



**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY
CHIKKARAYAPURAM, MANGADU, CHENNAI-69
Internal Quality Assurance Cell Meeting (IQAC)
Academic Year 2023-2024**

Circular

07.01.2024

Internal Quality Assurance Cell (IQAC) meeting for 2023-2024 will be held on **10.01.2024**(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. Review of University Exam Analysis
3. Review & Monitoring Administrative Finance and Purchase
4. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
5. MoU's and VAC document approval
6. Review of Committee reports
7. Review of Student Internship reports
8. Review of student Co-curricular activities
9. Review of Faculty and Students Welfare activities
10. Funded Research project proposal & IPR Patent submission
11. Review of Faculty Recruitment process
12. Career guidance and counseling
13. Facilitation of Funds Mobilization
14. Review of NSS/Extension Activities
15. Any other subject with the kind permission of Hon. Chairperson.


IQAC Coordinator

Copy to All Members


Principal

**Principal
SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
Chikkarayapuram, (Near Mangadu
Chennai - 600 069**



IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	ROLE
1.	Dr.K.Somasundaram	Principal	Chairperson
2.	Dr.V.Anitha	Vice Principal	Coordinator
3.	Mr.T.Sudhakar	Secretary	Member From Management
4.	Mr.Abhilash	Administrator	Senior Administration Member
5.	Mr.Wesley John	Managing Director,JTECH	Nominee From Industrialist
6.	Mrs.Ramya	Revenue Inspector, Mangadu	Nominee From Local Society
7.	Ms.F.Pavithra	Employer	Alumini- EEE (2023 Batch)
8.	Mr.Naveen Kumar	Employer	Alumini- ECE (2023 Batch)
9.	Mrs.D.Shanthi Chelliah	HoD/ECE	Faculty Member
10.	Mrs.P.Vanitha	HoD/EEE	Faculty Member
11.	Dr.E.Pandian	HoD/MCA	Faculty Member
12.	Dr.D.Rajiniginath	HoD/CSE & AI-DS	Faculty Member
13.	Mrs.S.Dhanalakshmi	HoD/IT	Faculty Member
14.	Mrs.K. Macha Regai	HoD/S&H	Faculty Member
15.	Dr. Chithra Devi	HoD/MBA	Faculty Member
16.	Mr.M.AsrahtRahuman	HoD/MECH,MECHAT&ROBO	Faculty Member
17.	Dr.S.Manikandan	HoD/CIVIL	Faculty Member
18.	Mr.Gowri Sankar	HoD/BIOMEDICAL	Faculty Member
19.	Mr.Subash Chandra Bose	HoD/PHARMA	Faculty Member
20.	Mrs.S.Jerril Gilda	AP/EEE	Faculty Member
21.	Mrs.M.R.Mahalashmi	AP/ECE	Faculty Member
22.	Mr.M.Sivalingam	IV/EEE	Student Member
23.	Mr.M.Vignesh	IV/Mechanical	Student Member
24.	Ms.Priyadharsini	IV/ECE	Student Member
25.	Mr. Densil	IV/CSE	Student Member


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Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2023-2024

Date: 10.01.2024

LIST OF MEMBERS ATTENDED

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr.K.Somasundaram	Principal	
2.	Dr.V.Anitha	Vice Principal	
3.	Mr.T.Sudhakar	Secretary	
4.	Mr.Abhilash	Administrator	
5.	Mr.Wesley John	Managing Director,JTECH	
6.	Mrs.Ramya	Revenue Inspector, Mangadu	
7.	Ms.F.Pavithra	Employer	
8.	Mr.Naveen Kumar	Employer	
9.	Mrs.D.Shanthi Chelliah	HoD/ECE	
10.	Mrs.P.Vanitha	HoD/EEE	
11.	Dr.E.Pandian	HoD/MCA	
12.	Dr.D.Rajinigrinath	HoD/CSE & AI-DS	
13.	Mrs.S.Dhanalakshmi	HoD/IT	
14.	Mrs.K. Macha Regai	HoD/S&H	
15.	Dr.Chithra Devi	HoD/MBA	
16.	Mr.M.Asrath Rahuman	HoD/MECH, MECHAT& ROBO	
17.	Dr.S.Manikandan	HoD/CIVIL	
18.	Mr.Gowri Sankar	HoD/BIOMEDICAL	
19.	Mr.Subash Chandra Bose	HoD/PHARMA	
20.	Mrs.S.Jerril Gilda	AP/EEE	
21.	Mrs.M.R.Mahalashmi	AP/ECE	
22.	Mr.M.Sivalingam	IV/EEE	
23.	Mr.M.Vignesh	IV/Mechanical	
24.	Ms.Priyadharsini	IV/ECE	
25.	Mr. Densil	IV/CSE	

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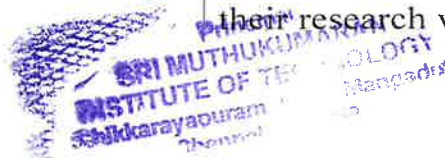
Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2023-2024

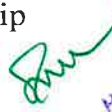

Date: 10.01.2024

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 2023-24 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 2023-2024. 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.	Faculty Recruitment Process	Recruitment of faculty members	1. Faculty recruitment process has been done based on the requirement of each department.
4.	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.
5.	University Exam	Result Analysis	1. University exam result analysis report were verified and staffs are asked to improve their subject pass percentage.
6.	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.



7.	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>
8.	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>
9.	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>
10.	Co-Curricular/Extra Curricular Activities	Staffs & Students Participation	<p>1. Faculty members, non-teaching staffs and students are attending seminars, Webinars, FDP, NEP, Certification courses, Skill development courses& brain storming sessions effectively.</p> <p>2. Staffs and students are encouraged to organize and attend sports and cultural activities.</p>
11.	Student Internships	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>
12.	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>



SRI NURTANIKUMAR
INSTITUTE OF TECHNOLOGY
 Mysuru, Karnataka
 Phone: 0824 222 2222
 Email: info@sri-nurtanikumar.edu.in

13.	Placement/Career counselling	Planning to conduct program for Training & Placement / Career Counselling	<p>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.</p> <p>2. Competitive exam preparation and Higher studies education program has been conducted effectively for final year students.</p>
14.	Extension Activity/NSS	NSS Activity and awards	<p>1. NSS activity develops the student personality and inner feelings towards community welfare.</p> <p>2. The students are motivated to receive best NSS volunteer award.</p>
15.	Fund Mobilization	Facilitation of fund mobilization	<p>1. Facilitation of funds through Alumni and various Govt/Non Govt Agencies were monitored through proper channel.</p>

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:


IQAC Coordinator


IQAC Chairperson


Principal
SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
Ettimkarayapuram, (Near Mangadu)
Chennai - 600089

