



# MEETING MINUTES

**2023-2024**

## Internal Quality Assurance Cell (IQAC)

### IQAC MEETING MINUTES ON 10.02.2024

The second IQAC meeting for the academic year 2023-2024 was held on **10.02.2024 Saturday** at **10.30AM** in the IQAC room. The following IQAC members were present during the IQAC meeting.


S.No	IQAC Member	IQAC Designation
1	Dr.M.Vijayakumar,M.E.,Ph.D.,Principal	Chair Person
2	Mr.M.Dinesh,AP/CSE	Teachers to Represent all level
3	Mr.V.Gopalakrishnan,AP/ECE	
4	Mrs.K.Vanitha,AP/EEE	
5	Mr.O.D.Naveen,AP/MECH	
6	Mr.G.Anand,AP/CIVIL	
7	Mr.A.M.Yuvaraj,AdministrativeOfficer	Member from Management
8	Mr.T.Manickam,HOD/ECE	All HODs
9	Mr.S.Prabhakaran,HOD/CSE	
10	Mr.S.A.Ramesh,HOD/MECH	
11	Mrs.M.Muthumani, HOD/MBA	
12	Mr.S.Mohanraj,HOD/EEE	
13	Mr.N.Sathiyamoorthi,N.Tex,Tiruppur	Nominee from Local society
14	Mr.M.Kannan,IV-CSE	Nominee from Students
15	Mr.K.Shanmugasundaram, Assistant Executive Engineer, TamilNadu Electricity Board,Tiruppur.	Nominee from Alumini
16	Mr.Neelkumar Vijayakumar, Senior Product Manager, Ancestry,Chennai.	Nominee from Industries
17	Mr.R.Chinraj,Fastrunk clothings,Tiruppur.	Nominee from Stake holders
18	Mrs.M.Sathya, HOD/ S&H	IQAC co- discussed in the meeting ordinator

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The following minutes were with the members of IQAC.

**PROCEEDINGS:**

- **Review of Previous Meeting Minutes:**
  - Previous semester meeting minutes was read by IQAC coordinator.
  - Academic activities conducted in the previous semester were verified.
  - Academic audit for previous semester was verified.
  - Course file and logbooks were reviewed.
  - The students admit count, scholarship and fee details for each department were verified by the committee members.
  - Placement officer reported the placement activities and also presented the list of placed students to the committee members.
- **Teaching and learning process:**
  - The committee advised the faculty members to provide more coaching for the slow learners.
  - The committee suggested the faculty members to conduct video lectures, NPTEL videos, quiz etc
- **University Results:**
  - The previous semester results of Anna University and the steps taken to improve the current semester pass percentage were discussed.
- **Value Added Course:**
  - 7 Departments conducted the VAC for the benefit of their department students and the students from the respective department were actively participated and received the participation certificate.
- **Research Methodology Programme:**
  - 6 research methodology programme were conducted as seminar/workshop for the benefit of the students to reveal the cross cutting technologies in the recent research areas.
- **IPR Programme:**
  - One IPR programme were conducted as seminar/workshop for the benefit of the students to file their ideas as patents.
- **EDC Programme:**
  - One EDC programme were conducted as seminar/workshop for the benefit of the students to become successful entrepreneur.

  
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- **Internship & In-plant training**
  - Industrial visit and internship or In-plant training for all students were provided by the Institution.
- **Placement Activities:**
  - The committee suggested to give more placement trainings programmes to the benefit of the students.
- **Academic Audit:**
  - An academic audit is planned to be conducted at the end of the semester.
- **Committees and Club activities:**
  - NSS, YRC, RRC and WDC cells activities were presented to the IQAC members.
- **Administrative Training Programme (ATP) for teaching staff:**
  - One ATP activity for two days for the benefit of teaching staff was conducted with the sponsorship of Sasurie Institutions Management and more than 90% of teaching staff members were actively participated and received the participation certificate.
- **Administrative Training Programme(ATP)for non-teaching staff:**
  - One ATP activity for two days for the benefit of non-teaching staff was conducted with the sponsorship of Sasurie Institutions Management and more than 90% of non-teaching staff members were actively participated and received the participation certificate.
- **Capacity Development and Skill Enhancement Training:**
  - Four Capacity Development and Skill Enhancement Training programme were conducted under the category of Soft Skill, language and Communication, Life Skill and ICT skills for the benefit of the students.
- **Upcoming Events & Activities for the next semester:**
  - VACs, Research Methodology, IPR, EDC, Capacity Development and Skill Enhancement Training programs, FDP/ATP/MDP training programmes for teaching and non-teaching staff were planned.
- **Others:**
  - IQAC members motivated to apply for research grants/ consultancy projects to serve the society people and industry people to the best of their knowledge.

M. Q. Q. Q.  
10/12/2024  
IQAC COORDINATOR

M. V. K. K.  
10/12/2024  
PRINCIPAL

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