



SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY

Chikkarayapuram, Near Mangadu, Chennai 600069.

Academic Year 2025-2026

IQAC Committee

Minutes of Meeting

Date : 01-09-2025

Time : 02.30 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.
4. Review of Feedback from stakeholders.
5. Review and Monitoring of ERP.
6. Review of Centre of Excellence Activities.
7. Review of MOU activities.
8. Review of Infrastructure facilities (Equipment's, Consumables, etc.,)
9. Review & Monitoring of College Website
10. Review of committee coordinators reports and their responsibilities.
 - (i) NSS Committee
 - (ii) Anti ragging Committee
 - (iii) Entrepreneurship Development Cell Committee
11. Faculty, Staff and Student participation in Symposium /Workshops/Conferences
12. NPTEL Exam Registration-Faculty members & Students.
13. Review of IIC Activities.
14. Review of Faculty publications -Scopus Index, Web of Science, UGC Care, IEEE Explore Conferences (Journal Publication) &Text Book.
15. Review of student support system (Students to do Mini Projects, Major Projects and Publish papers in Scopus Index, Web of Science & UGC Care).
16. Review and Monitoring of Placement and Career Guidance Activities.
17. Library Access – Mandatory for Students & Faculty Members.
18. Infrastructure Access-Smart Board, R & D Cell.
19. Research & Development
 - a. Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BIRAC, TDP, Anna University, ANRP, BD & TD, Rural Innovation Fund, Nimirnthu Nil, EDII & TNSCST.
 - b. Patent Filing.
20. Review of AICTE ATAL FDP-Online.
21. Any other subject with kind permission of Hon.Chairperson.



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IQAC MEMBERS

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1.	Dr. K. Somasundaram	Principal	<i>[Signature]</i>
2.	Dr. V. Anitha	Vice Principal	<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	Administrator	<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.	Mrs. K. Macha Regai	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>[Signature]</i>
29.	Ms. M. Roja	IV/ BME	<i>M. Roja</i>
30.	Ms. R. Ashvi	IV/Pharma	<i>R. 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>M. Prasanna Kumar</i>
34.	Mr. R. Pugazhendhi.	IV/EEE	<i>R. 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>V. 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. 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. 3. Students should work and focus towards achieving good results under the guidance of faculty members to improve the results of the individual.
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 in Google class room. 4. Faculty should prepare question bank with 20 two marks and 10 sixteen marks for each unit for every subject.
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


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				allotted for second- and third-year students for developing the emerging trends.
4.	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. 2. Students can give feedback through Suggestion box kept in administrative block.
5.	Review and Monitoring of ERP.	Dr.D.Rajiniginath HoD CSE-SPOC ERP	Two weeks	<ol style="list-style-type: none"> 1. ERP process initiated and portal details were verified. 2. As per timetable course co-ordinator should enter the attendance details for every hour. 3. Every day HOD can monitor the details and students less than 90% attendance is not allowed to write the University exams. 4. Strictly follow the ERP attendance and should be displayed in notice board and shared to students every month 5. Awareness could be arranged for students wrt ERP portal.
6.	Review of Centre of Excellence Activities.	Dr.D.Rajiniginath HoD/CSE-CoE-Incharge Mrs.Jerril Gilda, AP-EEE	One Month	<p>Establishment of Centre of Excellence.</p> <ol style="list-style-type: none"> 1. E-Vehicle, AR-VR related courses will plan to conduct after 15th Sep'2025. 2. AR-VR course is open to all departments minimum amount will be charged for the course. 3. Every department should establish minimum two CoE and 26 COEs required. 4. Training activities could be arranged through CoE's.
7.	Review of MOU activities	All HoD'S	Three weeks	<ol style="list-style-type: none"> 1. Process in establishing and connecting industry persons with Institute is under progress. 2. HODs are working towards filling the gap between industry and institute through MOUs like seminar.


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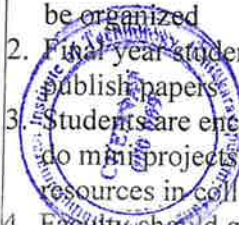
				workshop and value-added courses etc.
8.	Review of Infrastructure facilities (Equipment's, Consumables, etc.,)	All HoD'S	Three weeks	<ol style="list-style-type: none"> 1. Management insisted to develop college for further development of the Institute. 2. HODs are asked to analyze and submit proposal on establishing the Institution through adding new infrastructural facilities.
9.	Review & Monitoring of College Website	Mrs.R.Vanithamani, AP-CSE Mrs.M.R.Mahalakshmi, AP-ECE	Two weeks	<ol style="list-style-type: none"> 1. All department activities updated in the website. 2. Each department should appoint one faculty and one student for update up to date data in the website. 3. All departments ensure whether the department activities updated or not.
10.	Review of committee coordinators reports and their responsibilities. (i) NSS Committee (ii) Anti ragging Committee (iii) Entrepreneurship Development Cell Committee	All Committee Coordinators	Two weeks	<ol style="list-style-type: none"> 1. NSS officer should arrange one program for every week. 2. Anti ragging committee members should monitor the higher semester students and first year students during break hours inside the college premises. 3. Students are sitting in the bike stand between EEE block and CSE block. If any senior student ragging the junior student, he/ she should be immediately punished. 4. NEC-2025, IIT Bombay. initiated under EDC. Quiz competition and ideathon conducted by AI&DS department. The best 3 winners were awarded prizes. 5. Separate SPOC should be nominated for SIH - . 27. Ideas were submitted in the SIH portal.
11.	Faculty, Staff and Student participation in Symposium /Workshops/Conferences/ NPTEL	All HoD's & Dr.S.Manikandan 	Six Month Once	<ol style="list-style-type: none"> 1. Faculty members and Students should enroll NPTEL courses in new technology. 2. NPTEL workshop should be organized. 3. NPTEL awareness program should be conducted for first

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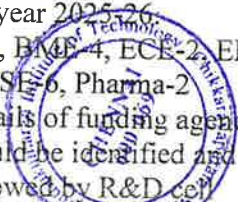
				year. 4. Registration closed for Nov/ Dec 2025 and student registration will be opened on January 2026.
12.	Review of IIC Activities.	Mrs.Saranya, AP-CSE All HoD'S	One Month	<ol style="list-style-type: none"> 1. IIC activities are organized as per guidelines and should work towards achieving 5star rating 2. Impact lectures, Mentee scheme and IA ambassador should be followed. <ol style="list-style-type: none"> a) Mrs.Pooja, AP/CSE - Nominated for Mentee Scheme. b) Mr.V.Parthiban, AP/ECE - Nominated for Impact Lecture. c) Dr.V.Anitha , VP/ECE Ms.M.S.Vijayalakshmi,AP/P harma, Mrs.K.Shanthi,AP/EEE Mr.Eastus Russel, AP/Mechatronics- Nominated for IA Ambassador 3. Few departments conducted activities in Quarter 4 and documents submitted. 4. Next Quarter activities will be released.
13.	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 patents and incentive will be given for one author only. 3. One title will be considered for Journal publish in NIRF 4. Student publications will not be considered for faculty publication
14.	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 IV, Symposium, Conference, Seminar, Workshop should be organized 2. Final year students should publish papers 3. Students are encouraged to do mini projects using resources in college 4. Faculty should guide and


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				<p>support students in broader context in all activities such as to write paper, identify and where to start and address problem.</p> <ol style="list-style-type: none"> 5. Internship could be arranged for students through placement officer 6. Students' data can be taken from UMIS portal 7. Students are asked to enroll in IEEE professional body. 35 student members are in IEEE CS. (Student membership fee Rs 1500/=) 8. Mr.Aravindhnan, CSE Alumni/ IEEE member visited 24 countries through IEEE and submitted his credentials to college.
15.	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. Placement and training arranged for III Yr. and Final year students. Aptitude and reasoning will be concentrated. 2. Faculty should coordinate to conduct the training regularly as per schedule
16.	Library Access – Mandatory for Students & Faculty Members.	Dr.T.S.Krithiga, AP-Chemistry	Two Weeks	<ol style="list-style-type: none"> 1. Every student should visit the library and enter in entry register. It will be checked. 2. Library attendance will be taken from register 3. Systems are not working properly with Wi-Fi access and should be rectified. 4. Should be equipped with Pharma books as per syllabus.
17.	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. Projects should be displayed in R&D cell and presented regularly
18.	Research & Development Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BIRAC, TDP, Anna University, ANRP, BD & TD, Rural Innovation Fund, Nimirnthu	Dr.D.Rajiniginath HoD-CSE	One Semester	<ol style="list-style-type: none"> 1. 17 TNSCST project proposals are submitted for the year 2025-26. Civil-2, BME-4, ECE-2, EEE-1, CSE-6, Pharma-2 2. Details of funding agencies should be identified and followed by R&D cell


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	Nil, EDII & TNSCST.			<p>coordinator.</p> <p>3. BIRAC proposal opened and should be followed to submit the proposal</p> <p>4. Ph.D holders are asked to submit one research proposal for funding agency</p>
19.	Patent Filing.	Dr.D.Rajiniginath HoD-CSE	One Semester	1. Faculty have published patents in their domain expertise
20.	Review of AICTE ATAL FDP-Online.	Dr.A.Jaffar sadiq Ali, HOD-EEE	-	<p>1. Faculty have attended ATAL FDP in advanced technology</p> <p>2. ATAL online FDP will be Organized by EEE department from 08/09/2025 to 13/09/2025</p>
21.	Any other subject with kind permission of Hon.Chairperson	All HODs	Two weeks	<p>1. Students should be given technical training through Value added courses, Hands on training and Workshops</p> <p>2. Mechatronics/Robotics Students should be given awareness and training on recent software related to domain. Separate faculty need to be allotted and arranged accordingly</p> <p>3. Computer lab in all departments should be well equipped with systems with specification to support all recent / open-source software. Systems should be maintained regularly as per requirements</p> <p>4. Internet /BW increased through leased line connection and work under progress and connectivity will be improved.</p> <p>5. Chemical not sufficient in pharmaceutical lab and it is under progress</p> <p>6. Students should be given training to operate all new lab equipment available in BME lab</p> <p>7. Faculty should give guidance related to practical training for robotics students related to advanced technology.</p> <p>8. Students should be updated on sports activities (Zonal Match) regularly for both</p>

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				boys and girls. 9. Physical education room should be available for playing during their PET hours.
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V. *[Signature]*
11/09/2025
IQAC COORDINATOR

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11/9/25
PRINCIPAL

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Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2025-2026

Date : 01.09.2025

