



SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY

Chikkarayapuram, Near Mangadu, Chennai 600069.

Academic Year 2025-2026

IQAC Committee Minutes of Meeting

Date : 14-11-2025

Time : 11.30 A.M

Venue : Conference Hall

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

AGENDA

1. Improve in quality of education
2. Review of Odd & Even semester Academic Activities.
3. Review of Anna University Regulation 2025-First Year.
4. Review of University Exam Preparation
5. Review of analysis of University Exam Results Apr/ May 2025
6. Review of Sports activities
7. Review of Feedback from stakeholders.
8. Review and Monitoring of ERP.
9. Review of Centre of Excellence Activities.
10. Review of MOU activities.
11. Review of Infrastructure facilities (Equipment's, Consumables, etc.,)
12. Review & Monitoring of College Website
13. Review of committee coordinators reports and their responsibilities.
 - (i) NSS Committee
 - (ii) Anti ragging Committee
 - (iii) Entrepreneurship Development Cell Committee
 - (iv) R&D Cell
14. Faculty, Staff and Student participation in Symposium /Workshops/Conferences.
15. NPTEL Exam Registration-Faculty members & Students.
16. Review of Quarterly IIC Activities and R& D Cell Activities
17. Review of IEEE, IETE and ICTACT membership and related activities
18. Review of Faculty publications -Scopus Index, Web of Science, UGC Care, IEEE Explore Conferences (Journal Publication) &Text Book.
19. Review of student support system (Students to do Mini Projects, Major Projects and Publish papers in Scopus Index, Web of Science & UGC Care).
20. Review and Monitoring of Placement and Career Guidance Activities.
21. Review of arranging On/Off campus Placement drive.
22. Library Access – Mandatory for Students & Faculty Members.
23. Infrastructure Access-Smart Board, R & D Cell.
24. Research & Development
 - a. Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BIRAC, TDP, Anna University, ANRP, BD & TD, Rural Innovation Fund, Nimirthu Nil, EDH & TNSCST.
 - b. Patent Filing.
25. Review of AICTE ATAL FDP-Online/ Offline
26. Review of applying AICTE scholarship schemes- PRAGATI/ SAKSHAM/ SWANATH
27. Any other subject with kind permission of Hon.Chairperson

V. Sankar
14/11/2025
IQAC Coordinator

Copy to All Members

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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 | |
| 10 | Dr. S. Manikandan | HoD/CIVIL | |
| 11 | Dr. D. Rajiniginath | HoD/CSE | |
| 12 | Dr. D. Joseph Jeyakumar | HoD/ECE | |
| 13 | Dr. A. Jaffar Sadiq Ali | HoD/EEE | |
| 14 | Dr. E. Pandian | HoD/MCA | |
| 15 | Dr. S. A. Kalaiselvan | HoD/AI & DS | |
| 16 | Dr. M. Lenin Kumar | HoD/IT | |
| 17 | Dr. V. Sivaraman | HoD/Mech | |
| 18 | Dr. R. GokulDass | HoD/Mechat & Robotics | |
| 19 | Mrs. K. Macha Regai | HoD/S&H | |
| 20 | Dr. R. Balachandar | HoD/PHARMA | |
| 21 | Dr. S. Chitra Devi | HoD/MBA | |
| 22 | Mr. M. Hemachandran | HoD/Bio-medical | |
| 23 | Mr. M. Sathish | Placement Officer | |
| 24 | Ms. Mohana Priya | Alumni | |
| 25 | Mr. L. Kavim | Alumni | |
| 26 | Mr. N. Rathin | IV/ECE | |
| 27 | Ms. K. Abisha | IV/CSE | |

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| 28 | Mr. A. M. D. Arun Balaji | IV/AI &DS | <i>Arun Balaji</i> |
| 29 | Ms. M. Roja | IV/ BME | <i>M. Roja</i> |
| 30 | Ms. R. Ashvi | IV/Pharma | <i>Ashvi</i> |
| 31 | Ms. S. Kaviya | IV/Civil | <i>S. Kaviya</i> |
| 32 | Ms. S. Sri Pavithra | IV/IT | <i>S. Sri Pavithra</i> |
| 33 | Mr. M. Prasanna Kumar | IV/Mech | <i>Prasanna Kumar</i> |
| 34 | Mr. R. Pugazhendhi. | IV/EEE | <i>Pugazhendhi</i> |
| 35 | Mr.S.Harish | IV/ Mechatronics | <i>S. Harish</i> |
| 36 | Mr.B.Pradeepa | IV/ R&A | <i>B. Pradeepa</i> |
| 37 | Ms. V. Bharathi | II/MBA | <i>Bharathi</i> |
| 38 | Ms. R. Rakshana | II/MCA | <i>R. Rakshana</i> |

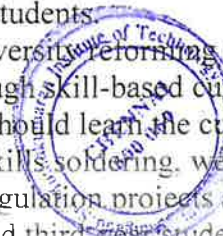
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RESOLUTION

| Agenda Point | Resolutions | Responsible Person | Target date | Remarks |
|--------------|---|---|--------------|--|
| 1. | Improve in quality of education | All HoDs, Faculty members and students. | One Semester | <ol style="list-style-type: none"> 1. Previous meeting resolutions were verified and follow-up action taken. 2. Students should work, prepare well and focus towards achieving good results in Lab integrated theory courses. 3. Every Student should create and have LinkedIn account for Placement opportunities. 4. Teaching learning methodology could be changed and ICT tools such as Smart Board , LCD TV, Google classroom and Ideathon can be followed 5. Learning skills could be improved through Access of advanced teaching materials, OBE software and recorded lectures |
| 2. | Review of Odd & Even semester Academic Activities. | All Faculty members | One Semester | <ol style="list-style-type: none"> 1. All Faculty members, handling three theory courses. Every faculty should maintain subject notes & question bank 2. Students can get the google class room code from the respective subject faculties. 3. All faculty should put lecture notes, question bank, Syllabus, e-book in Google class room and link should be shared to students.All Faculty and HODs ensure that all students joined Google Class room 4. Faculty should prepare video lecture course material for Unit-1 and should give lecture for Unit-1 and uploaded in You tube channel. 5. Students should prepare well for internal assessment AT -I, AT-II and Model exam. |
| 3 | Review of Anna University Regulation -2025- First Year. | All HoDs | One Month | <ol style="list-style-type: none"> 1. It is informed that Faculty members allotted for all odd semester theory subjects and practical subjects for regulation 2025 for first year students 2. Anna University reforming the regulation 2025 through skill-based curriculum. 3. Students should learn the curriculum based on basic skills soldering, welding, etc. 4. In 2025 regulation projects allotted for second- and third-year students for developing the emerging trends. |


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| 4. | Review of University Exam Preparation | All HoD'S, Faculty Members & All Students | One Week | <ol style="list-style-type: none"> 1. Faculty should verify their subject notes with students before signing no dues. 2. Hall tickets should be issued based on academic performance in model exam and no dues. Failed students should write Remodel before receiving the hall ticket and it should be informed to the students. 3. Target for Nov/Dec 2025 University Exam should be 100%. |
| 5. | Review of Analysis of University Exam Preparation | All HoD'S, Faculty Members & All Students | | <ol style="list-style-type: none"> 1. Apr/ May '2025 Anna University results have been reviewed and it is comparatively good. All the faculty members and students were informed to follow strategy to improve the performance in odd semester exams. |
| 6. | Review of Sports Activites | Mr.Arumurugan Mr.Vinoth Physical Director | One Week | <ol style="list-style-type: none"> 1. Students should be updated on sports activities (Zonal Match) regularly for both boys and girls. 2. Students should get permission to play in the ground beyond 4.00 PM. |
| 7. | Review of Feedback from stakeholders. | All HoDs | Two weeks | <ol style="list-style-type: none"> 1. Feedback from students, Faculty, Employers and Alumni are collected and analyzed. |
| 8. | Review and Monitoring of ERP. | Dr.D.Rajiniginath HoD CSE-SPOC ERP | Two weeks | <ol style="list-style-type: none"> 1. As per timetable course co-ordinator should enter the attendance details for every hour. 3. All faculty should enter the attendance regularly and HoD should monitor the same. |
| 9. | Review of Centre of Excellence Activities. | Dr.D.Rajiniginath HoD/CSE-CoE- | One Month | <ol style="list-style-type: none"> 1. E-Vehicle, related value added course was conducted for EEE and ECE students 2. AR-VR Value Added course was conducted 3. Every department should establish minimum two CoE and 26 COEs required. 4. . Training activities could be arranged through CoE's. 5. Inauguration for APPLE and INTEL COE will be conducted next semester. 6. Installation of APPLE is completed |
| 10. | Review of MOU activities | All HoD'S | Three weeks | <ol style="list-style-type: none"> 1. Hod's should identify companies for MoU and 3 MoUs has been signed during 2024-25 2. Few departments identified companies TCS- AI&DS FOXCONN- AI&DS. IT Siemens- BME E-Cons- Civii CADENCE/ VLSI Software OSS- ECE. Infrastructure should be developed based on Industry needs. |


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| 11. | Review of Infrastructure facilities (Equipment's, Consumables, etc.,) | All HoD's | Three weeks | <ol style="list-style-type: none"> OS installed for all systems in AI & DS labs Mechatronics/Robotics Students have been given awareness and training on recent software 3D Printing Technology. Separate faculty allotted and arranged accordingly Internet /BW increased to 1 GB through Leased Line connection and process completed. Chemicals purchased in pharmaceutical lab and lab experiments conducted Students were given hospital training and taught to operate all new lab equipment available in BME lab Equipments purchased for labs as per regulation 2025 |
| 12. | Review & Monitoring of College Website | Dr.M. Lenin Kumar, Incharge | Two weeks | <ol style="list-style-type: none"> All department activities updated in the website All departments ensure whether the department activities updated or not. Faculty details and Lecture notes should be uploaded Photos should be uploaded in the college website. |
| 13. | Review of committee coordinators reports and their responsibilities. (i) NSS Committee (ii) Anti ragging Committee (iii) Entrepreneurship Development Cell Committee. (iv) R & D Cell | All Committee Coordinators | Two weeks | <ol style="list-style-type: none"> Many activities organized during the year 2024-25 NSS officer should arrange one program for every week. Anti ragging committee members should monitor the higher semester students and first year students during break hours inside the college premises. NSS camp should be arranged frequently to coordinate with school students for campus cleaning EDC cell activities to be followed Funding agency should be identified by R&D cell and should be posted. |
| 14. | Faculty, Staff and Student participation in Symposium /Workshops/Conferences/ NPTEL | All HoD's & Faculty Members | Six Month Once | <ol style="list-style-type: none"> Faculty members should participate in Conferences and students should be encouraged to attend symposiums and conferences First year students are participating in Co curricular activities in other colleges, Higher semester students should participate in co-curricular activities. |
| 15. | Review of NPTEL Exam Registration | All HoD's & Dr.S.Manikandan | Six Month Once | <ol style="list-style-type: none"> NPTEL student achievers can be honoured Around 194 Faculty members and Students enrolled NPTEL Courses in new technology during Nov/ Dec 2025. |


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| 16. | Review of Quarterly IIC Activities and R & D Cell Activities | Dr.V.Anitha, IIC President & All HoD'S | One Month | <ol style="list-style-type: none"> 1. IIC activities should be conducted as per schedule by the department as allotted. 2. IIC activities- Quarter-3 & 4 documents submitted in the IIC Portal. 3. IIC Portal introduced R & D Cell Activities for the Academic Year 2025-26. 4. IIC Activities Presentation were completed for the Academic Year 2025-26. Next Quarter activities 2025-26 has been scheduled and allotted. 5. 10 Yukthi proposals submitted |
| 17. | Review of IEEE, IETE and ICTACT Membership activities. | Dr. S. A. Kalaiselvan HOD - AI & DS, Dr.D.Rajini Girinath-HoD-CSE Dr.D.Joseph Jeyakumar-HoD-ECE | One Semester | <ol style="list-style-type: none"> 1. IEEE membership activities are initiated and conducted. 2. IEEE - WIE SMIT have won women in leadership award for active involvement. 3. IEEE awareness program should be conducted 4. IETE student chapter should be initiated and ECE HOD should follow. 5. All Faculty should get ISTE membership and Dr.R. Gokuldass, HoD/Mechat will be the incharge 6. ICTACT membership renewal completed 7. Awareness workshop should be conducted for ORACLE certification through ORACLE Academic Partner Workshop should be arranged for JAVA Administrator, AI and Cloud Computing |
| 18. | Review of Faculty publications - Scopus Index, Web of Science, UGC Care, IEEE Explore Conferences (Journal Publication) & Text Book. | All HoD'S | One Semester | <ol style="list-style-type: none"> 1. Faculty and student publication details should be completed for 2024-25 2. Faculty should publish SCI/ SCOPUS indexed journal only as recommended by Anna University. UGC care publication not considered by Anna University. |
| 19. | Review of student support system (Students to do Mini Projects, Major Projects and Publish papers in Scopus Index, Web of Science & UGC Care). | All HoD'S | All Days | <ol style="list-style-type: none"> 1. Every semester Industrial Visit, Symposium, Conference, Seminar, Workshop should be organized 2. Final year students should publish papers in SCI/ Scopus indexed Conference and Journal |




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| 20. | Review and Monitoring of Placement and Career Guidance Activities. | 1.Mr.M. Sathish, Placement Officer. 2.Mrs.Ramya, AP-S &H | Two Weeks | <ol style="list-style-type: none"> 1. Students should attend assessment test conducted by Quicklrn wrt Aptitude, Communication. Sequence of Assessment test questions are repeated. 2. Final Year student AI&DS Ms. M. Bharathi Sri has been selected for INFOSYS through NM placements 3. Campus interview was conducted last week for Internship and 9 students were selected and given offer letter. 4. Principal Sir will arrange Awareness program for Higher studies for final year students with coordination Mr.M.Hemachandran, HOD/ BME |
| 21. | Review of arranging On/Off Campus | Mr.M. Sathish, Placement Officer & HoD'S | | <ol style="list-style-type: none"> 1. Placement officer should follow up with Companies to be arranged for Placements after the university exams. 2. HODs should identify company for arranging placements for their respective students and all students should be placed before February 2026. |
| 22. | Library Access – Mandatory for Students & Faculty Members. | Dr.T.S.Krithiga, AP-Chemistry | Two Weeks | <ol style="list-style-type: none"> 1. Minimum student entry count should be 250 in the Central Library. 2. IEEE journal access has been enabled in college to facilitate research work. 3. Internet access should be facilitated in Digital Library 4. Book access by students is very minimum and should be increased |
| 23. | Infrastructure Access-Smart Board, R & D Cell | All HODs | One Semester | <ol style="list-style-type: none"> 1. Faculty should deliver lectures using Smart board, Demonstrations. 2. Name of the applicant for Patent should be college name and inventor should be faculty name. |
| 24. | Research & Development Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BIRAC, TDP, Anna University, ANRP, BD & TD, Rural Innovation Fund, Nimirnthu Nil. EDII & TNSCST. | Dr.D.Rajiniginath HoD-CSE | One Semester | <ol style="list-style-type: none"> 1. Details of funding agencies should be identified and followed by R&D cell coordinator |

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| 25. | Review of AICTE ATAL FDP- Online/Offline. | Dr.A.Jaffar sadiq Ali, HOD-EEE | | <ol style="list-style-type: none"> 1. ATAL online FDP was successfully completed by EEE department from 08/09/2025 to 13/09/2025 2. Each department should identify innovative title for ATAL FDP and proposal should be submitted |
| 26. | Review of AICTE Scholarship Schemes- Pragati/Saksham/ Swanath | Mrs.Mahalakshmi, AP/ECE Mrs.Nathiya, AP/ S & H | | <ol style="list-style-type: none"> 1. Six girls students submitted for Pragati Scholarship, remaining students should be followed. 2. One boy & One Girl submitted for Swanath Scholarship. |
| 27. | Any other subject with kind permission of Hon.Chairperson | All HODs | Two weeks | <ol style="list-style-type: none"> 1. Fees abstract for regulation 2025 will be issued shortly. 2. Students were given technical training through Value added courses, Hands on training and Workshops. 3. Computer lab in all departments well equipped with systems with specification to support all recent / open-source software. 4. Students should be trained for strong basket ball and volley ball team. Playground is revamped and net should be fixed. 5. Faculty members should not come for biometric before 3.45 PM and should leave college after 3.45 PM 6. Faculty Members should not sit in the Canteen in between class hours. 7. Hostel girls has asked to fix wash basin in canteen 8. Dinner quantity not sufficient in Boys Hostel regularly 9. Industrial visit to relevant companies should be arranged by college . 10. More Cultural activities should be organized 11. Log in register should be maintained in IQAC cell and details of documents submitted should be entered.IQAC coordinator is responsible for the follow up of documents. 12. Submission of NAAC documents for 2024-2025 is 24.11.2025 and 2025-26 Odd semester is 01.12.2025 13. PMSS scholarship amount credited to student's account and asked to remit the fees to college. |

V.  19/11/2025
IQAC COORDINATOR


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