



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

**Internal Quality Assurance Cell Meeting (IQAC)
Academic Year 2021-2022**

Circular


02.01.2022

Internal Quality Assurance Cell (IQAC) meeting for 2021-2022 will be held on **07.01.2022** (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 Assessment Test Analysis
3. Career guidance and counseling
4. Updating of college website
5. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
6. Infrastructure Requirement for New Courses
7. NPTEL Certification Course
8. Funded Research project proposal & IPR Patent submission
9. Review of Faculty and Students Welfare activities
10. Review of Library, NSS/Extension Activities
11. Facilitation of Funds Mobilization
12. MoU's and VAC document approval
13. Infrastructure Requirement for New Courses
14. Review of Feedback from Stake Holders
15. Review of Committee reports
16. Review of student Co-curricular activities
17. Review & Monitoring Administrative Finance and Purchase
18. Any other subject with the kind permission of Hon. Chairperson.


IQAC Coordinator


Principal

Copy to All Members





Principal
SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
Chikkarayapuram, (Near Mangadu)
Chennai - 690669

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.D.Jose Beno	Employer	Alumini- EEE (2021 Batch)
8	Ms.S.Saranya	Employer	Alumini- CSE (2021 Batch)
9	Mrs.D.ShanthiChellaih	HoD/ECE& BIOMEDICAL	Faculty Member
10	Dr.E.Pandian	HoD/MCA	Faculty Member
11	Dr.D.Rajiniginirath	HoD/CSE & AI-DS	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	Asso.Prof/ECE	Faculty Member
21	Mr.P.Manavalan	IV/EEE	Student Member
22	Mr.M.Saravanan	IV/MECHANICAL	Student Member
23	Mr.S.Murugan	IV/ECE	Student Member
24	Mr.T.Senthil Kumar	IV/CSE	Student Member




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Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2021-2022

Date: 07.01.2022

LIST OF MEMBERS ATTENDED

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1	Dr.D.Rajiniginath	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.D.Jose Beno	Employer	
8	Ms.S.Saranya	Employer	
9	Mrs.D.Shanthi Chelliah	HoD/ECE& BIOMEDICAL	
10	Dr.E.Pandian	HoD/MCA	
11	Mr.Madhan Gopi	HoD/CSE	
12	Mr.D.Shanmugavel	HoD/AI-DS	
13	Mr.A.G.Ignatitus	HoD/IT	
14	Dr.S.Sivakumar	HoD/S&H	
15	Mr.M.Suresh	HoD/MBA	
16	Dr.B.Ramesh	HoD/MECH & ROBOTICS	
17	Mr.M.AsraathRahuman	HoD/CIVIL	
18	Ms.Amirtha	HoD/PHARMA	
19	Mrs.P.Vanitha	AP/EEE	
20	Mrs.Jerril Gilda	AP/EEE	
21	Mrs.M.R.Mahalashmi	AP/ECE	
22	Mr.P.Manavalan	IV/EEE	
23	Mr.M.Saravanan	IV/MECHANICAL	
24	Mr.S.Murugan	IV/ECE	
25	Mr.T.Senthil Kumar	IV/CSE	



Principal
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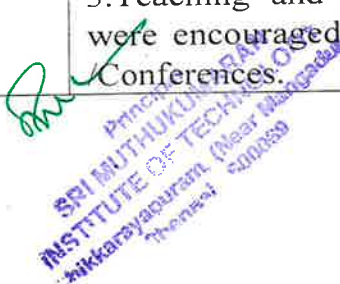
Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2021-2022

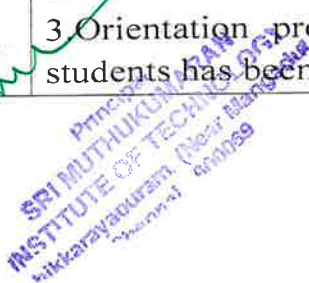
Date: 07.01.2022

Minutes of Meeting and Action taken report

S.NO	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. (AY 2020-21) 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 2021-22. 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.	Assessment Test/Model Exam/ University Exam	Result Analysis	1. Assessment/Model/University exam result analysis report were verified. 2. Class committee meeting was conducted for the students to discuss the performance of assessment/Model/University Exam.
4.	ISO Audit/AAA/Green Energy Audit	ISO Audit/AAA	1. ISO Audit was conducted and report was reviewed. 2. Academic Activities are audited through AAA and the reports are verified. 3. Green Energy audit conducted and reports were monitored.
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 FDPs /PDPs /Workshops /Conferences.



6.	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.
7.	Updating of College Website	Updating details regarding department activities in college website	1.All Department website coordinators are asked to submit the information regarding courses, faculty facilities and events for website updation.
8.	Funded Project & Research/IPR/Patent	Project proposal submission/Patent Filing	1.Funded project proposal submission reports were verified. 2. Research papers published by the faculties were reviewed. 3.Faculty members are motivated to patent their research work.
9.	Establishment of Functional Committees	Objectives of Committees	1.The Duties, responsibilities of the committees have been discussed. 2.The Minutes of meeting are monitored and action taken accordingly.
10.	Infrastructure Requirements for New Courses	Lab requirements for new courses	1.New course lab requirements and infrastructure facilities are discussed and will soon be implemented with prior approval from management.
11.	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.
12.	Placement/Career counselling	Planning to conduct program for Training & Placement / Career Counselling	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. 2.Competitive exam preparation and Higher studies education program has been conducted effectively for final year students.
13.	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.
14.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	1. Performance of Faculty is monitored and analysed 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.
15.	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 NEP courses & brain storming sessions effectively. 2. Staffs and students are encouraged to organize and attend sports and cultural activities. 3. Club activities are promoted and organized.
16.	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.
17.	Student Internships, Industrial Visit, Mini and Major project	Report	1. Internship participation certification and reports are reviewed. 2. Necessary guidelines are given to HODs to enrich the Internship culture in the department. 3. Students Industrial visit report are reviewed. 4. Mini and major project review for students has been scheduled and reviewed.
18.	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.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

IQAC Coordinator



IQAC Chairperson