



INTERNAL QUALITY ASSURANCE CELL MINUTES OF IQAC MEETING

Minutes of the IQAC Meeting held on 26th July 2019 at 2.00 p.m.

Internal Members attended

Dr. Joshua Gnana Sekaran /Principal
Dr. A. Faizur Rahman /IQAC Coordinator
Mr. Naveen Kumar
Mrs. Nisha Priya
Mrs. Komathi vanitha
Mr. Shankar
Mr. Sam Chelladurai
Mr. Thiagarajan
Mr. Chandrasekaran /IQAC Member
Dr. Ponmani /IQAC Member

The Major agenda of the present meeting are:

To present the IQAC members with the action taken report of 2018-2019 so they may make suggestions for the action plan for the upcoming academic year 2019-2020.

The following plans of actions were formed to ensure that the quality aspects of the institution:

- 1 Workshop, Seminar/Webinar, and training program should be conducted for students. Staff should be encouraged to attend Conferences, Seminars and Faculty Development Program to enhance quality in teaching staff and to make teaching and learning process more effective in students.
- 2 Recognizing and suggesting appropriate value added courses for the students
- 3 HODs should encourage students to involve themselves in events and programs conducted by extension activities of NCC, NSS. Active participation of students in all programs is warranted.
- 4 Training and Placement should be strengthened. Proper training and coaching should be given to students to ensure increase in pass percentage which will enable more number of students to get placed in the core companies.
- 5 Reputed companies should be contacted for MOUs and institution-industry collaboration.
- 6 To Increase the end-semester result and pass percentage of students, remedial classes should be conducted after the completion of each and every internal test.



- 7 Staff should be encouraged to present and publish more number of research papers in reputed journals
- 8 Number of activities in collaboration with industry should be improvised.
- 9 The Alumni-institute affiliation should be strengthened by frequent alumni meets and inviting alumni for conferences and webinars. It would also be prudent to invite alumni for guest lectures to encourage and motivate the students.
- 10 The following set of documents should be submitted with the course file to the department HoD after the last working day of each semester for IQAC Internal Team verification.

Course file contents:

- Syllabus
- Course objectives and outcomes
- Lesson plan
- Lab manuals
- Lecture notes
- Two mark question and answer for 5 units
- Internal test question paper I, Answer Key, Mark list
- Internal test question paper II, Answer Key, Mark list
- Internal test question paper III, Answer Key, Mark list
- Student Nominal Roll
- Retest marks
- University question paper
- Overall Internal marks
- Log book
- Assignments

IQAC CO-ORDINATOR

PRINCIPAL