



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

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2023-2024

Circular

22.04.2024

Internal Quality Assurance Cell (IQAC) meeting for 2023-2024 will be held on **26.04.2024**(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. Review of Previous Meeting Minutes report
2. Review of Transparent feedback system
3. Review of Assessment exam result analysis
4. Review of Committee reports
5. Review of student Co-curricular activities
6. Review & Monitoring Administrative Finance and Purchase
7. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
8. Review of Mini/Major project report
9. Review of Library Activities
10. Funded Research project proposal & IPR Patent submission
11. Any other subject with the kind permission of Hon. Chairperson.


IQAC Coordinator


Principal

Copy to All Members


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



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


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





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Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2023-2024

Date: 26.04.2024

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.Rajiniginirath	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	

Principal
SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
Chikkarayapuram, (Near Mangadu)
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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.	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.
3.	Assessment Test	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.	Monitoring of Functional Committees	Committee report	1. The Minutes of committee meeting are monitored and action taken accordingly.
5.	Student Mini and Major project	Report	1. Mini and major project review for students has been scheduled and reviewed.
6.	Administrative Finance and Purchase	Purchase Order and finance report	1. Purchase of items are followed and verified through quotation received and purchase order by purchase committee. 2. Purchase of Books are followed and verified through quotation received. 3. Finance report is audited.
7.	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.

[Signature]
Principal
SRI MUTHUKUMARAN
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8.	Teaching/ Non-Teaching Faculty participation	Journal publication/FDP/ Workshop/ Seminar/	<p>1. Faculty members were directed to publish atleast 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>
9.	Funded Project & Research/IPR/ Patent	Project proposal submission/Pate nt 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>
10.	Library Activities	Library Books Requirement	1. Library Book requirement has to be prepared by each department and submit to the admin office.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:


IQAC Coordinator


IQAC Chairperson

Principal
SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
Chikkarayapuram. (Near Marudur)
Chennai - 600 059.

