



SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY
Chikkarayapuram, Near Mangadu, Chennai -69

Ref: SMIT/IQAC/001/2024-25

CIRCULAR

Date: 04.09.2024

Internal Quality Assurance Cell (IQAC) meeting for 2024-2025 will be held on **06.09.2024 at 12.30PM** in Conference Hall for reviewing and monitoring of academic and administrative activities. All the members are requested to attend the meeting.

AGENDA

1. Review of previous meeting resolutions
2. Improve in quality of education
3. Review of Anna University exam performance.
4. Review of Feedback from stakeholders.
5. Review of committee coordinators reports and their responsibilities.
 - a. ICC
 - b. Anti-Drug
 - c. Anti ragging
6. Faculty, staff and student participation in development programs/workshop/conferences
7. Minimum of two NPTEL courses to be registered by the faculty.
8. Review of student support system (Students to do projects and publish Conference papers in Scopus Index, Web of Science or UGC Care).
9. Library Access – Mandatory for Students & Faculty Members.
10. Research & Development
 - a. Conduct Project Expo (Science Exhibition),
 - b. Submission of Project Proposal in Funding Agency (TNSCST).
 - c. Patent Filing.
11. Any other subject with kind permission of Hon. Chairperson


IQAC Coordinator

Copy to All Members


Principal




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IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION
1.	Dr.K.Somasundaram	CSE	Principal-IQAC Chairperson
2.	Dr.V.Anitha	ECE	Vice Principal-IQAC Coordinator
3.	Dr. Arvind Srinivas	Managing Director	Managing Director
4.	Mr.Abilash	Administrator	Administrator
5.	Mr. Wesley John	Managing Director,JTECH	Managing Director,JTECH
6.	Mrs. Kamali	Revenue Inspector, Mangadu	Revenue Inspector, Mangadu
7.	Ms.F.Pavithra	EEE	Employer
8.	Mr.Naveen Kumar	ECE	Employer
9.	Prof. D.Shanthi Chelliah	ECE	Head of the Department
10.	Mrs.P.Vanitha	EEE	Head of the Department
11.	Dr.E.Pandian	MCA	Head of the Department
12.	Dr. D.Rajiniginath	CSE	Head of the Department
13.	Mrs. S. Dhanalakshmi	IT	Head of the Department
14.	Mrs.K. Macha Regai	S&H	Head of the Department
15.	Dr. S. Manikandan	CIVIL	Head of the Department
16.	Ms. M. S. Vijayalakshmi	PHARMA	Head of the Department
17.	Ms.Mohana Priya	CSE	Alumni
18.	Mr.L.Kavin	MECH	Alumni
19.	Mr. S. Manoj Kumar	ECE	IV Year
20.	Ms.Madhumitha	CSE	III Year



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Academic Year 2024-2025

IQAC Committee

Minutes of Meeting

Date: 06-09-2024

Time: 12.30 P.M

Venue – Conference Hall

Dr.V.Anitha, (IQAC Coordinator) welcomed the members and following agenda was discussed.

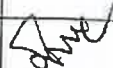
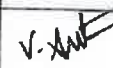
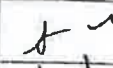
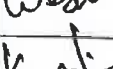
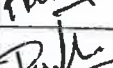
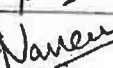
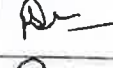
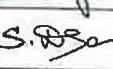
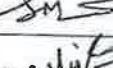
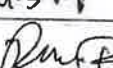
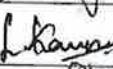
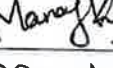
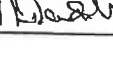
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• Members present

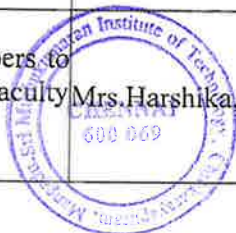
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19	Mr. S. Manoj Kumar	IV / ECE	Student	
20	Ms.Madhumitha	III / CSE	Student	




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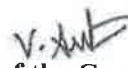
• Resolution

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	To enable faculty to use ICT tools efficiently.	All Faculty members	One Week	1. It has been resolved to Utilize LCD Projector. 2. 20 % of the faculty members utilize ICT Facility. 3. List of respective courses should be submitted for the 20 % of the ICT Facility.
3	To improve the odd semester exam results	All HoDs	Two weeks	1. Odd Semester Exam question paper and evaluation were discussed. 2. Result analysis should be submitted as per format.
4	Transparent Feedback System	All HoDs	One Month	1. Feedback from students, Faculty, Employers and Alumni are collected and analyzed.
5.a	The committee members should be organized events: Internal complaints committee	1. Prof.D.ShanthiChellai, ICC Coordinator	Two weeks	1. Internal Complaint's committee planned to conduct a Seminar on Polycystic Ovary Syndrome.
5.b	The committee members should be organized events: Anti Drug Committee	Mr.Senthil, Anti-Drug Coordinator	Two weeks	NSS Day camp for one week planned
5.c	The committee members should be organized events: Anti Ragging committee	Dr.Sivaraman, Anti-Ragging Coordinator	Two weeks	Anti Ragging Committee planned to conduct induction program to create anti-ragging awareness.
6	To instruct Faculty members to participate in FDP (Faculty Development Program)	Mrs.Harshika, AP/CSE	Two weeks	1. Faculty members has been planned to attend FDP. 2. Financial Support will be given to faculty members.



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7	Minimal of two NPTEL courses to be registered by the faculty in each Semester.	Dr.S.Manikandan	6 Month Once	1.Faculty members has been registered for NPTEL Course
8	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.	Prof.D.Shanthi Chelliah, HoD/ECE Dr.Sankar,HoD/Mech	One Month	1. Project has been submitted in TNSCST. 2.Conference papers are published in International journal of engineering and management Education
9	To create awareness for student and faculty to utilize the library resources	Mrs.Yogeshwari.,AP/S&H	All Days	1.Login register were checked for students and faculty members
10.a	Improvement of Research and Development Conduct Project Expo (Science Exhibition)	Dr.D.Rajiniginath, HoD/CSE & AI-DS	Two Weeks	1.Project Expo will be conducted on 19.09.2024
10.b	Submission of Project Proposal in Funding Agency (TNSCST).	Mrs.R.Amutha, AP/Mechatronics	Two Weeks	1.TNSCST project proposal deadline 13.09.2024
10.c	Patent Filing	Mr.N.Arun Kumar, AP/MECH	Two Weeks	1. One patent yet to file.
11	Proposal for New Ideas	Mr.Viniath, CSE IV Year	One Week	1.Proposal submitted for community FM radio to management


 Signature of the Committee coordinator




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IQAC Meeting Photos:



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