



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

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2022-2023

Circular

24.04.2023

Internal Quality Assurance Cell (IQAC) meeting for 2022-2023 will be held on **28.04.2023**(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. Review of previous meeting
2. MOUs/Certification Course/Research Methodology/EDC
3. Assessment Exam Result Analysis
4. Transparent Performance appraisal System
5. Monitoring of Functional Committees
6. Teaching/ Non-Teaching Faculty participation
7. Student industrial visit & Major project
8. Funded Project & Research/IPR/Patent
9. Co-Curricular/Extra Curricular Activities
10. Any other subject with the kind permission of Hons.Chairperson.


IQAC Coordinator



Principal

Copy to All Members



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


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Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2022-2023

Date: 24.04.2023

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	

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Internal Quality Assurance Cell Meeting (IQAC)

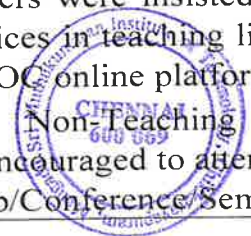
Academic Year 2022-2023

Date: 28.04.2023

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.	MOUs/ Certification Course/Research Methodology/EDC	MoU,Grants/Fund activities	1.Functional MOU documents are verified and action taken. 2.Quality research approaches are gained through research methodology.
3.	Assessment Exam Exam	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.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	1.Performance of Faculty is monitored and analyzed 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.
5.	Monitoring of Functional Committees	Committees Report	1.The Minutes of meeting are monitored and action taken accordingly.
6.	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/Workshop/Conference/Seminar


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7.	Students industrial visit, Mini project	Report	1.Students Industrial visit report are reviewed. 2..Mini project review for students should have been monitored regularly.
8.	Funded Project & Research/IPR/Patent	Project proposal submission/Patent Filing	1. Research papers published by the faculties were reviewed. 3. Faculty members are motivated to patent their research work.
9.	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.


IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:


IQAC Coordinator


IQAC Chairperson




Principal
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