



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

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2021-2022

Circular

23.04.2022

Internal Quality Assurance Cell (IQAC) meeting for 2021-2022 will be held on **29.04.2022(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. Review of Previous Meeting Minutes report
2. Review of Transparent feedback system
3. Review of Assessment exam result analysis
4. Review of Committee reports
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. Review of Mini/Major project report
9. Review of Library Activities
10. Funded Research project proposal & IPR Patent submission
11. 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.ShanthiChellaih	HoD/ECE& BIOMEDICAL	Faculty Member
10	Dr.E.Pandian	HoD/MCA	Faculty Member
11	Dr.D.Rajinigirinath	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
 -hakkaraipalayam, (Near Mangadu)
 Chennai - 600 069



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CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

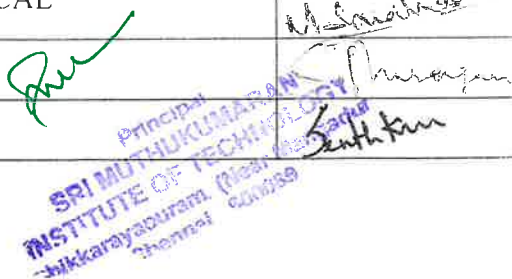
Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2021-2022

Date: 29.04.2022

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.AsrathRahuman	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	





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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.	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.
3.	Assessment Test	Result Analysis	1. Assessment exam result analysis report were verified. 2. Class committee meeting was conducted for the students to discuss the performance of assessment exam.
4.	Monitoring of Functional Committees	Committee report	1. The Minutes of committee meeting are monitored and action taken accordingly.
5.	Student Mini and Major project	Report	Mini and major project review for students has been scheduled and reviewed.
6.	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.



[Handwritten Signature]

7.	Library Activities	Library Books Requirement	1. Library Book requirement has to be prepared by each department and submit to the admin office.
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 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.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP/ Workshop/ Seminar/	1. Faculty members were directed to publish atleast 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.
10.	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.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:


IQAC Coordinator





 Sri Muthukumarar Institute of Technology, Chennai
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 IQAC Chairperson