



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

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2021-2022

Circular


18.10.2021

Internal Quality Assurance Cell (IQAC) meeting for 2021-2022 will be held on **22.10.2021** (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 college website updation
5. Review of student Co-curricular activities
6. Review & Monitoring Administrative Finance and Purchase
7. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
8. MoU's and research activity approval
9. Review of Industrial Visit report and Mini/Major project report
10. Review of NSS/Extension Activities
11. Funded Research project proposal & IPR Patent submission
12. Any other subject with the kind permission of Hon. Chairperson.


IQAC Coordinator


Principal

Copy to All Members



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.Shanthi Chellaih	HoD/ECE& BIOMEDICAL	Faculty Member
10	Dr.E.Pandian	HoD/MCA	Faculty Member
11	Dr.D.Rajiniginath	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



[Handwritten Signature]

Principal
SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
 Chikkarayapuram, (Near Mangadu)
 Chennai - 600069



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Academic Year 2021-2022

Date: 22.10.2021

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.Asrahrahaman	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.Janavalan	IV/EEE	
23	Mr.M.Saravanan	IV/MECHANICAL	
24	Mr.S.Murugan	IV/ECE	
25	Mr.T.Senthil Kumar	IWCSE	



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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.	Model 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.
3.	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.
4.	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.
5.	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.
6.	Monitoring of Functional Committee	Committees Report	1.The Minutes of meeting are monitored and action taken accordingly.

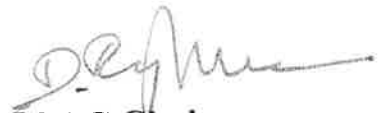


7.	MOUs/ Research Methodology/ EDC	MoU/Research activities	1.Functional MOU documents are verified and action taken. 2.Quality research approaches are gained through research methodology.
8.	Co-Curricular/Extra Curricular Activities	Staffs & Students Participation	1.Faculty members, non-teaching staffs 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.
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.
10.	Student Industrial Visit, Mini and Major project	Report	1.Students Industrial visit report are reviewed. 2.Mini and major project review for students has been scheduled and reviewed.
11.	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




Principal
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