



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

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2019-2020

Circular

23.10.2019

Internal Quality Assurance Cell (IQAC) meeting for 2019-2020 will be held on **28.10.2019** (12.30PM) in IQAC Cell for monitoring and functioning of academic and administrative units. All the members are requested to attend the meeting.

AGENDA

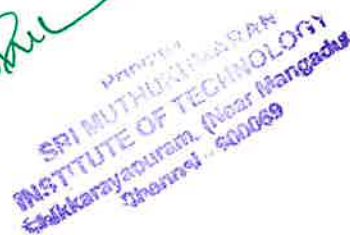
1. Review of Previous Meeting Minutes report
2. Review of Model exam result analysis
3. Review of Committee reports
4. Review of student Co-curricular activities
5. Review & Monitoring Administrative Finance and Purchase
6. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
7. MoU's and research activity approval
8. Review of Industrial Visit report and Mini/Major project report
9. Review of NSS/Extension Activities
10. Funded Research project proposal & IPR Patent submission
11. Any other subject with the kind permission of Hon. Chairperson.


IQAC Coordinator

Copy to All Members









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.AsrathRahuman	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
SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
 Chikkarayapuram, (Near Mangadu)
 Chennai 680069



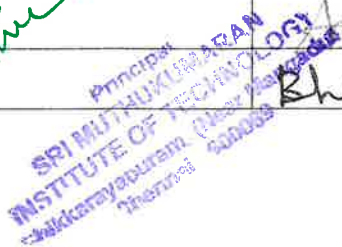
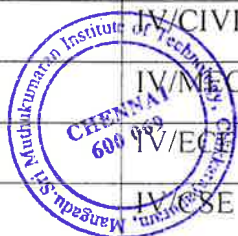
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**Internal Quality Assurance Cell Meeting (IQAC)
Academic Year 2019-2020**

Date: 28.10.2019

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.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.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.Arathi	IV/ECE	
23.	Mr. K.Bharatraj	IV/CSE	





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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.	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.
3.	Model Exam	Result Analysis	1.Mode exam result analysis report were verified. 2.Class committee meeting was conducted for the students to discuss about their performance in Model and University Exam.
4.	Monitoring of Functional Committees	Minutes report	1.The Minutes of meeting are monitored and action taken accordingly.



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5.	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>
6.	MOUs/Research Methodology/ EDC	MoU/Research activities	<p>1. Functional MOU documents are verified and action taken.</p> <p>2. Quality research approaches are gained through research methodology.</p>
7.	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 & brain storming sessions effectively.</p> <p>2. Staffs and students are encouraged to organize and attend sports and cultural activities.</p>
8.	Industrial Visit, Mini and Major project	Report	<p>1. Students Industrial visit report are reviewed.</p> <p>2. Mini and major project review for students has been scheduled and reviewed.</p>
9.	Funded Project & Research/IPR/ Patent	Project proposal submission/ Patent 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>
10.	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