored.
9.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	1.Performance of Faculty is monitored and analysed through self-appraisal forms submitted by faculty. 2.Based on the analysis action taken accordingly. 3.Faculty welfare schemes are implemented based on the performance and requirement.
10.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP/ Workshop/ Seminar	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 like ICT tools usage, MOOC online platforms. 3.Teaching and Non-Teaching Faculty members were encouraged to attend FDPs /PDPs/Workshop/Conference/Seminar
11.	Student Internships, Industrial Visit, Mini and Major project	Report	1.Internship participation certification and reports are reviewed. 2.Necessary guidelines are given to HODs to enrich the Internship culture in the department. 3.Students Industrial visit report are reviewed. 4.Mini and major project review for students has been scheduled and reviewed.

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12.	Funded Project & Research/IPR/Patent	Project proposal submission/Patent Filing	<p>1.TNSCST Funded projects were monitored for completion and reports were verified</p> <p>2. Research papers published by the faculties were reviewed.</p> <p>3. Faculty members are motivated to patent their research work.</p>
13.	Co-Curricular/Extra Curricular Activities	Staffs & Students Participation	<p>1. Faculty members, non-teaching staffs and students are attending seminars, Webinars, FDP, Certification courses, Skill development courses&amp; brain storming sessions effectively.</p> <p>2. Staffs and students are encouraged to organize and attend sports and cultural activities.</p> <p>3.Club activities are promoted and organized.</p>
14.	Administrative Finance and Purchase	Purchase Order and finance report	<p>1.Purchase of items are followed and verified through quotation received and purchase order by purchase committee.</p> <p>2.Purchase of Books are followed and verified through quotation received.</p> <p>3. Finance report is audited.</p>
15.	Extension Activity/NSS	NSS Activity and awards	<p>1.NSS activity develops the student personality and inner feelings towards community welfare.</p> <p>2.The students are motivated to receive best NSS volunteer award.</p>
16.	Students Support	Scholarship	<p>1.PMSS, first graduate, Pragati and 7.5percent scholarship sponsored by the government are available for the welfare of the students.</p> <p>2.Financial Assistance for the economically backward students/ Meritorious students is arranged through institution fund.</p>
17.	Placement/Career counselling	Planning to conduct program for Training & Placement / Career Counselling	<p>1. Placement statistics for the academic year 2017-18 was reviewed by the committee. The committee appreciates the effort taken by the placement team to place students in the various reputed companies.</p> <p>2. Approval of the Plan for Placement and Training was discussed and tried</p>

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 Chennai - 600069





			<p>out. More practice placement tests shall be conducted to improve the placement percentage &amp; salary package of the placed students.</p> <p>3.Competitive exam preparation and Higher studies education program has been conducted effectively for final year students.</p>
18.	Orientation Program	Orientation Programs organized for Administrators, Faculty, Students and Collaborative Quality Initiatives	<p>1.Seminar programs with regard to various processes related to student's support has been organized for administrators.</p> <p>2.Orientation programs for faculty development has been organized effectively for Faculty members.</p> <p>3.Orientation program for skill development of students has been organized effectively.</p> <p>4.Various collaborative initiatives in tie up with other institutions has been organized for the faculty members.</p>

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

  
**IQAC Coordinator**

  
**IQAC Chairperson**

  
**Principal**  
**SRI MUTHUKUMARAN**  
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 Chennai 600069





**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2019-2020**

**Circular**

**05.07.2019**

Internal Quality Assurance Cell (IQAC) meeting for 2019-2020 will be held on **08.07.2019**(12.30PM) in IQAC Cell for monitoring and functioning of academic and administrative units. All the members are requested to attend the meeting.

**AGENDA**

1. Plan of academic activities for the academic Year
2. Review of Assessment Test Analysis
3. Review of Committee reports
4. Faculty Recruitment process
5. Review of student Co-curricular activities
6. Review & Monitoring Administrative Finance and Purchase
7. Registration of open elective courses
8. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
9. MoU's and VAC document approval
10. Career guidance and counseling
11. Facilitation of Funds Mobilization
12. Review of Library, NSS/Extension Activities
13. Review of Faculty and Students Welfare activities
14. Funded Research project proposal & IPR Patent submission
15. Review & Monitoring Administrative Finance and Purchase
16. Any other subject with the kind permission of Hon. Chairperson

**IQAC Coordinator**

Copy to All Members


*[Handwritten Signature]*  
Principal  
SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY  
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Chennai 600069



## IQAC MEMBERS

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6.	Mrs.Ramya	Revenue Inspector, Mangadu	Nominee From Local Society
7.	Mr.S. Kabilan	Employer	Alumini- EEE (2018 Batch)
8.	Mr.K. Kumaraguru	Employer	Alumini- CSE (2018 Batch)
9.	Prof.D.Shanthi Chellaih	HoD/ECE	Faculty Member
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12.	Mr.A.G.Ignatitus	HoD/IT	Faculty Member
13.	Dr.S.Sivakumar	HoD/S&H	Faculty Member
14.	Mr.M.Suresh	HoD/MBA	Faculty Member
15.	Dr.B.Ramesh	HoD/MECH	Faculty Member
16.	Mr.M.Asrath Rahuman	HoD/CIVIL	Faculty Member
17.	Mrs.P.Vanitha	AP/EEE	Faculty Member
18.	Mrs.Jerril Gilda	AP/EEE	Faculty Member
19.	Mrs.M.R.Mahalashmi	AP/ECE	Faculty Member
20.	Mr. M.K.Ranjith	IV/CIVIL	Student Member
21.	Mr.R.Stephen	IV/MECHANICAL	Student Member
22.	Ms.V. Aarthi	IV/ECE	Student Member
23.	Mr. K.Bharatraj	IV/CSE	Student Member



  
 PRINCIPAL  
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**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2019-2020**

**Date: 08.07.2019**

**LIST OF MEMBERS ATTENDED:**

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr.D.Padma Subramanian	Principal	
2.	Dr.V.Anitha	HoD/EEE	
3.	Mr.T.Sudhakar	Secretary	
4.	Mr.A.Abilash	Administrator	
5.	Mr.Wesley John	Managing Director,JTECH Instruments	
6.	Mrs.Ramya	Revenue Inspector, Mangadu	
7.	Mr.S. Kabilan	Employer	
8.	Mr.K. Kumaraguru	Employer	
9.	Prof.D.Shanthi Chellaih	HoD/ECE	
10.	Dr.E.Pandian	HoD/MCA	
11.	Dr.D.Rajiniginath	HoD/CSE	
12.	Mr.A.G.Ignatitus	HoD/IT	
13.	Dr.S.Sivakumar	HoD/S&H	
14.	Mr.M.Suresh	HoD/MBA	
15.	Dr.B.Ramesh	HoD/MECH	
16.	Mr.M.Asrath Rahuman	HoD/CIVIL	
17.	Mrs.P.Vanitha	AP/EEE	
18.	Mrs.Jerril Gilda	AP/EEE	
19.	Mrs.M.R.Mahalashmi	AP/ECE	
20.	Mr. M.K.Ranjith	IV/CIVIL	
21.	Mr.R.Stephen	IV/MECHANICAL	
22.	Ms.V. Aarthi	IV/ECE	
23.	Mr. K.Bharatraj	IV/CSE	



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**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2019-2020**

**Date: 08.07.2019**

**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. AY 2018-19 activities are reviewed & plan for odd semester activities are suggested and discussed.
2.	Development of Teaching and Lesson Plan	Course Materials, CO-PO Mapping and Attainment	1. Faculty members are informed to prepare Course file & Question banks for their courses and provide them to students during odd semester 2019-2020. 2. CO-PO Mapping and attainment for the subject has to be done and display in the website. 3. Remedial classes are taken for slow learners to improve the academic performance.
3.	Faculty Recruitment Process	Recruitment of faculty members	1. Faculty recruitment process has been done based on the requirement of each department.
4.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP, Workshop/ Seminar/	1. Faculty members were directed to publish atleast 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 like ICT tools usage, MOOC online platforms. 3. Teaching and Non-Teaching Faculty members were encouraged to attend FDPs /PDPs/Workshops/Conferences.
5.	Transparent Feedback System	Feedbacks from Students, Faculty, Employers & Alumni	1. Feedback from Students, Faculty, Employers and Alumni are collected and analyzed. 2. Action taken reports are monitored and implemented accordingly.

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6.	Assessment Test/Model Exam/ University Exam	Result Analysis	<p>1.Assessment/Model/University exam result analysis report were verified.</p> <p>2.Class committee meeting was conducted for the students to discuss the performance of assessment/Model/University Exam.</p>
7.	Establishment of Functional Committees	Objectives of Committees	<p>1.The Duties, responsibilities of the committees have been discussed.</p> <p>2.The Minutes of meeting are monitored and action taken accordingly.</p>
8.	ISO Audit/AAA/Green Energy Audit	ISO Audit/AAA	<p>1.ISO Audit was conducted and report was reviewed.</p> <p>2.Academic Activities are audited through AAA and the reports are verified.</p> <p>3. Green Energy audit conducted and reports were monitored.</p>
9.	Registration of Open Elective Courses	Open Elective courses registration	<p>1.List of open elective courses to be offered for the ensuring V semester classes were to be finalized and opened for registration.</p>
10.	Orientation Program	Orientation Programs organized for Administrators, Faculty, Students and Collaborative Quality Initiatives	<p>1.Seminar programs with regard to various processes related to student's support has been organized for administrators.</p> <p>2.Orientation programs for faculty development has been organized effectively for Faculty members.</p> <p>3.Orientation program for skill development of students has been organized effectively.</p> <p>4. Various collaborative initiatives in tie up with other institutions has been organized for the faculty members.</p>
11.	Administrative Finance and Purchase	Purchase Order and finance report	<p>1.Purchase of items are followed and verified through quotation received and purchase order by purchase committee.</p> <p>2.Purchase of Books are followed and verified through quotation received.</p> <p>3. Finance report is audited</p>

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12.	MOUs/ VAC/Certification Course/Research Methodology/ EDC	MoU, Grants/Fund, Value Added Course, activities	1.Functional MOU documents are verified and action taken. 2. All the Departments get approval for Value Added Course/Certificate course. Reports are reviewed. 3.Quality research approaches are gained through research methodology.
13.	Co- Curricular/Extra Curricular Activities	Staffs & Students Participation	1. Faculty members, non-teaching staffs and students are attending seminars, Webinars, FDP, Certification courses, Skill development courses & brain storming sessions effectively. 2. Staffs and students are encouraged to organize and attend sports and cultural activities. 3.Club activities are promoted and organized.
14.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	1.Performance of Faculty is monitored and analysed through self-appraisal forms submitted by faculty. 2.Based on the analysis action taken accordingly. 3.Faculty welfare schemes are implemented based on the performance and requirement.
15.	Student Internships, Industrial Visit, Mini and Major project	Report	1.Internship participation certification and reports are reviewed. 2. Necessary guidelines are given to HODs to enrich the Internship culture in the department. 3. Students Industrial visit report are reviewed. 4. Mini and major project review for students has been scheduled and reviewed.
16.	Funded Project & Research/IPR/ Patent	Project proposal submission/Pat ent Filing	1.Funded project proposal submission reports were verified. 2. Research papers published by the faculties were reviewed. 3. Faculty members are motivated to patent their research work.
17.	Students Support	Scholarship 	1.PMSS, first graduate, Pragati and 7.5percent scholarship sponsored by the government are available for the welfare of the students. 2.Financial Assistance for the economically backward students /Meritorious students arranged through institution fund.

Principal  
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Chennai 600069




18.	Placement/Career counselling	Planning to conduct program for Training & Placement / Career Counselling	<p>1. Placement statistics for the academic year 2018-19 was reviewed by the committee. The committee appreciates the effort taken by the placement team to place students in the various reputed companies.</p> <p>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 &amp; salary package of the placed students.</p> <p>3. Competitive exam preparation and Higher studies education program has been conducted effectively for final year students.</p>
19.	Extension Activity/NSS	NSS Activity and awards	<p>1. NSS activity develops the student personality and inner feelings towards community welfare.</p> <p>2. The students are motivated to receive best NSS volunteer award.</p>
20.	Fund Mobilization	Facilitation of fund mobilization	1. Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channel.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

  
IQAC Coordinator

  
IQAC Chairperson

  
Principal  
SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY  
MADRASAPURAM (Near Madhavapuram)  
Chennai - 600069







**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2020-2021**

**Circular**

**24.08.2020**

Internal Quality Assurance Cell (IQAC) meeting for 2020-2021 will be held on **26.08.2020**(12.30PM) through Google Meet for monitoring and functioning of academic and administrative units. All the members are requested to attend the virtual meeting.

**AGENDA**

1. Plan of academic activities for the academic Year
2. Virtual Review of online Assessment Test Analysis
3. Virtual Review of student Co-curricular activities
4. Funded Research project proposal & IPR Patent online submission
5. Facilitation of Funds Mobilization
6. MoU's and online VAC document approval
7. Career guidance and counseling
8. Implementation of New Courses
9. Virtual Review of Feedback from Stake Holders
10. Virtual Review of Committee reports
11. Faculty, non-teaching, staff and student online participation in Development Programs/ Workshops/ Conferences
12. Virtual Review of Faculty and Students Welfare activities
13. Virtual Review of Library, NSS/Extension Activities
14. Virtual Review & Monitoring Administrative Finance and Purchase
15. Any other subject with the kind permission of Hon. Chairperson.

  
**IQAC Coordinator**

Copy to All Members

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

  
**Principal**



## IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	ROLE
1.	Dr.D.Padma Subramanian	Principal	Chairperson
2.	Dr.V.Anitha	HoD/EEE	Coordinator
3.	Mr.T.Sudhakar	Secretary	Member From Management
4.	Mr.A.Abilash	Administrator	Senior Administration Member
5.	Mr.Wesley John	Managing Director,JTECH Instruments	Nominee From Industrialist
6.	Mrs.Ramya	Revenue Inspector, Mangadu	Nominee From Local Society
7.	Mr.Y.Sharan Kumar	Employer	Alumini- ECE (2019 Batch)
8.	Ms.S.Roja	Employer	Alumini- CSE (2019Batch)
9.	Prof.D.Shanthi Chelliah	HoD/ECE & BIO MEDICAL	Faculty Member
10.	Dr.E.Pandian	HoD/MCA	Faculty Member
11.	Dr.D.Rajiniginirath	HoD/CSE & AI-DS	Faculty Member
12.	Mr.A.G.Ignatitus	HoD/IT	Faculty Member
13.	Dr.S.Sivakumar	HoD/S&H	Faculty Member
14.	Mr.M.Suresh	HoD/MBA	Faculty Member
15.	Dr.B.Ramesh	HoD/MECH & ROBOTICS	Faculty Member
16.	Mr.M.Asrath Rahuman	HoD/CIVIL	Faculty Member
17.	Ms.Amirtha	HoD/PHARMA	Faculty Member
18.	Mrs.P.Vanitha	AP/EEE	Faculty Member
19.	Mrs.Jerril Gilda	AP/EEE	Faculty Member
20.	Mrs.M.R.Mahalashmi	AP/ECE	Faculty Member
21.	Ms.B.Shalini	IV/CIVIL	Student Member
22.	Mr.K.Karthik	IV/MECHANICAL	Student Member
23.	Mr.Manoj	IV/EEE	Student Member
24.	Ms.Lavanya.J	IV/CSE	Student Member



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



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2020-2021**

**Date: 26.08.2020**

**LIST OF MEMBERS ATTENDED:**

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr.D.Padma Subramanian	Principal	
2.	Dr.V.Anitha	HoD/EEE	
3.	Mr.T.Sudhakar	Secretary	
4.	Mr.A.Abilash	Administrator	
5.	Mr.Wesley John	Managing Director,JTECH Instruments	
6.	Mrs.Ramya	Revenue Inspector, Mangadu	
7.	Mr.Y.Sharan Kumar	Employer	
8.	Ms.S.Roja	Employer	
9.	Prof.D.Shanthi Chelliah	HoD/ECE & BIO MEDICAL	
10.	Dr.E.Pandian	HoD/MCA	
11.	Dr.D.Rajiniginath	HoD/CSE & AI-DS	
12.	Mr.A.G.Ignatitus	HoD/IT	
13.	Dr.S.Sivakumar	HoD/S&H	
14.	Mr.M.Suresh	HoD/MBA	
15.	Dr.B.Ramesh	HoD/MECH & ROBOTICS	
16.	Mr.M.Asraath Rahuman	HoD/CIVIL	
17.	Ms.Amirtha	HoD/PHARMA	
18.	Mrs.P.Vanitha	AP/EEE	
19.	Mrs.Jerril Gilda	AP/EEE	
20.	Mrs.M.R.Mahalashmi	AP/ECE	
21.	Ms.B.Shalini	IV/CIVIL	
22.	Mr.K.Karthik	IV/MECHANICAL	
23.	Mr.Manoj	IV/EEE	
24.	Ms.Lavanya.J	IV/CSE	



Principal  
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Chikkarayapuram, (Near Mangadu)  
Chennai 600069



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2020-2021**

**Date: 26.08.2020**

**Minutes of Meeting and Action taken report**


S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. AY 2019-20 activities are reviewed & plan for odd semester activities are suggested and discussed.
2.	Development of Teaching and Lesson Plan	Course Materials, CO-PO Mapping and Attainment	1. Faculty members are informed to prepare Course file & Question banks for their courses and provide them to students through Google classroom during odd semester 2020-21. 2. CO-PO Mapping and attainment for the subject has to be done and display in the website. 3. Remedial classes are taken for slow learners to improve the academic performance.
3.	Co-Curricular/Extra Curricular Activities	Staffs & Students Participation	1. Faculty members, non-teaching staffs and students are attending seminars, Webinars, FDP, Certification courses, Skill development courses & brain storming sessions effectively. 2. Staffs and students are encouraged to organize and attend sports and cultural activities. 3. Club activities are promoted and organized.
4.	Funded Project & Research/IPR/Patent	Project proposal submission/Patent Filing	1. Funded project proposal submission reports were verified virtually. 2. Research papers published by the faculties were reviewed virtually. 3. Faculty members are motivated to patent their research work.
5.	Fund Mobilization	Facilitation of fund mobilization	1. Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channels.

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Chennai 600069





6.	MOUs/ VAC/Certification Course/Research Methodology/EDC	MoU, Grants/Fund, Value Added Course,activities	1.Functional MOU documents are verified and action taken. 2.All the Departments get approval for online Value Added Course/Certificate course. Reports are reviewed. 3.Quality research approaches are gained through research methodology.
7.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP/ Workshop/ Seminar/	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 like ICT tools usage, MOOC online platforms. 3.Teaching and Non-Teaching Faculty members were encouraged to attend Online FDPs/PDPs/Workshops/Conferences.
8.	Transparent Feedback System	Feedbacks from Students, Faculty, Employers & Alumni	1.Online Feedback from Students, Faculty, Employers and Alumni are collected and analyzed. 2.Action taken reports submitted are monitored and implemented accordingly.
9.	Placement/Career counselling	Planning to conduct program for Training & Placement / Career Counselling	1. Placement statistics for the academic year 2019-20 was reviewed virtually by the committee. The committee appreciate the effort taken by the placement team to place students in the various reputed companies. 2. Approval of the Plan for online 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. 3.Competitive exam preparation and Higher studies education online program has been conducted effectively for final year students.
10.	Implementation of New Courses	New Courses are implemented	1.New courses of B.Tech Pharmaceutical Technology, B.Tech Artificial Intelligence and Data Science, B.E Biomedical Engineering, B.E Mechatronics Engineering, B.E Robotics and Automation are implemented from this academic year
11.	Assessment Test/Model Exam/ University Exam	Result Analysis	1.Online Assessment/Model/University exam result analysis report were verified. 2.Online Class committee meeting was conducted for the students to discuss the performance of assessment/Model/University Exam.

  
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 Mikkarayapuram, (Near Mangadu)  
 Chennai 600069



12.	Establishment of Functional Committees	Objectives of Committees	<p>1.The Duties, responsibilities of the committees have been discussed.</p> <p>2.The Minutes of meeting are monitored and action taken accordingly.</p>
13.	ISO Audit/AAA/Green Energy Audit	ISO Audit/AAA	<p>1.ISO Audit was conducted and report was reviewed virtually.</p> <p>2.Academic Activities are audited through AAA and the reports are verified virtually.</p> <p>3.Green Energy audit conducted and reports were monitored through online mode.</p>
14.	Extension Activity/NSS	NSS Activity and awards	<p>1.NSS activity develops the student personality and inner feelings towards community welfare.</p> <p>2.The students are motivated to receive best NSS volunteer award.</p>
15.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	<p>1.Performance of Faculty is monitored and analysed through online self-appraisal forms submitted by faculty.</p> <p>2.Based on the analysis, action taken accordingly.</p> <p>3.Faculty welfare schemes are implemented based on the performance and requirement.</p>
16.	Student Internships, Industrial Visit, Mini and Major project	Report	<p>1.Internship participation certification and reports are reviewed virtually.</p> <p>2.Necessary guidelines are given to HODs to enrich the Internship culture in the department.</p> <p>3. Students Industrial visit report are reviewed.</p> <p>4.Mini and major project online review for students has been scheduled and reviewed.</p>
17.	Students Support	Scholarship	<p>1.PMSS, first graduate, Pragati and 7.5percent scholarship sponsored by the government are available for the welfare of the students.</p> <p>2.Financial Assistance for the economically backward students/Meritorious students is arranged through institution fund.</p>
18.	Orientation Program	Orientation Programs organized for Administrators, Faculty, Students and Collaborative Quality Initiatives	<p>1.Online Seminar programs with regard to various processes related to student's support has been organized for administrators.</p> <p>2.Orientation programs for faculty development has been organized effectively for Faculty members.</p> <p>3.Orientation program for skill development of students has been organized effectively.</p> <p>4. Various collaborative initiatives in tie up with other institutions has been organized for the faculty members.</p>

Principal  
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19.	Administrative Finance and Purchase	Purchase Order and finance report	<p>1. Purchase of items are followed and verified through quotation received and purchase order by purchase committee.</p> <p>2. Purchase of Books are followed and verified through quotation received.</p> <p>3. Finance report is audited.</p>
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IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

  
IQAC Coordinator



IQAC Chairperson



  
Principal  
SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY  
Chikkarayapuram, (Near Mangadai  
Chennai 600069



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2021-2022**

**Circular**

**09.07.2021**

Internal Quality Assurance Cell (IQAC) meeting for 2021-2022 will be held on **12.07.2021(12.30PM)** in IQAC Cell for monitoring and functioning of academic and administrative units. All the members are requested to attend the meeting.

**AGENDA**

1. Plan of academic activities for the academic Year
2. Review of Assessment Test Analysis
3. Career guidance and counseling
4. Updating of college website
5. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
6. Infrastructure Requirement for New Courses
7. NPTEL Certification Course
8. Funded Research project proposal & IPR Patent submission
9. Review of Faculty and Students Welfare activities
10. Review of Library, NSS/Extension Activities
11. Facilitation of Funds Mobilization
12. MoU's and VAC document approval
13. Infrastructure Requirement for New Courses
14. Review of Feedback from Stake Holders
15. Review of Committee reports
16. Review of student Co-curricular activities
17. Review & Monitoring Administrative Finance and Purchase
18. Any other subject with the kind permission of Hon. Chairperson.

  
**IQAC Coordinator**

  
**Principal**

Copy to All Members



  
**Principal**  
**SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY**  
Chikkarayapuram, (Near Mangadu)  
Chennai 500069



## IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	ROLE
1.	Dr.D.Rajiniginath	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.Wesley John	Managing Director,JTECH Instruments	Nominee From Industrialist
6.	Mrs.Ramya	Revenue Inspector, Mangadu	Nominee From Local Society
7.	Mr.D.Jose Beno	Employer	Alumini- EEE (2020 Batch)
8.	Ms.S.Saranya	Employer	Alumini- CSE (2020 Batch)
9.	Prof.D.Shanthi Chellaih	HoD/ECE & BIOMEDICAL	Faculty Member
10.	Mrs.P.Vanitha	HoD/EEE	Faculty Member
11.	Dr.E.Pandian	HoD/MCA	Faculty Member
12.	Mr.Madhan Gopi	HoD/CSE	Faculty Member
13.	Mr.Shanmugavel	HoD/AI-DS	Faculty Member
14.	Mr.A.G.Ignatitus	HoD/IT	Faculty Member
15.	Dr.S.Sivakumar	HoD/S&H	Faculty Member
16.	Mr.M.Suresh	HoD/MBA	Faculty Member
17.	Dr.B.Ramesh	HoD/MECH	Faculty Member
18.	Mr.B.Arif	HoD/ROBOTICS	Faculty Member
19.	Mr.M.Asrath Rahuman	HoD/CIVIL	Faculty Member
20.	Ms.Amirtha	HoD/PHARMA	Faculty Member
21.	Mrs.S.Jerril Gilda	AP/EEE	Faculty Member
22.	Mrs.M.R.Mahalashmi	Asso.Prof/ECE	Faculty Member
23.	Mr.P.Manavalan	IV/EEE	Student Member
24.	Mr.M.Saravanan	IV/MECHANICAL	Student Member
25.	Mr.S.Murugan	IV/ECE	Student Member
26.	Mr.T.Senthil Kumar	IV/CSE	Student Member



  
 Principal  
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 Chennai 600069



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2021-2022**

**Date: 12.07.2021**

**LIST OF MEMBERS ATTENDED:**

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr.D.Rajiniginath	Principal	
2.	Dr.V.Anitha	Vice Principal	
3.	Mr.T.Sudhakar	Secretary	
4.	Mr.A.Abilash	Administrator	
5.	Mr.Wesley John	Managing Director, JTECH Instruments	
6.	Mrs.Ramya	Revenue Inspector, Mangadu	
7.	Mr.D.Jose Beno	Employer	
8.	Ms.S.Saranya	Employer	
9.	Prof.D.Shanthi Chellaih	HoD/ECE & BIOMEDICAL	
10.	Mrs.P.Vanitha	HoD/EEE	
11.	Dr.E.Pandian	HoD/MCA	
12.	Mr.Madhan Gopi	HoD/CSE	
13.	Mr.D.Shanmugavel	HoD/AI-DS	
14.	Mr.A.G.Ignatitus	HoD/IT	
15.	Dr.S.Sivakumar	HoD/S&H	
16.	Mr.M.Suresh	HoD/MBA	
17.	Dr.B.Ramesh	HoD/MECH	
18.	Mr.B.Arif	HoD/ROBOTICS	
19.	Mr.M.Asrath Rahuman	HoD/CIVIL	
20.	Ms.Amirtha	HoD/PHARMA	
21.	Mrs.S.Jerril Gilda	AP/EEE	
22.	Mrs.M.R.Mahalashmi	Asso.Prof/ECE	
23.	Mr.P.Manavalan	IV/EEE	
24.	Mr.M.Saravanan	IV/MECHANICAL	
25.	Mr.S.Murugan	IV/ECE	
26.	Mr.T.Senthil Kumar	IV/CSE	



Principal  
SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY  
Chikkarayapuram, (Near Mangadu)  
Chennai 60069



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2021-2022**

**Date: 12.07.2021**

**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. (AY 2020-21) activities are reviewed & plan for odd semester activities are suggested and discussed.
2.	Development of Teaching and Lesson Plan	Course Materials, CO-PO Mapping and Attainment	1. Faculty members are informed to prepare Course file & Question banks for their courses and provide them to students during odd semester 2021-22. 2. CO-PO Mapping and attainment for the subject has to be done and display in the website. 3. Remedial classes are taken for slow learners to improve the academic performance.
3.	Assessment Test/Model Exam/ University Exam	Result Analysis	1. Assessment/Model/University exam result analysis report were verified. 2. Class committee meeting was conducted for the students to discuss the performance of assessment/Model/University Exam.
4.	ISO Audit/AAA/Green Energy Audit	ISO Audit/AAA	1. ISO Audit was conducted and report was reviewed. 2. Academic Activities are audited through AAA and the reports are verified. 3. Green Energy audit conducted and reports were monitored.
5.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP/ Workshop/ Seminar	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 like ICT tools usage, MOOC online platforms. 3. Teaching and Non Teaching Faculty members were encouraged to attend FDPs /PDPs /Workshops /Conferences.

Principal  
SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY  
Chikkarayapuram, (Near Mangadu)  
Chennai 600669



6.	Transparent Feedback System	Feedbacks from Students, Faculty, Employers & Alumni	1.Feedback from Students, Faculty, Employers and Alumni are collected and analyzed. 2.Action taken reports are monitored and implemented accordingly.
7.	Updating of College Website	Updating details regarding department activities in college website	1.All Department website coordinators are asked to submit the information regarding courses, faculty, facilities and events for website updation.
8.	Funded Project & Research/IPR/Patent	Project proposal submission/Patent Filing	1.Funded project proposal submission reports were verified. 2. Research papers published by the faculties were reviewed. 3.Faculty members are motivated to patent their research work.
9.	Establishment of Functional Committees	Objectives of Committees	1.The Duties, responsibilities of the committees have been discussed. 2.The Minutes of meeting are monitored and action taken accordingly.
10.	Infrastructure Requirements for New Courses	Lab requirements for new courses	1.New course lab requirements and infrastructure facilities are discussed and will soon implemented with prior approval from management.
11.	MOUs/ VAC/Certification Course/Research Methodology/ EDC	MoU, Grants/Fund, Value Added Course, activities	1.Functional MOU documents are verified and action taken. 2.All the Departments get approval for Value Added Course/Certificate course. Reports are reviewed. 3.Quality research approaches are gained through research methodology.
12.	NPTEL courses	NPTEL Certification Course	1.Students are encouraged to take up NPTEL courses as replacement to elective courses. 2.Credit transfer was provided for approved courses.
13.	Placement/Career counselling	Planning to conduct program for Training & Placement / Career Counselling	1.Placement statistics for the academic year 2020-21 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. 3.Competitive exam preparation and Higher studies education program has been conducted effectively for final year students.



14.	Orientation Program	Orientation Programs organized for Administrators, Faculty, Students and Collaborative Quality Initiatives	<p>1.Seminar programs with regard to various processes related to student's support has been organized for administrators.</p> <p>2.Orientation programs for faculty development has been organized effectively for Faculty members.</p> <p>3.Orientation program for skill development of students has been organized effectively.</p> <p>4.Various collaborative initiatives in tie up with other institutions has been organized for the faculty members.</p>
15.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	<p>1.Performance of Faculty is monitored and analysed through self-appraisal forms submitted by faculty.</p> <p>2.Based on the analysis action taken accordingly.</p> <p>3.Faculty welfare schemes are implemented based on the performance and requirement.</p>
16.	Co-Curricular/Extra Curricular Activities	Staffs & Students Participation	<p>1.Faculty members, non-teaching staffs and students are attending seminars, Webinars, FDP, Certification courses, Skill development NEP courses&amp; brain storming sessions effectively.</p> <p>2.Staffs and students are encouraged to organize and attend sports and cultural activities.</p> <p>3.Club activities are promoted and organized.</p>
17.	Extension Activity/NSS	NSS Activity and awards	<p>1.NSS activity develops the student personality and inner feelings towards community welfare.</p> <p>2.The students are motivated to receive best NSS volunteer award.</p>
18.	Student Internships, Industrial Visit, Mini and Major project	Report	<p>1.Internship participation certification and reports are reviewed.</p> <p>2.Necessary guidelines are given to HODs to enrich the Internship culture in the department.</p> <p>3. Students Industrial visit report are reviewed.</p> <p>4.Mini and major project review for students has been scheduled and reviewed.</p>
19.	Students Support	Scholarship	<p>1.PMSS, first graduate, Pragati and 7.5percent scholarship sponsored by the government are available for the welfare of the students.</p> <p>2.Financial Assistance for the economically backward students/Meritorious students is arranged through institution fund.</p>

20.	Administrative Finance and Purchase	Purchase Order and finance report	1. Purchase of items are followed and verified through quotation received and purchase order by purchase committee. 2. Purchase of Books are followed and verified through quotation received. 3. Finance report is audited.
21.	Fund Mobilization	Facilitation of fund mobilization	1. Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channel.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

*V. Sub*

**IQAC Coordinator**

*Pr. V. Sub*

**IQAC Chairperson**

*[Handwritten Signature]*

Principal  
**SRI MUTHUKUMARAN  
 INSTITUTE OF TECHNOLOGY**  
 Nikkarayapuram, (Near Mangadur  
 Chennai 600069





**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2022-2023**

**Circular**

**11.07.2022**

Internal Quality Assurance Cell (IQAC) meeting for 2022-2023 will be held on **15.07.2022(12.30PM)** in IQAC Cell for monitoring and functioning of academic and administrative units. All the members are requested to attend the meeting.

**AGENDA**

1. Plan of academic activities for the academic Year
2. Review of Assessment Test Analysis
3. NPTEL Certification Course
4. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
5. Review of Feedback from Stake Holders
6. Review of Committee reports
7. Updating of College Website
8. Career guidance and counseling
9. Funded Research project proposal & IPR Patent submission
10. Review of Faculty and Students Welfare activities
11. Infrastructure Requirement for New Course
12. Review of Library, NSS/Extension Activities
13. Facilitation of Funds Mobilization
14. MoU's and VAC document approval
15. Review of student Co-curricular activities
16. Review & Monitoring Administrative Finance and Purchase
17. Any other subject with the kind permission of Hon. Chairperson.

  
**IQAC Coordinator**

  
**Principal**

Copy to All Members


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



## IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	ROLE
1.	Dr.D.Rajiniginath	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.Wesley John	Managing Director,JTECH Instruments	Nominee From Industrialist
6.	Mrs.Ramya	Revenue Inspector, Mangadu	Nominee From Local Society
7.	Ms.F.Pavithra	Employer	Alumini- EEE (2021 Batch)
8.	Ms.N.Janani	Employer	Alumini- CSE (2021 Batch)
9.	Prof.D.Shanthi Chellai	HoD/ECE & BIOMEDICAL	Faculty Member
10.	Mrs.P.Vanitha	HoD/EEE	Faculty Member
11.	Dr.E.Pandian	HoD/MCA	Faculty Member
12.	Mr.Madhan Gopi	HoD/CSE	Faculty Member
13.	Mr.Shanmugavel	HoD/AI-DS	Faculty Member
14.	Mrs.S.Dhanalakshmi	HoD/IT	Faculty Member
15.	Mrs.K.Macharegai	HoD/S&H	Faculty Member
16.	Dr.S.Chithradevi	HoD/MBA	Faculty Member
17.	Mr.M.Asrath Rahuman	HoD/MECH	Faculty Member
18.	Dr.Parthiban	HoD/ROBOTICS	Faculty Member
19.	Mr.S.Manikandan	HoD/CIVIL	Faculty Member
20.	Mrs.Safia	HoD/PHARMA	Faculty Member
21.	Mrs.S.Jerril Gilda	AP/EEE	Faculty Member
22.	Mrs.M.R.Mahalashmi	AP/ECE	Faculty Member
23.	Mr.Kasthuriraja	IV/EEE	Student Member
24.	Mr.R.Manikandan	IV/MECHANICAL	Student Member
25.	Mr.K.Surya	IV/ECE	Student Member
26.	Mr.V.Jagadeesh	IV/CSE	Student Member



  
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**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2022-2023**

**Date: 15.07.2022**

**LIST OF MEMBERS ATTENDED:**

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr.D.Rajiniginath	Principal	
2.	Dr.V.Anitha	Vice Principal	
3.	Mr.T.Sudhakar	Secretary	
4.	Mr.A.Abilash	Administrator	
5.	Mr.Wesley John	Managing Director,JTECH Instruments	
6.	Mrs.Ramya	Revenue Inspector, Mangadu	
7.	Ms.F.Pavithra	Employer	
8.	Ms.N.Janani	Employer	
9.	Prof.D.Shanthi Chellaih	HoD/ECE & BIOMEDICAL	
10.	Mrs.P.Vanitha	HoD/EEE	
11.	Dr.E.Pandian	HoD/MCA	
12.	Mr.Madhan Gopi	HoD/CSE	
13.	Mr.Shanmugavel	HoD/AI-DS	
14.	Mrs.S.Dhanalakshmi	HoD/IT	
15.	Mrs.K.Macharegai	HoD/S&H	
16.	Dr.S.Chithradevi	HoD/MBA	
17.	Mr.M.Asrath Rahuman	HoD/MECH	
18.	Dr.Parthiban	HoD/ROBOTICS	
19.	Mr.S.Manikandan	HoD/CIVIL	
20.	Mrs.Safia	HoD/PHARMA	
21.	Mrs.S.Jerril Gilda	AP/EEE	
22.	Mrs.M.R.Mahalashmi	AP/ECE	
23.	Mr.Kasthuriraja	IV/EEE	
24.	Mr.R.Manikandan	IV/MECHANICAL	
25.	Mr.K.Surya	IV/ECE	
26.	Mr.V.Jagadeesh	IV/CSE	



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**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2022-2023**

**Date: 15.07.2022**

**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. (AY 2021-22) activities are reviewed & plan for odd semester activities are suggested and discussed.
2.	Development of Teaching and Lesson Plan	Course Materials, CO-PO Mapping and Attainment	1. Faculty members are informed to prepare Course file & Question banks for their courses and provide them to students during odd semester 2022-23. 2. CO-PO Mapping and attainment for the subject has to be done and display in the website. 3. Remedial classes are taken for slow learners to improve the academic performance.
3.	Updation of College Website	Updating details regarding new courses and activities	1. All Department website coordinators are asked to submit the information regarding courses, faculty, facilities and events for website updation.
4.	Establishment of Functional Committees	Objectives of Committees	1. The Duties, responsibilities of the committees have been discussed. 2. The Minutes of meeting are monitored and action taken accordingly.
5.	Placement/Career counselling	Planning to conduct program for Training & Placement / Career Counselling	1. Placement statistics for the academic year 2021-22 was reviewed by the committee. The committee appreciate 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. 3. Competitive exam preparation and Higher studies education program has been conducted effectively for final year students.



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6.	Transparent Feedback System	Feedbacks from Students, Faculty, Employers & Alumni	1.Feedback from Students, Faculty, Employers and Alumni are collected and analyzed. 2.Action taken reports on feedback analysis are monitored and implemented accordingly.
7.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP/ Workshop/ Seminar/	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 like ICT tools usage, MOOC online platforms. 3.Teaching and Non Teaching Faculty members were encouraged to attend FDPs/PDPs/Workshops/Conferences.
8.	MOUs/ VAC/Certification Course/Research Methodology/EDC	MoU, Grants/Fund, Value Added Course, activities	1.Functional MOU documents are verified and action taken. 2. All the Departments get approval for Value Added Course/Certificate course. Reports are reviewed. 3.Quality research approaches are gained through research methodology.
9.	Assessment Test/Model Exam/ University Exam	Result Analysis	1. Assessment/Model/University exam result analysis report were verified. 2.Class committee meeting was conducted for the students to discuss the performance of assessment/Model/University Exam.
10.	Infrastructure Requirements for New Courses	Lab requirements for new courses	1.New course lab requirements and infrastructure facilities are discussed and will soon implemented with prior approval from management.
11.	Student Internships, Industrial Visit, Mini and Major project	Report	1.Internship participation certification and reports are reviewed. 2. Necessary guidelines are given to HODs to enrich the Internship culture in the department. 3. Students Industrial visit report are reviewed. 4. Mini and major project review for students has been scheduled and reviewed.
12.	ISO Audit/AAA/Green Energy Audit	ISO Audit/AAA	1.ISO Audit was conducted and report was reviewed. 2.Academic Activities are audited through AAA and the reports are verified. 3. Green Energy audit conducted and reports were monitored.



13.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	<p>1.Performance of Faculty is monitored and analysed through self-appraisal forms submitted by faculty.</p> <p>2.Based on the analysis action taken accordingly.</p> <p>3.Faculty welfare schemes are implemented based on the performance and requirement.</p>
14.	NPTEL	NPTEL Certification Course	<p>1.Students are encouraged to take up NPTEL courses as replacement to elective courses.</p> <p>2.Credit transfer was provided for approved courses.</p>
15.	Orientation Program	Orientation Programs organized for Administrators, Faculty, Students and Collaborative Quality Initiatives	<p>1.Seminar programs with regard to various processes related to student's support has been organized for administrators.</p> <p>2.Orientation programs for faculty development has been organized effectively for Faculty members.</p> <p>3.Orientation program for skill development of students has been organized effectively.</p> <p>4.Various collaborative initiatives in tie up with other institutions has been organized for the faculty members.</p>
16.	Students Support	Scholarship	<p>1.PMSS, first graduate, Pragati and 7.5percent scholarship sponsored by the government are available for the welfare of the students.</p> <p>2.Financial Assistance for the economically backward students/Meritorious students is arranged through institution fund.</p>
17.	Administrative Finance and Purchase	Purchase Order and finance report	<p>1.Purchase of items are followed and verified through quotation received and purchase order by purchase committee.</p> <p>2.Purchase of Books are followed and verified through quotation received.</p> <p>3. Finance report is audited.</p>
18.	Co-Curricular/Extra Curricular Activities	Staffs & Students Participation	<p>1. Faculty members, non-teaching staffs and students are attending seminars, Webinars, FDP, Certification courses, Skill development NEP courses&amp; brain storming sessions effectively.</p> <p>2. Staffs and students are encouraged to organize and attend sports and cultural activities.</p> <p>3.Club activities are promoted and organized.</p>



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19.	Extension Activity/NSS	NSS Activity and awards	1.NSS activity develops the student personality and inner feelings towards community welfare. 2.The students are motivated to receive best NSS volunteer award.
20.	Funded Project & Research/IPR/ Patent	Project proposal submission/Patent Filing	1.Funded project proposal submission reports were verified. 2. Research papers published by the faculties were reviewed. 3. Faculty members are motivated to patent their research work.
21.	Fund Mobilization	Facilitation of fund mobilization	1.Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channel.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

*V. V. V.*

**IQAC Coordinator**

*R. V. V.*

**IQAC Chairperson**

*[Handwritten Signature]*

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