



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

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

**Academic Year 2023-2024**

**Circular**

**26.10.2023**

Internal Quality Assurance Cell (IQAC) meeting for 2023-2024 will be held on **30.10.2023** (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 Minutes report
2. Review of Model exam result analysis
3. Review of Committee reports
4. Review of student Co-curricular activities
5. Review & Monitoring Administrative Finance and Purchase
6. Faculty, non-teaching, staff and student participation in Development Programs/ Workshops/ Conferences
7. MoU's and research activity approval
8. Review of Industrial Visit report and Mini/Major project report
9. Review of NSS/Extension Activities
10. Funded Research project proposal & IPR Patent submission
11. 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 - 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.Rajiniginirath	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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**Internal Quality Assurance Cell Meeting (IQAC)**

**Academic Year 2023-2024**

**Date: 30.10.2023**

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

Principal  
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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.	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/PDP s/Workshops/Conferences.
3.	Model Exam	Result Analysis	1.Model exam result analysis report were verified. 2.Class committee meeting was conducted for the students to discuss about their performance in Model and University Exam.
4.	Monitoring of Functional Committees	Committees report	1. The Minutes of meeting are monitored and action taken accordingly.
5.	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.
6.	MOUs/Research Methodology/ EDC	MoU/Research activities	1.Functional MOU documents are verified and action taken. 2.Quality research approaches are gained through research methodology.



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. Staffs and students are encouraged to organize and attend sports and cultural activities.
8.	Industrial Visit, Mini and Major project	Report	1. Students Industrial visit report are reviewed. 2. Mini and major project review for students has been scheduled and reviewed.
9.	Funded Project & Research/IPR/ Patent	Project proposal submission/Pate nt 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.
10.	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.

IQAC Coordinator gave vote of thanks and concluded the meeting.

Prepared By:

  
IQAC Coordinator

  
IQAC Chairperson

  
Principal  
SRI MUTHUKUMARAN  
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