



Date: 13.05.17

## Minutes of Internal Quality Assurance Cell (IQAC) meeting II

### Minutes third IQAC of meeting:

The third internal quality Assurance cell meeting was conducted on **13.05.17** at 11.30 am in the conference hall. The members mentioned in the list were present. The meeting started with the welcome address by the IQAC Co-ordinator.

S.no.	Minutes	Responsibilities	Target date	Remarks
1	The IQAC Co-ordinator welcomed the members to the third IQAC meeting	-	-	-
2	All department files should be updated as per NAAC criteria.	Overall and department criterion I/Cs	All teaching faculty	
3	Faculties should analyze the gap between Anna University and well recognized organizations like NIT& IITs syllabus. Planning should be done to bridge the gap by conducting value added courses, hands on training, workshops, seminars and content beyond the syllabus	All Departments	All teaching faculty	
3	Students should undergo MOOC courses to enhance their knowledge	Department faculty and Department IQAC members	All teaching faculty	
4	Paper publication and patent filing by each Department should be improved. Each faculty should publish at least one paper per semester	Department faculty and Department IQAC members	All teaching faculty	
5	Research activities must be carried out in each research lab and seed money will be given for innovative ideas by the management as in previous case	All Department staff should carry out this work either separately or in association with PG students	Continue	
6	Digital learning process like Google class room learning, Smart class room	All teaching faculty	Continuous for each	

	learning should be followed for giving assignments, taking classes using PPTs, Animations and NPTEL videos.		semester	
7	Project based learning should be followed for all subjects	All teaching faculty	Continuous for each semester	
8	Students seminar should be followed for all subjects	All teaching faculty	Continuous for each semester	
9	Question paper setting for Terminal tests and model examinations should be based on Blooms taxonomy	All teaching faculty	Continuous for each semester	
10	To maintain standard and to improve the results IQAC members team can be formed to check valued papers and course file contents	Chairperson	Continuous for each semester	
11	Entrepreneur Development cell to motivate the students to develop products and for becoming the entrepreneur.	EDC I/C and team	Continuous for each semester	
12	While preparing course file the Pos, PEOs, PSOs and Cos should be defined properly.	All teaching faculty	Continuous for each semester	
13	All departments should start IEI chapter and they should apply for project funds to IEI for both UG and PG courses.	All teaching faculty	Continuous for each semester	
14	IEEE chapter should be renewed. Each Department should find 5 students who are all interested to join in IEEE	All teaching faculty	Continuous for each semester	
15	Each staff should list out the companies which are offering jobs, relevant to their course and the annual perks given by the company.	All teaching faculty	Continuous for each semester	
16	A seminar should be conducted for NBA.	IQAC & CDC	Continuous for each semester	
17	Faculty Development program should be conducted about teaching skills before every new academic year.	IQAC & CDC	2017-18 odd semester	
18	A motivational program should be arranged to the I year students during I semester.	IQAC & CDC	2017-18 odd semester	

**Signature of the members**

**Chairperson:** Dr. R.Prabhu



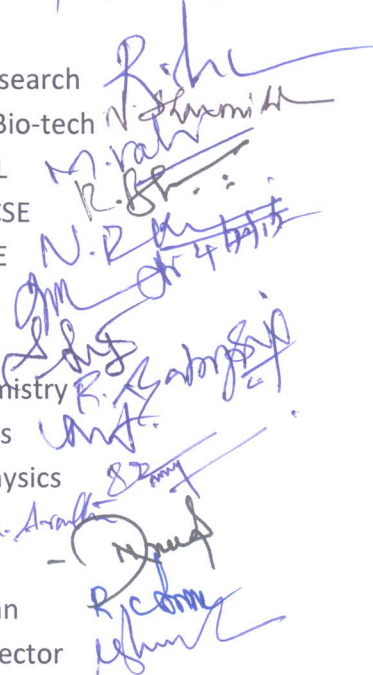
**Senior administrative officers**

1. Mr.N. Ramesh kumar
2. Mr.M. Navaladi

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**College members**

1. Dr.R.Sasikumar Director/Research
2. Mrs.N. Sharmila Devi HoD/Bio-tech
3. Miss. Valarmathi HoD/CIVIL
4. Mrs.R.Bhuvaneshwari HoD/CSE
5. Mrs.N.Padmapriya HoD/ECE
6. Mrs. K. Vidyavathi HoD/EEE
7. Mr.G.Selvaraj HoD/Mech
8. Mrs.Baby shalini HoD/Chemistry
9. Mr.P.Periasamy HoD/Maths
10. Mr.R.Senthil kumar HoD/Physics
11. Mrs.Yasmin /English
12. Mr.N.Prasannan Head/CDC
13. Mr.R.Arulmurugesh Librarian
14. Mr.A.S.Ramesh Physical Director



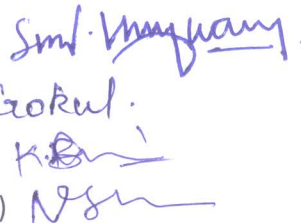
**Management member:**

Dr.B.Kaveithra Nandhini



**Student and Aluminus:**

1. Selvan.S.Venkatesan II CSE
2. Selvan.D.Gokul II EEE
3. Selvan.K.Balaji (ECE Alumnus)
4. Selvan C.Naresh (CSE Alumnus)



**External Experts:**

1. Mr. Arvind Business Head *Arvind*
2. Mr. M. Selva kumar Team Manager – HR *Selva*
3. Mr. C. John Stephen Raj Sr. Executive HR *John*
4. Mr. V. Sivasubramanian General Manger &HR *V*
5. Mr. Nazar Manager-HR *Naze*
6. Mr.K.Muruga Boopathi, Assistant General Manager *Muruga Boopathi*
7. Dr.S.Ayyappan, Assistant Professor *Dr. S. Ayyappan*

**Parent**

1. Mrs. V.Vasanthi, M/O V.Jothika II EEE

*V*  
IQAC Co-ordinator

*V*  
Principal/Chairperson

**Copy Submitted to:**

1. The Chairman/Secretary
2. The Principal/Office

**Copy to**

1. IQAC file
2. Individual Members