



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY  
CHIKKARAYAPURAM, MANGADU, CHENNAI-69  
Internal Quality Assurance Cell Meeting (IQAC)  
Academic Year 2022-2023**

**Circular**

**02.01.2023**

Internal Quality Assurance Cell (IQAC) meeting for 2022-2023 will be held on **06.01.2023**(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. Development of Teaching and Lesson Plan
3. Establishment of Functional Committees
4. Placement Career guidance and counseling
5. Transparent Feedback System
6. Teaching & non-teaching Faculty Participation in Development Programs/ Workshops/ Conferences
7. MoU's and VAC document approval
8. Result analysis of University Exam Analysis
9. Infrastructure Requirements for New Courses
10. Student Internships, Industrial Visit, Mini project
11. ISO Audit/AAA/Green Energy Audit
12. Transparent Performance appraisal System
13. NPTEL Certification Course
14. Orientation Program
15. Students Scholarship Support
16. Review & Monitoring Administrative Finance and Purchase
17. Co-Curricular/Extra Curricular Activities
18. Review NSS/Extension Activities
19. Funded Research project proposal & IPR Patent submission
20. Fund Mobilization
21. Any other subject with the kind permission of Hon. Chairperson.

  
**IQAC Coordinator**

Copy to All Members

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

  
**Principal**



## IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	ROLE
1.	Dr.D.Rajiniginath	Principal	Chairperson
2.	Dr.V.Anitha	Vice Principal	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.	Ms.F.Pavithra	Employer	Alumini- EEE (2021 Batch)
8.	Ms.N.Janani	Employer	Alumini- CSE (2021 Batch)
9.	Mrs.D.ShanthiChelliah	HoD/ECE &BIOMEDICAL	Faculty Member
10.	Mrs.P.Vanitha	HoD/EEE	Faculty Member
11.	Dr.E.Pandian	HoD/MCA	Faculty Member
12.	Mr.MadhanGopi	HoD/CSE	Faculty Member
13.	Mr.Shanmugavel	HoD/AI-DS	Faculty Member
14.	Mrs.S.Dhanalakshmi	HoD/IT	Faculty Member
15.	Mrs.K.Macharegai	HoD/S&H	Faculty Member
16.	Dr.S.Chithradevi	HoD/MBA	Faculty Member
17.	Mr.M.AsrathRahuman	HoD/MECH	Faculty Member
18.	Dr.Parthiban	HoD/ROBOTICS	Faculty Member
19.	Mr.S.Manikandan	HoD/CIVIL	Faculty Member
20.	Mrs.Safia	HoD/PHARMA	Faculty Member
21.	Mrs.S.Jerril Gilda	AP/EEE	Faculty Member
22.	Mrs.M.R.Mahalashmi	AP/ECE	Faculty Member
23.	Mr.Kasthuriraja	IV/EEE	Student Member
24.	Mr.R.Manikandan	IV/MECHANICAL	Student Member
25.	Mr.K.Surya	IV/ECE	Student Member
26.	Mr.V.Jagadeesh	IV/CSE	Student Member






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

**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2022-2023**

**Date:06.01.2023**

**LIST OF MEMBERS ATTENDED**

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr.D.Rajiniginath	Principal	
2.	Dr.V.Anitha	Vice Principal	
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.	Ms.F.Pavithra	Employer	
8.	Ms.N.Janani	Employer	
9.	Mrs.D.Shanthi Chelliah	HoD/ECE &BIOMEDICAL	
10.	Mrs.P.Vanitha	HoD/EEE	
11.	Dr.E.Pandian	HoD/MCA	
12.	Mr.Madhan Gopi	HoD/CSE	
13.	Mr.Shanmugavel	HoD/AI-DS	
14.	Mrs.S.Dhanalakshmi	HoD/IT	
15.	Mrs.K.Macharegai	HoD/S&H	
16.	Dr.S.Chithradevi	HoD/MBA	
17.	Mr.M.Asrath Rahuman	HoD/MECH	
18.	Dr.Parthiban	HoD/ROBOTICS	
19.	Mr.S.Manikandan	HoD/CIVIL	
20.	Mrs.Safia	HoD/PHARMA	
21.	Mrs.S.Jerril Gilda	AP/EEE	
22.	Mrs.M.R.Mahalashmi	AP/ECE	
23.	Mr.Kasthuriraja	IV/EEE	
24.	Mr.R.Manikandan	IV/MECHANICAL	
25.	Mr.K.Surya	IV/ECE	
26.	Mr.V.Jagadeesh	IV/CSE	





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


**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2022-2023**

**Date: 06.01.2023**

**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of even semester Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. (AY 2022-23) odd semester activities are reviewed & plan for even 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 even semester 2022-23. 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.	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.
4.	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.
5.	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 on feedback analysis are monitored and implemented accordingly.

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



6.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP/ Workshop/ Seminar/	<p>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.</p> <p>2. Faculty members were insisted to use innovative practices in teaching like ICT tools usage, MOOC online platforms.</p> <p>3. Teaching and Non Teaching Faculty members were encouraged to attend FDPs/PDPs/Workshops/Conferences.</p>
7.	MOUs/ VAC/Certification Course/Research Methodology/EDC	MoU, Grants/Fund, Value Added Course, activities	<p>1. Functional MOU documents are verified and action taken.</p> <p>2. All the Departments get approval for Value Added Course/Certificate course. Reports are reviewed.</p> <p>3. Quality research approaches are gained through research methodology.</p>
8.	Assessment Test/Model Exam/ University Exam	Result Analysis	<p>1. Assessment/Model/University exam result analysis report were verified.</p> <p>2. Class committee meeting was conducted for the students to discuss the performance of assessment/Model/University Exam.</p>
9.	Infrastructure Requirements for New Courses	Lab requirements for new courses	<p>1. New course lab requirements and infrastructure facilities are discussed and will soon implemented with prior approval from management.</p>
10.	Student Internships, Industrial Visit, Mini project	Report	<p>1. Internship participation certification and reports are reviewed.</p> <p>2. Necessary guidelines are given to HODs to enrich the Internship culture in the department.</p> <p>3. Students Industrial visit report are reviewed.</p> <p>4. Mini project review for students has been scheduled and reviewed.</p>
11.	ISO Audit/AAA/Green Energy Audit	ISO Audit/AAA	<p>1. ISO Audit was conducted and report was reviewed.</p> <p>2. Academic Activities are audited through AAA and the reports are verified.</p> <p>3. Green Energy audit conducted and reports were monitored.</p>

*[Handwritten Signature]*  
SRINIVAS  
INSTITUTE OF TECHNOLOGY  
MADRAS - 600 069



12.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	<p>1.Performance of Faculty is monitored and analysed through self-appraisal forms submitted by faculty.</p> <p>2.Based on the analysis action taken accordingly.</p> <p>3.Faculty welfare schemes are implemented based on the performance and requirement.</p>
13.	NPTEL	NPTEL Certification Course	<p>1.Students are encouraged to take up NPTEL courses as replacement to elective courses.</p> <p>2.Credit transfer was provided for approved courses.</p>
14.	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>
15.	Students Support	Scholarship	<p>1.PMSS, first graduate, Pragati and 7.5percent scholarship sponsored by the government are available for the welfare of the students.</p> <p>2.Financial Assistance for the economically backward students/Meritorious students is arranged through institution fund.</p>
16.	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>
17.	Co-Curricular/Extra Curricular Activities	Staffs & Students Participation	<p>1. Faculty members, non-teaching staffs and students are attending seminars, Webinars, FDP, Certification courses, Skill development NEP courses&amp; brain storming sessions effectively.</p> <p>2. Staffs and students are encouraged to organize and attend sports and cultural activities.</p> <p>3.Club activities are promoted and organized.</p>


18.	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.
19.	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.
20.	Fund Mobilization	Facilitation of fund mobilization	1.Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channel.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

  
**IQAC Coordinator**

  
**IQAC Chairperson**

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

