



**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 odd semester academic activities
2. Review of Assessment Test Analysis
3. Review of Committee reports
4. Faculty Recruitment process
5. Review of Transparent feedback system
6. Review of student Co-curricular activities
7. Review & Monitoring Administrative Finance and Purchase
8. Registration of open elective courses
9. Review of Student support system
10. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
11. MoU's and VAC document approval
12. Career guidance and counseling
13. Review of performance appraisal system
14. Review of NSS/Extension Activities
15. Review of orientation Program
16. Review of Faculty and Students Welfare activities
17. Funded Research project proposal & IPR Patent submission
18. Review & Monitoring Administrative Finance and Purchase
19. Any other subject with the kind permission of Hon. Chairperson.

**IQAC Coordinator**

Copy to All Member



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

**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.S.Kabilan	Employer	Alumini- EEE (2018 Batch)
8	Mr.K.Kumaraguru	Employer	Alumini- CSE (2018 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. 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



  
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 SRI MUTHUKUMARAN  
 INSTITUTE OF TECHNOLOGY  
 Shikharayaasuram, Near Mangadu  
 Chennai - 600059



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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.	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. 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  
699 063



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CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

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

**Academic Year 2019-2020**

**Date: 08.07.2019**

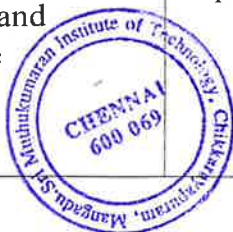
**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of odd semester 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 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.
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.





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	<p>1.Functional MOU documents are verified and action taken.</p> <p>2. All the Departments get approval for Value Added Course/Certificate course. Reports are reviewed.</p> <p>3.Quality research approaches are gained through research methodology.</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.	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>
15.	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>
16.	Funded Project & Research/IPR/ Patent	Project proposal submission/Pat ent Filing	<p>1.Funded project proposal submission 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>
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>



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SRI MUTHUKUMARAR  
INSTITUTE OF TECHNOLOGY  
Chikkarayapuram, (Near Marathur)  
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>

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

  
IQAC Coordinator

  
IQAC Chairperson



  
Principal  
SRI MUTHUKUMARAN  
INSTITUTE OF TECHNOLOGY  
Chikkarayaburam (Near Mangacheru)  
Chennai 600069