

Minutes of IQAC Meeting

Venue: Emerald Hall

Date: 23.07.2018

Time: 1.30 pm

Agenda of the meeting:

1. Ratification of the Previous Minutes
2. Academic Plan, Conduct of Continuous Internal Evaluation and Certification Course.
3. NAAC student Survey Status
4. Quality Assurance Initiatives of the Institution - NAAC Accreditation
5. Result Analysis of Even Semester 2017-2018
6. Students Achievements
7. Review Attainment Analysis of COs, POs and PSOs
8. Any other matter with the permission of the chair

Members Present

S.No	Name	Designation	Role in IQAC
1.	Dr.K.Raja	Principal	Chairperson
2.	Dr. B.Sridhar	HoD -ECE	Member-Senior Teacher
3.	Dr.R.Senthilkumar	HoD -MECH	Member-Senior Teacher
4.	Dr.A.Saravanan	HoD -EEE	Member-Senior Teacher
5.	Dr.C. Suresh Kumar	HoD -CSE	Member-Senior Teacher
6.	Mr. Jerin Ross	HoD I/C-PETRO	Member-Senior Teacher
7.	Mr.N.Shanmuganathan	HoD I/C-CIVIL	Member-Senior Teacher
8.	Dr.N.Aminur Rahaman	HoD -MBA	Member-Senior Teacher
9.	Mrs.K.Kalpana	HoD I/C-S&H	Member-Senior Teacher
10.	Mr.T.K.Mohammed	Manager	Member-Administrative Officer
11.	Mr.P.Parthasarathy	Training Head, Godrej, Chennai	Member-Industry
12.	Mr.H.Shoaib	CEO, Harris Infotech, Chennai.	Member-Industry

S.No	Name	Designation	Role in IQAC
13.	Mr.S.Dineshkumar	Quality Engineer, Wabco, Chennai	Member- Alumni
14.	Mr.D.Karthikeyan	Data Analyst, TCS, Chennai	Member- Alumni
15.	Mr.T.Thiyagarajan	Site Engineer, GOMS Electricals Pvt. Ltd, Chennai	Member -Parent
16.	Mr.Mohammed Sadiq	IV-CIVIL	Student Member
17.	Mr.M.Rahul Prasad	IV-MECH	Student Member
18.	Mr.R.Mohammed Iftiqar	IV-ECE	Student Member
19.	Dr.J.Sendhil	ASP-PETRO	Head - IQAC

Points Discussed

Agenda No.1: Ratification of the Previous Minutes

Resolution: The minutes of the previous meeting was ratified by the IQAC. This cell also reviewed the Action Taken Report and approved the same.

Agenda No.2: Academic Plan, Conduct of Continuous Internal Evaluation and Certification Course

Resolution: The committee discussed the Academic plan, Conduct of Continuous Internal Evaluation and Certification Courses offered for the academic year 2018-2019.

Agenda No.3: NAAC student Survey Status

Resolution: The Principal shared that NAAC student survey was completed on 09.07.2018. Out of 1255 students data 1126 students were received the mail from NAAC. The students were given their mixed feedback about the institution. The members were discussed to narrate the thing doing for the students through heads and senior faculties in the classroom and planned to take steps for the discrepancy. Principal represented about the feedback to the management.



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Agenda No.4: Quality Assurance Initiatives of the Institution - NAAC Accreditation

(a) Second Installment Fees for NAAC

Resolution: Principal shared that NAAC asked to pay II installment fees of Rs.2,21,250/- for the processing and Rs.1,77,000/- for logistics of NAAC visit.

(b) NAAC Peer Team Visit

Resolution: Principal disclosed that NAAC peer team visit was confirmed and scheduled on 16 & 17 August 2018 and instructed the heads to communicate the students about the NAAC visit along with senior faculty and class coordinators.

Agenda No.5: Result Analysis of Even Semester 2017-2018

Resolution: Principal discussed the results of even semester 2017-2018 and disclosed that overall college pass percentage was 53.50%. After the discussion it was decided to take more care and effort about the slow learners to increase the pass percentage.

Agenda No.6: Students Achievements

Resolution: Achievements of students in co-curricular and extra-curricular Activities of the Academic Year 2017-2018 was noted by IQAC.

Agenda No.7: Review Attainment Analysis of COs, POs and PSOs

(a) Consolidated Attainment Analysis of POs and PSOs of 2013-2017 Batch

Resolution: The attainment of POs and PSOs for recently graduated batches was reviewed. The following consolidated suggestions for all programs for the improvement in PO and PSO attainment of 2013 – 2017 batches are reviewed.

- Suitable lab supported learning method can be adopted to improve the students' ability to analyze complex engineering problems



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(b) Consolidated Attainment Analysis of COs of Even Semester courses of 2017-2018

Resolution: The attainment analysis of COs for Even Semester courses of 2017-2018 was reviewed and suggestions for improving the attainment were discussed. The following consolidated suggestions for all programs for the improvement in CO attainment were reviewed.

- Students may be encouraged to go undergo Inplant Training and Internship

Agenda No.8: Any other matter with the permission of the chair

Copy to:

1. The Chairman/Secretary
2. The Members of IQAC
3. Heads of all Departments

ACTION TAKEN REPORT ON MINUTES OF IQAC MEETING

Academic Year 2018-2019

Action Taken Report on the decision of the IQAC meeting held on **23.07.2018** during the academic year **2018-2019**. To implement the decision of the IQAC meeting the following action were taken:

Plan of Action	Action Taken
Consolidated Attainment Analysis of POs and PSOs of 2014-2018 Batch	Based on the suggestions given by the members, Departments are requested to provide lab support for suitable courses.
Consolidated Attainment Analysis of COs of Even Semester courses of 2017-2018	Based on the suggestions given by the members, Departments are requested to ensure that students are insisted to go undergoing Inplant Training and Internship.
Second Installment Fees for NAAC	Necessary steps were taken and completed the process on 21.07.18