



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

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2019-2020

Circular

20.01.2020

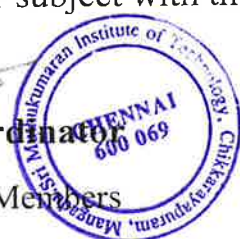
Internal Quality Assurance Cell (IQAC) meeting for 2019-2020 will be held on **24.01.2020** (12.30PM) in IQAC Cell for monitoring and functioning of academic and administrative units. All the members are requested to attend the meeting.

AGENDA

1. Plan of Even Semester academic activities
2. Review of University Exam Analysis
3. Review & Monitoring Administrative Finance and Purchase
4. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
5. MoU's and VAC document approval
6. Review of Committee reports
7. Review of Student Internship reports
8. Review of student Co-curricular activities
9. Review of Faculty and Students Welfare activities
10. Funded Research project proposal & IPR Patent submission
11. Review of Faculty Recruitment process
12. Career guidance and counseling
13. Facilitation of Funds Mobilization
14. Review of NSS/Extension Activities
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.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
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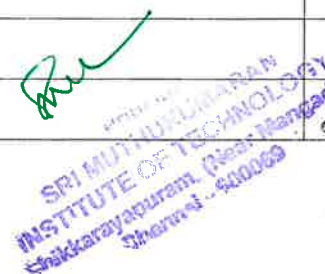
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CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

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

Date: 24.01.2020

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.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.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	





**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY
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Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2019-2020

Date: 24.01.2020

Minutes of Meeting and Action taken report

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of even Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. AY 2019-20 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 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.



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5.	University Exam	Result Analysis	1.University exam result analysis report were verified and staffs are asked to improve their subject pass percentage.
6.	Orientation Program	Orientation Programs organized for Administrators, Faculty, Students and Collaborative Quality Initiatives	1.Seminar programs with regard to various processes related to student's support has been organized for administrators. 2.Orientation programs for faculty development has been organized effectively for Faculty members. 3.Orientation program for skill development of students has been organized effectively. 4. Various collaborative initiatives in tie up with other institutions has been organized for the faculty members.
7.	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.
8.	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.
9.	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.
10.	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.

11.	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>
12.	Student Internships	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>
13.	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>
14.	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 & 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>
15.	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>

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

IQAC Coordinator



IQAC Chairperson