



SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY

Chikkarayapuram, Near Mangadu, Chennai 600069.

Academic Year 2025-2026

IQAC Committee

Minutes of Meeting

Date : 09-02-2026

Time : 2.30 P.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-UG & PG.
4. Review of analysis of Nov/ Dec 2025 Anna University Exam.
5. Review of List of Sports activities.
6. Review of Feedback from stakeholders.
7. Review and Monitoring of ERP.
8. Review of Centre of Excellence Activities.
9. Review of MOU activities.
10. Review of Infrastructure facilities (Equipment's, Consumables, etc.,)
11. Review & Monitoring of College Website
12. Review of committee coordinators reports and their responsibilities.
 - (i) NSS Committee
 - (ii) Anti ragging Committee
 - (iii) Entrepreneurship Development Cell Committee
 - (iv) R&D Cell.,etc.,
13. Faculty, Staff and Student participation in Symposium /Workshops/Conferences.
14. NPTEL Exam Registration-Faculty members & Students.
15. Review of Quarterly IIC Activities, IndiaAI Impact Pre-summit 2026 activities and R& D Cell Activities.
16. Review of IEEE, IETE, ISTE and ICTACT membership and related activities
17. Review of Faculty publications - Scopus Index, Web of Science, UGC Care, IEEE Explore Conferences (Journal Publication) & Text Book.
18. Review of student support system (Students to do Mini Projects, Major Projects and Publish papers in Scopus Index, Web of Science & UGC Care).
19. Review and Monitoring of Placement and Career Guidance Activities.
20. Review of arranging On/Off campus Placement drive.
21. Library Access – Mandatory for Students & Faculty Members.
22. Research & Development
 - a. Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BERAC, Anna University, AICTE, EDII & TNSCST.
 - b. Patent Filing.
23. Any other subject with kind permission of Hon. Chairperson.

V. Anil
9/02/2026
IQAC Coordinator
Copy to All Members

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Principal



MEMBERS PRESENT

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1	Dr. K. Somasundaram	Principal	<i>[Signature]</i>
2	Dr. V. Anitha	Vice Principal & IQAC Coordinator	<i>[Signature]</i>
3	Dr. K. P. Gautam Srinivas	Chairman	<i>[Signature]</i>
4	Dr. K. P. Arvind Srinivas	Managing Director	<i>[Signature]</i>
5	Mr. R. Arumugam	Administrative Officer	<i>[Signature]</i>
6	Mr. Wesley John	Managing Director, JTECH	<i>[Signature]</i>
7	Mrs. Ramya	Revenue Inspector, Mangadu	<i>[Signature]</i>
8	Ms. F. Pavithra	Employer	<i>[Signature]</i>
9	Mr. Naveen Kumar	Employer	<i>[Signature]</i>
10	Dr. S. Manikandan	HoD/CIVIL	<i>[Signature]</i>
11	Dr. D. Rajiniginath	HoD/CSE	<i>[Signature]</i>
12	Dr. D. Joseph Jeyakumar	HoD/ECE	<i>[Signature]</i>
13	Dr. A. Jaffar Sadiq Ali	HoD/EEE	<i>[Signature]</i>
14	Dr. E. Pandian	HoD/MCA	<i>[Signature]</i>
15	Dr. S. A. Kalaiselvan	HoD/AI & DS	<i>[Signature]</i>
16	Dr. M. Lenin Kumar	HoD/IT	<i>[Signature]</i>
17	Dr. V. Sivaraman	HoD/Mech	<i>[Signature]</i>
18	Dr. R. GokulDass	HoD/Mechat & Robotics	<i>[Signature]</i>
19	Dr. R. Nithya	HoD/S&H	<i>[Signature]</i>
20	Dr. R. Balachandar	HoD/PHARMA	<i>[Signature]</i>
21	Dr. S. Chitra Devi	HoD/MBA	<i>[Signature]</i>
22	Mr. M. Hemachandran	HoD/Bio-medical	<i>[Signature]</i>
23	Mr. M. Sathish	Placement Officer	<i>[Signature]</i>
24	Ms. Mohana Priya	Alumni	<i>[Signature]</i>
25	Mr. L. Kavim	Alumni	<i>[Signature]</i>
26	Mr. N. Rathin	IV/ECE	<i>[Signature]</i>
27	Ms. K. Abisha	IV/CSE	<i>[Signature]</i>

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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 for</i>

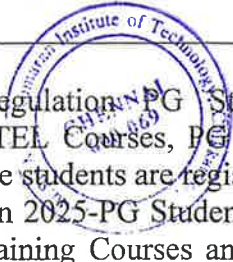
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RESOLUTION

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. .
2.	Review of Odd & Even semester Academic Activities.	All HoD's & All Faculty members	One Semester	<ol style="list-style-type: none"> 1. Students can get the google class room code from the respective subject faculties. 2. All faculty should upload lecture notes, question bank, Syllabus, e-book in Google class room and link should be shared to students. 3. Faculty should prepare video lecture for their respective subjects. Each subject 5 Units i.e Unit-I,II,III,IV & V. Each unit should be splitted into four parts. Each subjects required 20 Videos.Unit-I, if it is topic 1-videos should be covered 10 to 15 mins. Content should be clear, last slide is very important. 4. 1300 students are available in our campus, HoD's should monitor the students and make them to subscribe our college youtube channel and required more subscribers. 5. The videos should be uploaded in You tube channel. This weekend the process should be completed. 6. All HoD's submit the performance of Assessment Test-I Mark list & Result Analysis. HoD's inform the students performance to the parents. Conduct special coaching class for Failure Students between 3.30 p.m to 4.30 p.m, Students should attend the special class and should get pass mark in assessment tests
3	Review of Anna University Regulation -2025- First Year-UG & PG.	All HoDs	One Month	<ol style="list-style-type: none"> 1. In 2025 regulation PG Students must register NPTEL Courses, PG Dept HoD'S kindly ensure students are registered. 2. In regulation 2025-PG Students are having Industrial training Courses and skill based development courses.
4.	Review of Analysis of Nov/Dec 2025 Anna University Exam	All HoD'S, Faculty Members & All Students		<p>Nov / Dec '2025 Anna University results to be reviewed.</p>

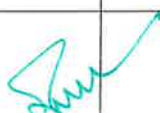

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5.	Review of List of Sports Activities	Mr.Arumurugan Mr.Vinoth Physical Director	One Week	<ol style="list-style-type: none"> 1. Students sports activities have been displayed, this weekend sports will be completed. 2. Students should get prior permission to play in the ground.
6.	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.
7.	Review and Monitoring of ERP.	Dr.D.Rajiniginath HoD CSE-SPOC ERP	Two weeks	<ol style="list-style-type: none"> 1. ERP should be followed regularly. 2. NETKampus incharge should be called & followed regularly. Instead of Mr.Arunbalaji the company allotted to Mr.Vijayakumar
8.	Review of Centre of Excellence Activities.	Dr.D.Rajiniginath HoD/CSE- & All HoD's	One Month	<ol style="list-style-type: none"> 1. CoE Started. Students have not utilized properly. Training activities could be arranged through CoE's. 2. Arrange Industry person and conduct the training.
9.	Review of MOU activities	All HoD'S	Three weeks	<ol style="list-style-type: none"> 1. Every day MoUs has been signed and activities should be arranged through MoU.
10.	Review of Infrastructure facilities (Equipment's, Consumables, etc.,)	All HoD's & Dr.D.Rajiniginath , HoD/CSE	Three weeks	<ol style="list-style-type: none"> 1. Utilize the CSE Block smart class room for the following departments, AI & DS, IT, MCA, EEE & ECE. Smart class room could be utilized by all and it is for college
11.	Review & Monitoring of College Website	Dr.M. Lenin Kumar, Incharge	Two weeks	<ol style="list-style-type: none"> 1. All department activities and events should be uploaded & updated in the website 2. All departments hod's should update the activities regularly. 3. Website details will be considered for NIRF ranking and details should be updated accordingly, NPTEL details should be uploaded in the website.
12.	Review of committee coordinators reports and their responsibilities.	All Committee Coordinators	Two weeks	<ol style="list-style-type: none"> 1. Anti ragging committee members should monitor the college premises.
13.	Faculty, Staff and Student participation in Symposium /Workshops/Conferences.	All HoD's & Faculty Members	Six Month Once	<ol style="list-style-type: none"> 1. Faculty members should participate in Conferences and students should be encouraged to attend symposiums and conferences



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14.	Review of NPTEL Exam Registration	All HoD's & Dr.S.Manikandan	Six Month Once	1. Faculty members and Students are registered for NPTEL Courses in new technology.
15.	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"> IIC activities -MIC Driven activities, Self Driven activities, Calendar activities, Celebration activities and R & D Activities should be conducted as per schedule by the department as allotted. IIC activities- Pre-summit Indiaimpact-AI-2026 Activities/Events are conducted during 19th Jan 2026 to 9th Feb 2026 and same should be submitted through Google form and should be submitted in the IIC Portal on or before 10-02-2026. R & D Committee formation uploaded in the IIC Portal. Regarding R & D Activities Newsletter, Policy document & Regular meeting links are opened in the IIC Portal. Newsletter preparation work allotted for S & H department. All HoD's are asked to submit the Newsletter details as per format on or before the 16-02-2026.
16.	Review of IEEE, IETE, ICTACT and ISTE 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"> IEEE membership activities are conducted regularly. IETE student chapter inauguration was completed. Activities should be conducted. ISTE membership Incharge Dr.R. Gokuldass, HoD/Mechat , 6 Months before informed, Incharge not Initiated the membership process. Complete the process immediately. Dr.Sivaraman, HoD Mechanical, Incharge for SAE Membership under Mechanical department. The membership process should be completed.
17.	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"> Last semester faculty member & students publication, it is not satisfactory as per the target fixed. This semester Faculty and student publication details must be completed. Faculty members are allowed for vacation after fulfilling the condition Journal publication is mandatory for all faculty members, it is accountable and also contribute for personal growth of all faculty members
18.	Review of student support system (Students to do Mini Projects, Major Projects and Publish papers in Scopus Index, Web of	All HoD'S  PRINCIPAL SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY Chikkerayapuram, (Near Mangadukki) Chennai-800 089.	All Days	<ol style="list-style-type: none"> Final year students should publish papers in SCI/ Scopus indexed Conference and Journal. AI & DS Department final year students got acceptance from IEEE Conference. Remaining department HoD's instruct the students to publish the papers in Indexed Journal.

	Science & UGC Care).			
19.	Review and Monitoring of Placement and Career Guidance Activities.	All HoD's	One day	<ol style="list-style-type: none"> 1. All HoD's are asked to discuss with final year students and get their willingness to attend the placement drive. Then allow them to attend placement drive. 2. Last meeting Principal Sir informed 8.5 CGPA Grade student list should be submitted, HoD's not submitted the list. 3. Management is keen on that placement HoD's are not upto the mark.
20.	Review of arranging On/Off Campus	Placement Advisor & All HoD's		<ol style="list-style-type: none"> 1. Final year students should come and meet the Placement Advisor.
21.	Library Access – Mandatory for Students & Faculty Members.	Central Library Incharge	Two Weeks	<ol style="list-style-type: none"> 1. Minimum student entry count should be 300 in the Central Library. 2. Minimum number of students and faculty members accessing the central library. 3. Faculty members and students should access the central library regularly. The entry should be reached to 300.
22.	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.Rajiniginirath HoD-CSE	One Semester	<ol style="list-style-type: none"> 1. Lot of funding agencies are available identify the thrust area and submit the projects accordingly. 2. Quantity of the projects are not the matter, Quality of the project should be very important. 3. Next week will be arranged for Research Presentation.
23.	Any other subject with kind permission of Hon. Chairperson	All HODs	Two weeks	<ol style="list-style-type: none"> 1. Late comer students should be avoided. Students are coming late regularly 9.15 a.m, 9.30 a.m and 9.45 a.m. Whether if you are working in a company or Rocket launching place they are not allowed for late comers. 2. Every classes are scheduled, as per schedule attend the class. 3. HoD's should not allow the Students without ID Card. Whether Fine is insisted for late comers, it is not punishment it is focusing to avoid the late comers. 4. Industry persons are willing to enter our college to arrange courses. i.e Additive Manufacturing and Remote Pilot training courses. The training duration will be 2 to 3 weeks. 5. New Courses introduced for the Academic


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				<p>year 2026-27. B.E.CSE (Cyber security), M.E.CSE (AI & ML), MBA (AI & D Business Analytics). PG courses a grooming.</p> <p>6. BME Students represented systems are n sufficient in the lab.</p> <p>7. MCA Students represented class roo; windows are broken</p> <p>8. IT Students represented tiles are broken i the lab.</p> <p>9. Mechatronics students represented clas room board is not in the working condition</p> <p>10. Girl Students represented Latch nc available in the girls rest room.</p> <p>11. Cultural activities should be planned fo Four days. Only registered students shoulc be allowed.</p>
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V-Annal
9/02/2026

IQAC COORDINATOR

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9/2/26

PRINCIPAL

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