



Internal Quality Assurance Cell

Minutes of 4th IQAC Meeting: – Date: 07-07-2018

- The IQAC team was reframed
- Importance, Features and roles of NAAC were presented to new members of IQAC
- Guidelines for updating AQAR report have been presented
- Change in college vision and mission discussed.
- To enhance knowledge, students were asked to do online courses for various subjects.
- It was motivated to do Paper publication and patent filing by all departments
- Activities related to research were discussed and the management has agreed to continue sanctioning of seed amount for developing innovative ideas/ projects.
- Follow up of ICT enabled Teaching and learning process and decided to conduct internal academic audit (courseware audit)
- Model based learning, Mini projects and Student's seminar based learning to be followed for all subjects
- Blooms Taxonomy to be followed for IAT and Model exam Question paper setting
- It is suggested to Entrepreneur Development cell by the team to organize awareness workshop, motivate students to develop products and to become entrepreneurs
- It is instructed to discuss in department and to map POs, PEOs, PSOs and COs.
- It was decided by the team to start IEI chapter for all departments and to apply IEI project funds.
- Renewal of IEEE chapter has been suggested to IEEE coordinator.
- It was decided by the IQAC to organize awareness program on NAAC for this academic year.
- The chair has suggested organizing Faculty Development programs and orientation programs and to conduct a motivational program the first year students during first semester.
- It is strongly recommended by the team to follow up the students mentoring system.
- Latest News in Education and vocabulary improvement can be done by providing NEWS paper to students.
- Class Committee meetings and Committee meetings, value added and certificate courses, Student's co-curricular activities were discussed.
- The chair asked to form Anti ragging squad committee for this academic year.

Minutes of 5th IQAC Meeting: – Date: 02-11-2018

- Minutes of previous meeting were reviewed
- NAAC AQAR report of 2017-2018 has been presented
- The overall academic plan for even semester was discussed and progress of students was reviewed
- Academic Calendar for the even semester was designed and submitted. It has been reviewed and approved by the IQAC panel
- It was instructed by chair person to conduct Course committee meetings and Class committee meetings for this semester
- Reviewed the reports of different committees of the college for setting the benchmarks/ parameters for the various academic, administrative, research and extension activities of the college
- It has been decided to continue the same procedures for internal assessment tests, paper evaluation, coaching classes, result analysis, college timings and other academic related activities
- It has been decided to initiate Computer Literacy Improvement Program Lab (CLIP Lab) for improving computer based skills for first year students
- Reviewed and accepted the proposal from the circuit branch departments to organize International level conference and proposal from Biotechnology and Civil departments for National level conference
- Industrial visits have been postponed from odd semester to even semester due to cyclonic effects in southern states. It has been planned to carry out from the month of January to March by various departments
- Use of plagiarism detection software to check the project documentation has been insisted to maintain the quality of the project
- Participation in Hackthon competitions by the students were encouraged by the chairperson and Selvam Hackathon Cell was promoted to carry out the activities
- It was promoted to continue to do Online NPTEL and MOOC certification courses for the even semester
- The Chair person approved for Certification courses on “Cloud Infrastructure and Services” & “Data Science & Big Data Analysis to enhance technical skills and soft skills

- Annual day celebration and sports activities have been planned to be conducted in the month of February
- The team suggested events for Women's day celebration on 8th March
- 9th Graduation day has been planned to be conducted on 9th March, 2019
- It is approved by the chairperson to carry out the Inter department Faculty seminars and department seminar by faculty members during 5th hour of alternate days
- The chair person suggested to carry NSS special camp in the month of January, 2019 and also awareness program in the forthcoming months
- The courseware plan has been reviewed and approved to be carried out for the even semester also
- ISO internal and external audit has been planned to be conducted on 4th January and 10th January, 2019 respectively
- Stock verification of all departments has been planned at the end of even semester
- Account audit for this academic year and Budget preparation and submission for next academic year have been discussed
- The chairperson asked faculty members to attend workshops, seminars FDPs organized by AICTE, ICTACT and IITs
- The feedbacks of stakeholders, alumni, Parent, suggestion box and Industrialists for the odd semester were submitted and reviewed. It was suggested to continue for the even semester
- Chairperson instructed to collect the Parent feedback during Parent Teachers meeting
- It has been decided to conduct the Alumni meet on 13th April, 2019 with the suggestions from Alumni and feedback will be collected from them
- The team discussed about the Environmental conscious activities and Monitoring solar power generation and utilization
- The team reviewed the activities of Civil department related to the sanctioned project from Tamilnadu Pollution Control Board (TNPCB) to check air quality and climate change



Internal Quality Assurance Cell

Minutes of IQAC (Internal) Meeting

Minutes of July: – Date: 13-07-2018

1. Minutes of previous meeting were reviewed.
2. IQAC team has been reframed.
3. Written notes for all UG courses to be maintained.
4. Instructed to follow up of online courses, student seminar and Bloom taxonomy for question paper setting.
5. The heads all departments are asked to verify IAT & Mode exam valuated papers.
6. The heads are asked to initiate student chapter of IE(I) and to apply for funding projects, seminars and workshops.
7. A seminar for NAAC to be organized to support for file updation.
8. Mentoring system to be followed effectively
9. New vision and Mission will be implemented from this academic year onwards and the same to be published.
10. A common class log book is to be maintained in the classroom.
11. The heads of all department are asked to plan co-curricular activities (2017 regulation to be considered)
12. Course committee meetings, class committee meetings and anti ragging activities to be carried as usual.
13. 8th Graduation day is planned in the first week of August.

Minutes of August: – Date: 02-08-2018

1. Minutes of previous meeting were reviewed
2. NAAC and NBA works have been discussed
3. It is asked to register the complaints of civil works towards infrastructure maintenance can be recorded in the register available in Principal chamber
4. Technical Symposium was planned to be organized on Engineer's Day (15-09-2018)
5. IEI chapter induction and IE (I) supported seminars can be planned to be organized in the first week of August
6. Commencement and inaugural of First year classes will be conducted in the last week of August

7. The heads are asked to organize the student's association activities, value added courses and workshops as per plan.

Minutes of September: – Date: 04-09-2018

1. Minutes of previous meeting were reviewed
2. IAT result comparison and discussions were made and instructed to take necessary steps for improvement in IAT3 test and model exam.
3. It was decided to conduct Model laboratory exam to improve practical skills of the students.
4. The heads of all departments were asked to counsel students to attend both the university theory and practical exams.
5. Discussion about activities related anti ragging and its importance were made.

Minutes of October: – Date: 03-10-2018

1. Minutes of previous meeting were reviewed
2. Faculty seminar was planned to be initiated from November month onwards.
3. Awareness program on National Integrity day and anticorruption week were executed.
4. Academic activities of odd semester were reviewed

Minutes of November: – Date: 02-11-2018

1. Minutes of previous meeting were reviewed
2. It advised to complete the Academic and administrative File updation work
3. Even semester courseware preparation and verification planned
4. Industrial visits for even semester were to be planned

Minutes of December: – Date: 04-12-2018

1. Minutes of previous meeting were confirmed.
2. Academic calendar for even semester have been submitted and all departments can work accordingly.
3. Course Committee meeting and class committee meeting-1 has to be conducted.
4. Value added course on PLC and SCADA have been planned to organize from 21.12.18 to 23.12.2018 by EEE Department
5. Proposal for organizing International & National Conference by the departments of Circuit branches, Civil and Biotechnology has been approved by the Chair person.

6. Chair person informed that CLIP lab will be initiated and functioning from even semester for first year students to enhance the basic computer skills.
7. Chairperson suggested the NSS Special camp can be planned in the month of January.

Minutes of January: – Date: 04-01-2019

1. Minutes of previous meeting were confirmed.
2. Mrs.R.Bhuvaneswari, HoD/CSE has been appointed as new IQAC coordinator.
3. Cycle tests and IAT exams results should be monitored and action to be implemented to improve the result.
4. Parent Teachers meeting have been planned to be conducted on 20th January, 2019. In this regard, Chairperson informed to collect Parent feedback about infrastructure, student activities and any grievances if they feel.
5. Chairperson reviewed the activities of International and National conference works.
6. Chairperson approved the workshop on “E - Cell Leaders” of EDC Cell.
7. Chairperson suggested to organize an awareness program related anti-drugging through NSS.
8. Internal ISO audit reports were reviewed.

Minutes of February: – Date: 06-02-2019

1. Minutes of previous meeting were confirmed.
2. Consolidated report of Parents feedback has reviewed.
3. Chairperson reviewed the activities of International and national conference works and motivated to complete them with grand success.
4. Chairperson reviewed the UG students project review activities of all departments to enhance the quality of the project.
5. Chairperson has insisted Women Empowerment cell to organize women day celebration activities.
6. Chairperson reviewed the special coaching classes for the improvement of results of the students.
7. External ISO audit report has been reviewed.

Minutes of March: – Date: 05-03-2019

1. Minutes of previous meeting were confirmed.
2. The activities of International and national conference work have been reviewed. The chairperson suggested the coordinators to scrutinize the best papers to publish them in specified Journal.
3. The Chair and the IQAC team members appreciated the presentations, publications and the research activities of the research centre and all departments.
4. 9th Graduation day and Alumni meet activities were reviewed.
5. Target and action plan for next academic year to be designed and submitted to the IQAC committee in the month of June.



Internal Quality Assurance Cell

Action taken Report

The IAQC reframed the committee for the academic year 2018-2019 in the month of June. Two IQAC meeting and monthly internal IQAC meetings were conducted for this academic year. The IQAC committee decided and reviewed all the activities of academic, administration, environmental consciousness, research, faculty and student enhancement, Infrastructure development activities.

Summarization of the activities carried out for this academic year:

- AQAR reports of academic year 2017-2018 have been submitted to NAAC. The report has been reviewed by Governing Council body.
- Academic Activities were carried out and performed as per academic calendar
- Blooms Taxonomy was implemented for Cycle tests, Internal Assessment Tests and model examination
- Black board and ICT enabled teaching methodologies were implemented effectively
- Course committee meetings, class committee meetings, parent Teacher meeting and Alumni meeting have been conducted for odd and even semesters
- Cycle tests, Internal Assessment Tests and model exam were conducted as per plan. Result analysis review meetings were conducted
- Coaching classes were arranged for both semesters to improve the results
- Online courses and NPTEL courses were informed to students and carried out by various departments
- Seminars by faculty members were organized and successfully completed
- Mentoring was done and mentor hour was allocated in timetable
- Two international conferences and one national conference were organized
- IE(I) student chapter of all departments has been inaugurated and activities were performed to upgrade the student technical skill
- Selvam Hackthon cell was initiated and students research oriented activities were done
- Industrial visits have been completed by all departments
- Various society activities were completed and reviewed
- Use of plagiarism detection software has been implemented
- Certification courses, value added courses, workshops, seminars and guest lectures, training programs have been completed

- Annual day celebration, sports activities, 9th Graduation day and all department association activities were completed
- Women Empowerment cell activities, NSS activities and various awareness activities were performed
- Internal academic audit was conducted for both semesters. ISO internal and external audits have been conducted
- Stock verification and Account audit for this academic year were done
- Proposed Budget for next academic year has been submitted and reviewed
- Faculty development programs, orientation and awareness programs were organized and all department faculty members were benefited and refreshed their teaching skills.
- The feedbacks of student, alumni, Parent, suggestion box and Industrialists was reviewed and actions were taken in time
- The student progression has been reviewed and Parent teachers meeting was conducted
- Alumni meet was organized and their feedback has been reviewed
- The activities related to ecological conserve like water and power have been carried out. Solar power plant with 210kw capacity has been installed towards campus eco-friendly and as a part of green initiatives
- NSS activities, Tree plantation, Monitoring solar power generation and utilization were carried out effectively
- Funded projects were received in various fields.