



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

**Circular**

**07.01.2019**


Internal Quality Assurance Cell (IQAC) meeting for 2018-2019 will be held on **11.01.2019** (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 Even semester Academic Activities
2. Development of Teaching and Lesson Plan
3. MOUs/ VAC/Certification Course/Research Methodology/EDC
4. Transparent Feedback System
5. University Exam Result Analysis
6. Establishment of Functional Committees
7. Fund Mobilization
8. ISO Audit/AAA/Green Energy Audit
9. Transparent Performance appraisal System
10. Teaching/ Non-Teaching Faculty participation
11. Student Internships, Industrial Visit, Mini project
12. Funded Project & Research/IPR/Patent
13. Co-Curricular/Extra Curricular Activities
14. Administrative Finance and Purchase
15. Extension Activity/NSS
16. Students Support
17. Placement/Career counselling
18. Orientation Program
19. Any other subject with the kind permission of Hons. Chairperson.

  
**IQAC Coordinator**

Copy to All Members

  
**Principal**  
SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY  
Chikkarayapuram, Mangadu  
Chennai - 600 059

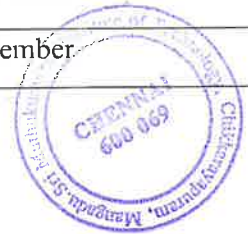
  
**Principal**



## 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.	Mrs.D.Shanthi Chelliah	HoD/ECE	Faculty Member
10.	Dr.E.Pandian	HoD/MCA	Faculty Member
11.	Dr.D.Rajiniginath	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

  
**Principal**  
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CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

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

**Academic Year 2018-2019**

**Date:11.01.2019**

**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.V.Raghu	Employer	
8.	Ms.S.Deepa	Employer	
9.	Mrs.D.Shanthi Chelliah	HoD/ECE	
10.	Dr.E.Pandian	HoD/MCA	
11.	Dr.D.Rajiniginath	HoD/CSE	
12.	Mr.A.G.Ignatius	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.S.Subhash	IV/CIVIL	
21.	Mr.M.Balaji	IV/MECHANICAL	
22.	Mr.S.Kabilan	IV/EEE	
23.	Mr.K.Kumaraguru	IV/CSE	





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CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

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

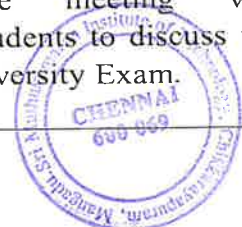
**Academic Year 2018-2019**

**Date: 11.01.2019**

**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of even semester Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. AY 2018-19 odd semester activities are reviewed & plan for even 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 even 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.	University Exam	Result Analysis	1. University exam result analysis of previous semester report were verified. 2. Class committee meeting was conducted for the students to discuss the performance of University Exam.

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6.	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>
7.	Fund Mobilization	Facilitation of fund mobilization	<p>1.Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channel.</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.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	<p>1.Performance of Faculty is monitored and analyzed 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>
10.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP/ Workshop/ Seminar	<p>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.</p> <p>2.Faculty members were insisted to use innovative practices in teaching like ICT tools usage, MOOC online platforms.</p> <p>3.Teaching and Non-Teaching Faculty members were encouraged to attend FDPs /PDPs/Workshop/Conference/Seminar</p>
11.	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>

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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. 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>2.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>
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IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:



**IQAC Coordinator**



**IQAC Chairperson**



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