



SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY

Accredited by NAAC with 'A' Grade, Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Recognized by UGC with 2(F) & 12(B) Scheme



Ref: SMIT/IQAC/003/2024-25

CIRCULAR

Date: 20.02.2025

Internal Quality Assurance Cell (IQAC) meeting for 2024-2025 will be held on 24.02.2025 at 2.30 PM in IQAC Cell for reviewing and monitoring of academic and administrative activities. All the members are requested to attend the meeting.

AGENDA

1. Improve in quality of education
2. Review of Anna University exam performance.
3. Review of Even semester Academic Activities.
4. Review of Feedback from stakeholders.
5. Review and Monitoring of ERP.
6. Implementation of Centre of Excellence
 - a. E-Vehicle Battery Management,
 - b. AR-VR Technology
 - c. Apple.
7. Review & Monitoring of College Website
8. Review of committee coordinators reports and their responsibilities.
9. Faculty, staff and student participation in development programs /workshops/conferences
10. NPTEL Exam Registration-Faculty members & Students.
11. Review of student support system (Students to do Projects and Publish papers in Scopus Index, Web of Science & UGC Care).
12. Review and Monitoring of Placement and Career Guidance Activities.
13. Library Access – Mandatory for Students & Faculty Members.
14. Research & Development
 - a. Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BIRAC, TDP, Anna University, ANRP, BD & TD, Rural Innovation Fund & TNSCST.
 - b. Patent Filing.
15. Any other subject with kind permission of Hon.Chairperson

V. Arjit
21/02/2025
IQAC Coordinator

Principal
21/2/25

Copy to All Members



Principal

PRINCIPAL
SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
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Ph : 044-66110200, 66110208 | Fax : 66110205 | Email : smitcollege1996@gmail.com | Website : www.smit.edu.in

IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION
1.	Dr. K. Somasundaram	Principal
2.	Dr. V. Anitha	Vice Principal
3.	Dr. K.P.Gautam Srinivas	Chairman
4.	Dr. K.P.Arvind Srinivas	Managing Director
5.	Mr. R. Arumugam	Administrator
6.	Mr. Wesley John	Managing Director, JTECH
7.	Mrs. Ramya	Revenue Inspector, Mangadu
8.	Ms. F. Pavithra	Employer
9.	Mr. Naveen Kumar	Employer
10.	Dr. S. Manikandan	HoD/CIVIL
11.	Dr. D. Rajiniginath	HoD/CSE
12.	Mrs. D. Shanthi Chelliah	HoD/ECE
13.	Mrs. P. Vanitha	HoD/EEE
14.	Dr. E. Pandian	HoD/MCA
15.	Dr.S.A.Kalaiselvan	HoD/AI & DS
16.	Mrs. S. Dhanalakshmi	HoD/IT
17.	Dr.V.Sivaraman	HoD/Mech
18.	Dr.R.GokulDass	HoD/Mechat & Robotics
19.	Mrs. K. Macha Regai	HoD/S&H
20.	Ms. M. S. Vijayalakshmi	HoD/PHARMA
21.	Dr.S.Chitra Devi	HoD/MBA
22.	Mr.M.Hemachandran	HoD/Bio-medical
23.	Dr.S.Balamurugan	Placement Officer
24.	Ms.Mohana Priya	Alumni
25.	Mr.L.Kavin	Alumni
26.	Mr. S. Manoj Kumar	IV/ECE
27.	Ms.V.Madhumitha	III/CSE



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Chikkarayapuram, Near Mangadu, Chennai 600069.

Academic Year 2024-2025

IQAC Committee

Minutes of Meeting

Date: 24-02-2025

Time: 02.30 P.M

Venue - Conference Hall

Principal/IQAC Chairperson welcomed the members and following agenda was discussed.

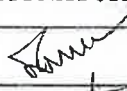
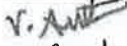
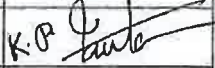
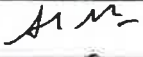
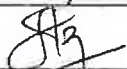
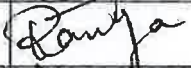
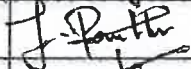
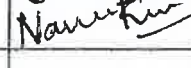
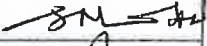
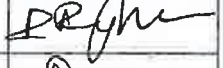
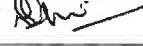
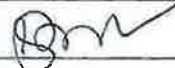
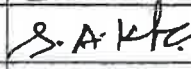
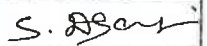
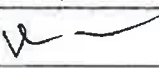
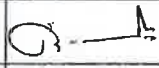
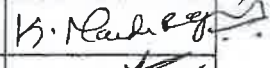
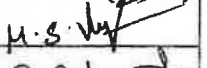
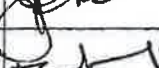
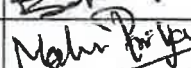
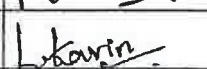
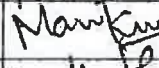
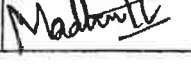
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[Signature]
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Chikkarayapuram, (Near Mangadu),
Chennai. 600 069

• Members present

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr. K. Somasundaram	Principal	
2.	Dr. V. Anitha	Vice Principal	
3.	Dr. K.P. Gautam Srinivas	Chairman	
4.	Dr. K.P. Arvind Srinivas	Managing Director	
5.	Mr. R. Arumugam	Administrator	
6.	Mr. Wesley John	Managing Director, JTECH	
7.	Mrs. Ramya	Revenue Inspector, Mangadu	
8.	Ms. F. Pavithra	Employer	
9.	Mr. Naveen Kumar	Employer	
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• Resolution

Agenda Point	Resolutions	Responsible Person	Target date	Remarks
1.	Review of previous meeting resolutions	All HoDs	One Week	1.Previous meeting resolutions were verified and follow-up action taken.
2.	Review of Odd Semester Anna university Exam performance.	All HoDs, Faculty members and students.		1.It has been reviewed all the faculty members and students were informed odd semester exams are completed and performance are good.
3.	Review of Even semester Academic Activities	All Faculty members	One Week	1.It is informed that Faculty members allotted for all even semester theory subjects and practical subjects for regulation 2021. 2.Notes of lesson has been reviewed and 80% of faculty members submitted handwritten notes remaining 20% of the faculty members are yet to submit the notes. 3.Faculty should be punctual to classes and engage classes. Students should inform Principal if faculty is not in class 4.Every day first hour any student in class should deliver 5 mins talk on any topic of interest.
4.	Transparent Feedback System	All HoDs	One Month	1.Feedback from students, Faculty, Employers and Alumni are collected and analyzed. 2.Students can give feedback through Suggestion box kept in administrative block.
5.	ERP System	Dr.D.Rajiniginath HoD/CSE-SPOC ERP	Two weeks	1.ERP portal details were verified a. Class Time Table were uploaded. b. Course co-ordinator name, designation and department details were uploaded. c. As per timetable course co-ordinator should enter the attendance details for each and every hour. d. Every day HOD can monitor the details



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6.	Implementation of Centre of Excellence a. E-Vehicle Battery Management, b. AR-VR Technology c. Apple Academic Program.	Mrs.S.Jerril Gilda(SPOC E-Vehicle) Mrs.R.Ranjini.R (SPOC AR-VR) Mrs.S.P Audline Beena (SPOC-Apple)	Two weeks	1.COE related equipment's were placed in the respective labs and the implementation is under process. 2.Each domain faculty members were allotted and training will be conducted.
7.	Website updation	Mrs.R.Vanitha Mani AP-CSE Mrs. M.R Makalakshmi AP-ECE	Three weeks	1.New website design is under process. 2.Department content event details were collected and after verification will be uploaded in the website. 3.Lecture notes should be uploaded in website
8.	The committee coordinators should be organized events	1.All Committee Coordinators	Two weeks	1.NSS Day camp for one week planned. 2.Anti Ragging Committee planned to conduct induction program to create anti-ragging awareness 3.All the committee coordinators should organize events & submit the reports.
9.	To instruct Faculty members to participate in FDP (Faculty Development Program/Workshop/Seminars)	Mrs.A.V.Harshika, AP/CSE	Two weeks	1. Faculty members has been planned to attend FDP/Workshop/Seminar. 2. Financial Support will be given to faculty members.
10.	Minimal of two NPTEL courses to be registered by the faculty in each Semester.	Dr.S.Manikandan	6 Month Once	1.Faculty members and few students registered for NPTEL Course this even semester
11.	To create a student- centric learning environment, students are motivated to submit projects in funding agency and publish Conference papers in Scopus Indexed journals, Web of Science or UGC Care.	All HoD'S	One Month	1. Project has been submitted in TNSCST and NAAN Mudhalvan Niral Thiruvizha. 2.Conference papers should be published in Scopus indexed journal/ IEEE conferences
12.	Placement and Career guidance activities.	1.Dr.S.Balamurugan, Placement Officer. 2.Mrs.R.Ramya, AP/S & H	Two Weeks	1.Placement officer should interact the students & improve the knowledge of Aptitude skills. 2. Awareness program were conducted for Final year & pre final year students. 3.Students should improve Communication skills and should converse in English 4. Students should present themselves with neat formal dress code, CV with all credentials while attending interview.



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				5. Practical training required for acquiring additional technical skillset. 6. Placement officer should interact with pre final and final year students.
13.	To create awareness for student and faculty to utilize the library resources	Mrs.G.Yogeshwari.,AP/S &H	All Days	1.Login register were checked for students and faculty members. 2.New Department books yet to be purchased.
14.a	Improvement of Research and Development, Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BIRAC, TDP, Anna University, ANRP, BD & TD, Rural Innovation Fund & TNSCST).	Dr.D.Rajiniginath, HoD/CSE & AI-DS. Mrs.R.Amutha, AP/Robotics.	Two Weeks	1.Project proposal were submitted in TNSCST. 2.Encourage to submit project proposal in various funding Agency. 3. Workshops and Hackathons should be conducted in college
14.b	Patent Filing	All Faculty members	Two Months	1.All faculty members encouraged to file Patent. 2. All HoD'S Should monitor & update the status.
15.	Participation in Co-curricular and Extra -curricular activities	All Students		1.Students should register in Hacker rangers and develop coding skills. 2. Sports events will be arranged through Mr. Arulmurugan, PD


IQAC Coordinator

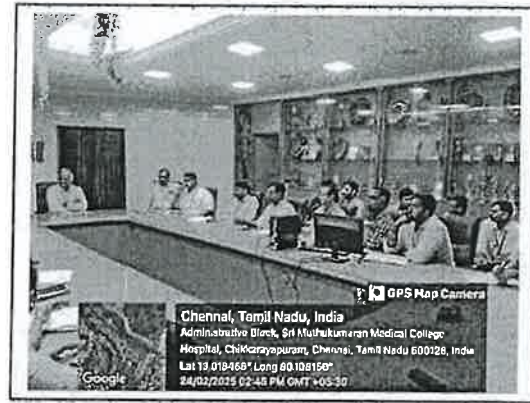

Principal / IQAC Chairperson


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Chennai-600 089.

IQAC Meeting Gallery:



1. IQAC Chairperson welcome the IQAC members



2. Interaction with student members



3. Interaction with faculty members



4. Placement officer interaction with Students



5. Feedback from students



6. End of the Meeting



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