



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

**Circular**

**06.07.2023**

Internal Quality Assurance Cell (IQAC) meeting for 2023-2024 will be held on **10.07.2023** (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 Odd semester academic activities
2. Review of Assessment Test Analysis
3. NPTEL Certification Course
4. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
5. Review of Feedback from Stake Holders
6. Review of Committee reports
7. Updating of College Website
8. Review of Student support system
9. Review of Performance appraisal system
10. Review of conduction of orientation Program
11. Review of ISO, AAA Audit report
12. Career guidance and counseling
13. Funded Research project proposal & IPR Patent submission
14. Review of Faculty and Students Welfare activities
15. Infrastructure Requirement for New Course
16. Review of NSS/Extension Activities
17. Facilitation of Funds Mobilization
18. MoU's and VAC document approval
19. Review of student Co-curricular activities
20. Review & Monitoring Administrative Finance and Purchase
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 600069

  
**Principal**



## 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.AsrathRahuman	HoD/MECH	Faculty Member
17.	Dr.Parthiban	HoD/MECHAT & ROBO	Faculty Member
18.	Dr.S.Manikandan	HoD/CIVIL	Faculty Member
19.	Mr.Gowri Sankar	HoD/BIOMEDICAL	Faculty Member
20.	Mr.Subash Chandra Bose	HoD/PHARMA	Faculty Member
21.	Mrs.Jerril Gilda	AP/EEE	Faculty Member
22.	Mrs.M.R.Mahalashmi	AP/ECE	Faculty Member
23.	Mr.M.Sivalingam	IV/EEE	Student Member
24.	Mr.M.Vignesh	IV/Mechanical	Student Member
25.	Ms.Priyadharsini	IV/ECE	Student Member
26.	Mr. Densil	IV/CSE	Student Member

  
 Principal  
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 Chennai 600080





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Internal Quality Assurance Cell Meeting (IQAC)

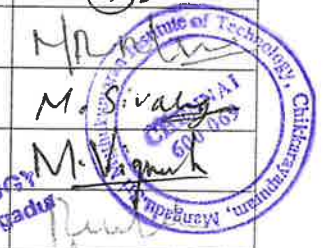
Academic Year 2023-2024

Date: 10.07.2023

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	
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26.	Mr. Densil	IV/CSE	

Principal  
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CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

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

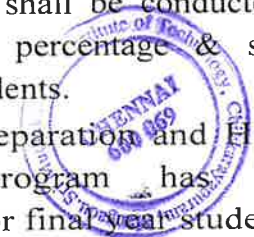
**Academic Year 2023-2024**

**Date: 10.07.2023**


**Minutes of Meeting and Action taken report**

S.No.	AGENDA	DISCUSSION	DECISIONS & ACTION TAKEN
1.	Plan of odd semester Academic Activities	Academic Schedule and Action Plan	1. Academic Schedule for UG & PG are discussed as per academic calendar 2. (AY 2022-23) 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 2023-24. 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.	Updation of College Website	Updating details regarding new courses and activities	1. All Department website coordinators are asked to submit the information regarding courses, faculty, facilities and events for website updation.
4.	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.
5.	Placement/Career counselling	Planning to conduct program for Training & Placement / Career Counselling	1. Placement statistics for the academic year 2022-23 was reviewed by the committee. The committee appreciate the effort taken by the placement team to place students in the various reputed companies. 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. 3. Competitive exam preparation and Higher studies education program has been conducted effectively for final year students.

*[Signature]*  
Principal  
SRI MUTHUKUMARAN  
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6.	Transparent Feedback System	Feedbacks from Students, Faculty, Employers & Alumni	<p>1. Feedback from Students, Faculty, Employers and Alumni are collected and analyzed.</p> <p>2. Action taken reports on feedback analysis are monitored and implemented accordingly.</p>
7.	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>
8.	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>
9.	Assessment Test	Result Analysis	<p>1. Assessment exam result analysis report were verified.</p> <p>2. Class committee meeting was conducted for the students to discuss the performance of assessment Exam.</p>
10.	Infrastructure Requirements for New Courses	Lab requirements for new courses	<p>1. New course lab requirements and infrastructure facilities are discussed and will soon be implemented with prior approval from management.</p>
11.	Student Internships, Industrial Visit, Mini and Major 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 and major project review for students has been scheduled and reviewed.</p>
12.	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>

  
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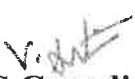


13.	Transparent Performance appraisal System	Performance Appraisal of Teaching and Non- Teaching faculty	<p>1.Performance of Faculty is monitored and analysed through self-appraisal forms submitted by faculty.</p> <p>2.Based on the analysis action taken accordingly.</p> <p>3.Faculty welfare schemes are implemented based on the performance and requirement.</p>
14.	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>
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.	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>
17.	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>
18.	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>

19.	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.
20.	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.
21.	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  
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