



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

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2020-2021

Circular

12.10.2020

Internal Quality Assurance Cell (IQAC) meeting for 2020-2021 will be held on **16.10.2020(12.30PM)** through Google Meet for monitoring and functioning of academic and administrative units. All the members are requested to attend the virtual meeting.

AGENDA


1. Review of previous meeting
2. Virtual Review of online Assessment Test Analysis
3. Transparent Online Performance appraisal System
4. Online Monitoring of Functional Committees
5. Teaching/ Non-Teaching Faculty participation
6. Students industrial visit& Mini project
7. Review of Extension/NSS Activities
8. Funded Project & Research/IPR/Patent online submission
9. Virtual Review of student Co-curricular activities
10. Any other subject with the kind permission of Hons.Chairperson.


IQAC Coordinator

Copy to All Members

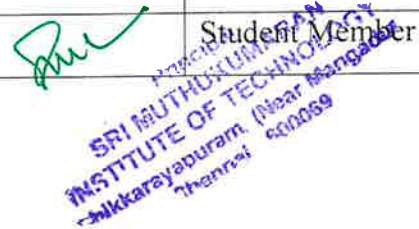

Principal




**SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
Chikkarayapuram, (Near Mangadu)
Chennai 600059**

IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	ROLE
1.	Dr.D.PadmaSubramanian	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.Y.Sharan Kumar	Employer	Alumini- ECE (2019 Batch)
8.	Ms.S.Roja	Employer	Alumini- CSE (2019Batch)
9.	Mrs.D.ShanthiChelliah	HoD/ECE& BIO MEDICAL	Faculty Member
10.	Dr.E.Pandian	HoD/MCA	Faculty Member
11.	Dr.D.Rajiniginirath	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 & ROBOTICS	Faculty Member
16.	Mr.M.AsrathRahuman	HoD/CIVIL	Faculty Member
17.	Ms.Amirtha	HoD/PHARMA	Faculty Member
18.	Mrs.P.Vanitha	AP/EEE	Faculty Member
19.	Mrs.Jerril Gilda	AP/EEE	Faculty Member
20.	Mrs.M.R.Mahalashmi	AP/ECE	Faculty Member
21.	Ms.B.Shalini	IV/CIVIL	Student Member
22.	Mr.K.Karthik	IV/MECHANICAL	Student Member
23.	Mr.Manoj	IV/EEE	Student Member
24.	Ms.Lavanya.J	IV/CSE	Student Member





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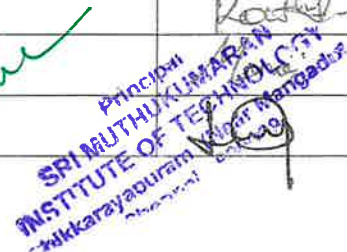
Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2020-2021

Date: 16.10.2020

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.Y.Sharan Kumar	Employer	
8.	Ms.S.Roja	Employer	
9.	Mrs.D.Shanthi Chelliah	HoD/ECE & BIO MEDICAL	
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 & ROBOTICS	
16.	Mr.M.AsrathRahuman	HoD/CIVIL	
17.	Ms.Amirtha	HoD/PHARMA	
18.	Mrs.P.Vanitha	AP/EEE	
19.	Mrs.Jerril Gilda	AP/EEE	
20.	Mrs.M.R.Mahalashmi	AP/ECE	
21.	Ms.B.Shalini	IV/CIVIL	
22.	Mr.K.Karthik	IV/MECHANICAL	
23.	Mr.Manoj	IV/EEE	
24.	Ms.Lavanya.J	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.	Online Assessment	Result Analysis	1.Online Assessment exam result analysis report were verified. 2.Class committee meeting was conducted online for the students to discuss the performance of online Assessment Exam.
3.	Transparent online 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.
4.	Online Monitoring of Functional Committees	Committees Report	1.The Minutes of meeting are monitored and action taken accordingly.
5.	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 online FDPs/PDP/Workshop/Conference/Seminar



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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.
7.	Online submission of Funded Project & Research/IPR/Patent	Project proposal submission/Patent Filing	1. Research papers published by the faculties were reviewed. 3. Faculty members are motivated to patent their research work.
8.	Online Co-Curricular/Extra Curricular Activities	Staffs & Students Participation	1. Faculty members, non-teaching staffs and students are attending online seminars, Webinars, online FDP, online Certification courses sessions effectively.
9.	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.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:



IQAC Coordinator



IQAC Chairperson




Principal
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