



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

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2021-2022

Circular

09.07.2021

Internal Quality Assurance Cell (IQAC) meeting for 2021-2022 will be held on **12.07.2021** (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. Plan of academic activities for the academic Year
2. Review of Assessment Test Analysis
3. Career guidance and counselling.
4. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
5. Funded Research project proposal & IPR Patent submission
6. Review of Faculty and Students Welfare activities
7. Review of Library, NSS/Extension Activities
8. Facilitation of Funds Mobilization
9. MoU's and VAC document approval
10. Review of Feedback from Stake Holders
11. Review of Committee reports
12. Review of student Co curricular activities
13. Review & Monitoring Administrative Finance and Purchase
14. Any other subject with the kind permission of Hon. Chairperson.


IQAC Coordinator


Principal

Copy to All Members




Principal
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Chikkarayapuram, (Near Mangadu)
Chennai 690069

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	Prof.D.Shanthi Chellaih	Hod/Ece & Biomedical	Faculty Member
10	Dr.E.Pandian	Hod/MCA	Faculty Member
11	Dr.V.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.Asrath Rahuman	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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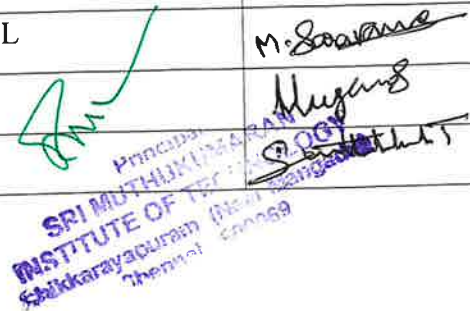
Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2021-2022

Date: 12.07.2021

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.D.Jose Beno	Employer	
8	Ms.S.Saranya	Employer	
9	Prof.D.Shanthi Chellaih	HoD/Ece & Biomedical	
10	Dr.E.Pandian	HoD/MCA	
11	Dr.D.Rajiniginirath	HoD/CSE & AI-DS	
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.Asrath Rahuman	HoD/CIVIL	
17	Ms.Amirtha	HoD/PHARMA	
18	Mrs.P.Vanitha	AP/EEE	
19	Mrs.Jerril Gilda	AP/EEE	
20	Mrs.M.R.Mahalashmi	Asso.Prof/ECE	
21	Mr.P.Manavalan	IV/EEE	
22	Mr.M.Saravanan	IV/MECHANICAL	
23	Mr.S.Murugan	IV/ECE	
24	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	Plan of Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. (AY 2019-20) 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 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	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	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.
5	Assessment Test/Model/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.



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6	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.
7	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.
8	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.
9	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.
10	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.
11	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.
12	Extension Activity/NSS	NSS Activity and awards	1. NSS activity develops the student personality and inner feelings towards community welfare. 3. 2.The students are motivated to receive best NSS volunteer award.
13	Students Support	Scholarship	1.PMSS, first graduate, Pragati and 7.5percent scholarship sponsored by the government are available for the welfare of the students. 2.Financial Assistance for the economically backward students/Meritorious students is arranged through institution fund.
14	Placement/ Career counselling		1. Placement statistics for the academic year 2021-22 was reviewed by the committee. The



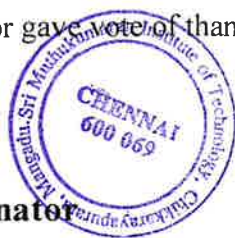
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Principal
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		Planning to conduct program for Training & Placement / Career Counselling	<p>committee appreciate the effort taken by the placement team to place students in the various reputed companies.</p> <p>2. 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>3. Competitive exam preparation and Higher studies education program has been conducted effectively for final year students.</p>
15	Orientation Program	Orientation Programs organized for Administrators, Faculty, Students and Collaborative Quality Initiatives	<p>1. Seminar programs with regard to various processes related to student's support has been organized for administrators.</p> <p>2. Orientation programs for faculty development has been organized effectively for Faculty members.</p> <p>3. Orientation program for skill development of students has been organized effectively.</p> <p>4. Various collaborative initiatives in tie up with other institutions has been organized for the faculty members.</p>
16	Fund Mobilization	Facilitation of fund mobilization	1. Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channel.
17	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>
18	Administrative Finance and Purchase	Purchase Order and finance report	<p>1. Purchase of items are followed and verified through quotation received and purchase order by purchase committee.</p> <p>2. Purchase of Books are followed and verified through quotation received.</p> <p>3. Finance report is audited.</p>

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:


IQAC Coordinator




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IQAC Chairperson