



SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY
Chikkarayapuram, Near Mangadu, Chennai 600069.

Academic Year 2025-2026

IQAC Committee

Minutes of Meeting

Date : 17-04-2026

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 Even semester Academic Activities.
3. Review of Feedback from stakeholders.
4. Review and Monitoring of ERP.
5. Review of Centre of Excellence Activities.
6. Review of MOU activities.
7. Review of Infrastructure facilities (Equipment's, Consumables, etc.,)
8. Review & Monitoring of College Website
9. Review of committee coordinators reports and their responsibilities.
10. Faculty, Staff and Student participation in Symposium /Workshops/Conferences.
11. Review of NPTEL Exam -Faculty members & Students.
12. Review of Quarterly IIC Activities - Q 1, Q2, Q3, Q4 and R& D Cell Activities.
13. Review of IEEE, IETE, ISTE and ICTACT membership and related activities
14. Review of Faculty publications - Scopus Index, Web of Science, SCI, 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 & SCI).
16. Review and Monitoring of Placement and Career Guidance Activities.
17. Review of arranging On/Off campus Placement drive.
18. Library Access – Mandatory for Students & Faculty Members.
19. Review of Sports Activities.
20. Research & Development
 - a. Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BIRAC, , Anna University, AICTE, EDII & TNSCST.
 - b. Patent Filing.
21. Review of AICTE-ATAL-FDP.
22. Any other subject with kind permission of Hon. Chairperson.

V. V. V.
17/04/2026
IQAC Coordinator
Copy to All Members

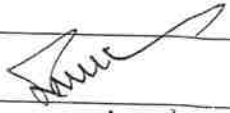
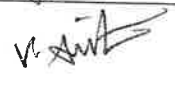
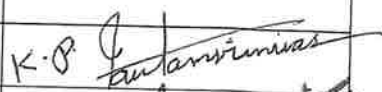
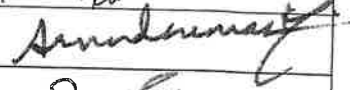
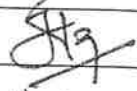
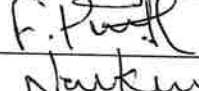
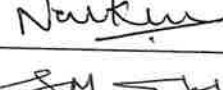
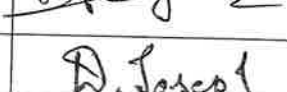
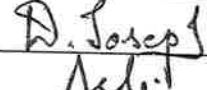
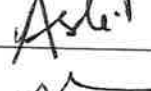
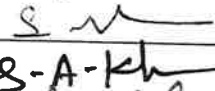
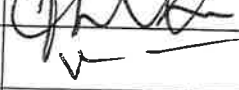
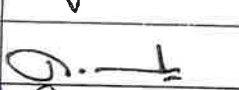
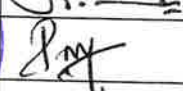
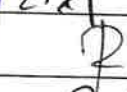
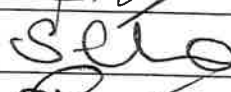
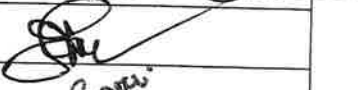
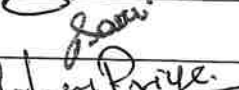
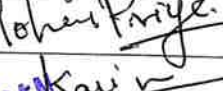
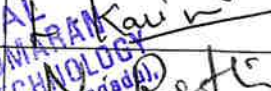
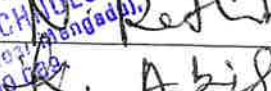
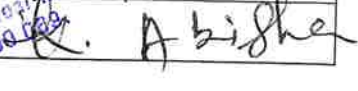


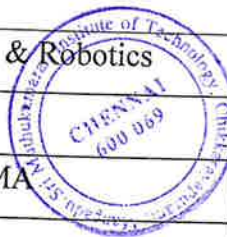
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SRI MUTHUKUMARAN
INSTITUTE OF TECHNOLOGY
Chikkarayapuram, (Near Mangadu),
Chennai-600 069.

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17/04/26
Principal

MEMBERS PRESENT

S.NO	NAME OF THE MEMBER	DESIGNATION	SIGNATURE
1	Dr. K. Somasundaram	Principal	
2	Dr. V. Anitha	Vice Principal & IQAC Coordinator	
3	Dr. K. P. Gautam Srinivas	Chairman	
4	Dr. K. P. Arvind Srinivas	Managing Director	
5	Mr. R. Arumugam	Administrative Officer	
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. Rajinigirinath	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	Dr. P. Nithya	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	



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>[Signature]</i>
31	Ms. S. Kaviya	IV/Civil	<i>[Signature]</i>
32	Ms. S. Sri Pavithra	IV/IT	<i>[Signature]</i>
33	Mr. M. Prasanna Kumar	IV/Mech	<i>[Signature]</i>
34	Mr. R. Pugazhendhi.	IV/EEE	<i>[Signature]</i>
35	Mr.S.Harish	IV/ Mechatronics	<i>[Signature]</i>
36	Mr.B.Pradeepa	IV/ R&A	<i>[Signature]</i>
37	Ms. V. Bharathi	II/MBA	<i>[Signature]</i>
38	Ms. R. Rakshana	II/MCA	<i>[Signature]</i>



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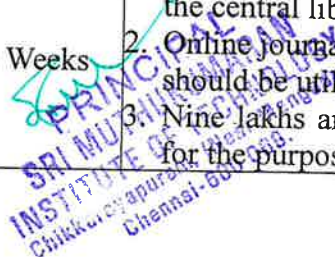
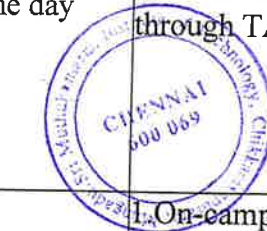
RESOLUTION

Agenda Point	Resolutions	Responsible Person	Target date	Remarks
1.	Improve in quality of education	All HoDs, Faculty members and students.	One Semester	1. Previous meeting resolutions were verified and follow-up action taken. 2. Students should work, prepare well and focus towards achieving good results. 3. Autonomous status received from Anna University. 4. Model Exam Question papers are easy, Each Subject Faculty members were practised the question Bank in the Revision Classes.
2.	Review of Even semester Academic Activities.	All HoD's & All Faculty members	One Semester	1. Students can get the google class room code from the respective subject faculties. 2. All HoD'S ensure class notes are uploaded in the Google Class Room. 3. Details were not uploaded in Google classroom for certain subjects. All faculty should upload lecture notes for all Units, question bank, Syllabus, e-book in Google class room and link should be shared to students. It will be verified during faculty interaction. 4. Last two months Video Lecture not yet updated. 5. Faculty should prepare video lecture for their respective subjects. Video Lecture Should be completed on next week and will be checked during faculty interaction.
3.	Review of Feedback from stakeholders.	All HoDs	Two weeks	1. Feedback from students, Faculty, Employers and Alumni are collected and analyzed.
4.	Review and Monitoring of ERP.	Dr.D.Rajinigirinath HoD CSE-SPOC ERP	Two weeks	1. ERP should be followed regularly. 2. ERP Attendance and Mark Entry are mandatory. Strictly follow the ERP Entry from Upcoming semester onwards. In the ERP Portal students count should not be vary, This will be checked and updated in the portal. We required strong ERP Tool.
5.	Review of Centre of Excellence Activities.	Dr.D.Rajinigirinath HoD/CSE- & All HoD's	One Month	1. Training activities arranged through CoE's. 2. VAC training completed for the following courses, AR-VR (2 times) Intel, Data Analytics, E-vehicle (2 times)
6.	Review of MOU activities	All HoD'S	Three weeks	Following MoUs Signed: 1. MCA & ECE: Approtech, Industrial training 2. Mechanical: Global partnerships 3. Civil: CADD Centre 4. BME: Atheenapandian Pvt Ltd, Deepam Hospital, Neura AI Bangalore.

				Students should be aware of MOUs signed and activities conducted. Today following MoU's are signed. List of MOU Collaborations: 1. Garuda Drone Technologies 2. Microsoft Certiport specialized courses 3. PTC Aviation (Aerodrome, Ticketing, Wound Management) 4. TATTI-Skill development Courses.
7.	Review of Infrastructure facilities (Equipment's, Consumables, etc.,)	All HoD's & Dr.D.Rajiniginath, HoD/CSE	Three weeks	1. IT department tiles work done. 2. CCTV camera with audio recording facility installed in EEE, ECE, Mechanical blocks. 3. Wi-Fi connection enabled in ladies hostel; installation pending in gents hostel and will be completed.
8.	Review & Monitoring of College Website	Dr.M. Lenin Kumar, Incharge	Two weeks	1. All department activities and events should be uploaded & updated in the website regularly. Committee details updated in the website 2. All departments hod's should update the activities regularly. 3. IEEE activities to be updated.
9.	Review of committee coordinators reports and their responsibilities.	All Committee Coordinators	One week	1. NSS should conduct event regarding Voting campaign.
10.	Faculty, Staff and Student participation in Symposium /Workshops/Conferences.	All HoD's & Faculty Members	Six Month Once	1. Faculty members should participate in Conferences and students should be encouraged to attend symposiums and conferences 2. All department should organize symposiums and conferences one / year. 3. Faculty Publications: Career improvement emphasized; Scopus indexed papers count - 222. Last month count 116. Individual faculty contributions will be reviewed in upcoming meetings.
11.	Review of NPTEL Exam Registration	All HoD's & Dr.S.Manikandan	Six Month Once	1. Faculty members and Students have registered for NPTEL Courses in new technology.
12.	Review of Quarterly IIC Activities and R &D Cell Activities	Dr.V.Anitha, IIC President & All HoD'S	Two Weeks	1. IIC documents should be submitted after completion of activities. 2. Few departments are not submitted and should be followed


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13.	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 Dr.S.Gokul Dass, HoD-Mechatronics and Robotics	One Semester	1. IEEE Membership holder faculty member are attended IEEE HuB Conference conducted at RMK College. 2. Membership Awareness program will be arranged for students and faculty members. 3. EEE Department inaugurated Industrial Electronics Society under IEEE.
14.	Review of Faculty publications - Scopus Index, Web of Science, SCI, IEEE Explore Conferences (Journal Publication) & Text Book.	All HoD'S	One Semester	1. Journal publication is mandatory for all faculty members, it is accountable for personal growth for all faculty members.
15.	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	1. Final year students should publish papers in SCI/ Scopus indexed Conference and Journal. HODs are responsible to publish and counts to 150 as mentioned earlier. 2. In third review meeting, department should give details of publication.
16.	Review and Monitoring of Placement and Career Guidance Activities.	All HoD's	One day	1. Revealed weaknesses in coding and communication skills of students. Up-skill should be developed. 2. Trainocate webinar will be conducted. 3. Zoho Training for coding improvement through TATTI Skill training programs.
17.	Review of arranging On/Off Campus	Placement Advisor & All HoD's		1. On-campus drives students should utilize properly. Peer group are competitor for our students. Soft-Sauce placement drive totally registered 120 and 70 students are attended.
18.	Library Access – Mandatory for Students & Faculty Members.	Central Library Incharge	Two Weeks	1. Faculty members and students should access the central library regularly. 2. Online journal access facility is available and should be utilized 3. Nine lakhs amount spent for Central Library for the purpose of Online Journal Access.



19.	Review of Sports Activities	Mr.Arumurugan Mr.Vinoth Physical Director	One Week	1. As per request from Students representation sports activities will be planned after 3.30 PM. 2. SMIT Cricket team should be established.
20.	Research & Development Submission of Project Proposal in Funding Agency (DST, ISRO, DRDO, BIRAC, TDP, Anna University, ANRP, BD & TD, Rural Innovation Fund, Nimirthu Nil, EDII & TNSCST.	Dr.D.Rajiniginath HoD-CSE	One Semester	1. Lot of funding agencies are available identify the thrust area and submit the projects accordingly.
21.	Review of AICTE-ATAT-FDP	All HoD's		1. ECE & CSE departments are submitted 2. AI&DS, IT, BME, Pharma, Mechanical are not submitted due to technical issue in their website.
22.	Any other subject with kind permission of Hon.Chairperson	All HODs	Two weeks	1. RO water should be cleaned and maintained regularly 2. In CSE lab switch should be fixed in the Workbench. 3. In IT Lab tiles should be replaced. 4. In AI & DS department classroom switch board should be replaced.

r. dit
17/04/2026
IQAC COORDINATOR

Sum
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Chennai-600 089.

Sum
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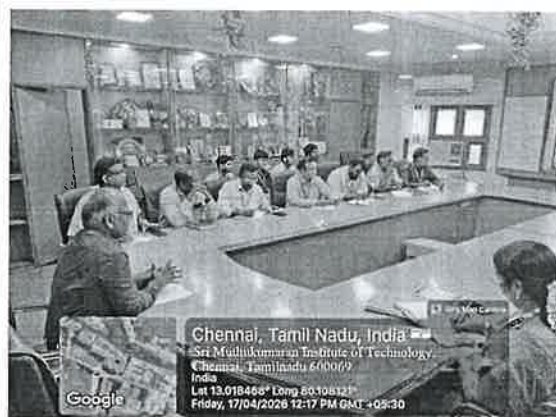


**SRI MUTHUKUMARAN INSTITUTE OF TECHNOLOGY
CHIKKARAYAPURAM, MANGADU, CHENNAI-69**

Internal Quality Assurance Cell Meeting (IQAC)

Academic Year 2025-2026

Date : 17.04.2026



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