



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

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

**Academic Year 2018-2019**

**Circular**

**15.10.2018**

Internal Quality Assurance Cell (IQAC) meeting for 2018-2019 will be held on **18.10.2018** (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. Review of previous meeting
2. MOUs/Certification Course/Research Methodology/EDC
3. Assessment/Model Exam Result Analysis
4. Transparent Performance appraisal System
5. Monitoring of Functional Committees
6. Teaching/ Non-Teaching Faculty participation
7. Student industrial visit & Mini project
8. Funded Project & Research/IPR/Patent
9. Co-Curricular/Extra Curricular Activities
10. Any other subject with the kind permission of Hons.Chairperson.

  
**IQAC Coordinator**

Copy to All Members

  
**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.	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

  
**PHILIP**  
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 Chidambaram, (Near Mangadu)  
 Chennai - 600 089





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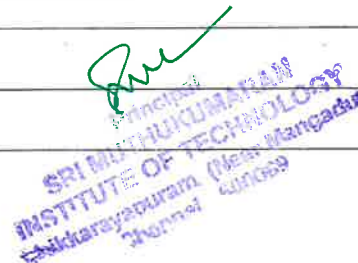
**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2018-2019**

**Date:18.10.2018**

**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.	Mrs.D.Shanthi Chelliah	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	





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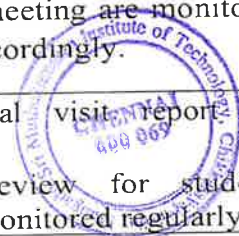
**Internal Quality Assurance Cell Meeting (IQAC)  
Academic Year 2018-2019**

**Date: 18.10.2018**

**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Review of previous meeting	Minutes of meeting and action taken report	1.Previous meeting action taken report are verified and follow-up action are taken.
2.	MOUs/ Certification Course/Research Methodology/EDC	MoU/Research activities	1.Functional MOU documents are verified and action taken. 2.Quality research approaches are gained through research methodology.
3.	Assessment/ Model Exam	Result Analysis	1.Assessment exam result analysis report were verified. 2.Class committee meeting was conducted for the students to discuss the performance of Model Exam.
4.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	1.Performance of Faculty is monitored and analyzed 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.
5.	Monitoring of Functional Committees	Committees Report	1.The Minutes of meeting are monitored and action taken accordingly.
6.	Students industrial visit, Mini project	Report	1.Students Industrial visit report are reviewed. 2..Mini project review for students should have been monitored regularly.

  
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7.	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>
8.	Funded Project & Research/IPR/Patent	Project proposal submission/Patent Filing	<p>1. Research papers published by the faculties were reviewed.</p> <p>3. Faculty members are motivated to patent their research work.</p>
9.	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>

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

  
IQAC Coordinator

  
IQAC Chairperson

  
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