



Minutes of IQAC Meeting

Venue	Conference Hall	Date & Time:	01.07.2022 & 10.30 a.m.
Meeting Chair:	Dr.N Duraipandian, Principal		
Members Attended:	Dr.V.Vijaya Chamundeeswari, Dean Mr. M.Raja Annamalai, Director-operations, K.R. Industries. Dr. D. Ganapathi, HOD/AGRI Dr. Karthi Govindharaju, HOD/ AI & DS Dr. M Moorthi, HOD/BME & MED Dr. A Balasubramanian, HOD/Chemical Ms. M Kalpana, HOD/Civil Dr. G Nagappan, HOD/CSE Dr.Srigitha S. Nath, HOD/ECE	Dr. Monica P Suresh, HOD/EEE Ms. T. Merlin Inbamalar, HOD/EIE Dr. K. Suresh Kumar, HOD/IT Dr. N Balaji, HOD/MECH Dr. S. Gangadharan, MBA Dr. V Anandan, HOD/S&H Mr.N.Ravindhar, Member- Alumni Ms. K. Sakthi, Member- Alumni Dr.S.Dhandapani, IQAC Coordinator	

Agenda for the meeting:

- Review of the Previous IQAC Meeting held on 07 January 2022
- Perspective plan for the development of SEC
- Accreditation and Ranking
- Status of Research Projects, Funds, Publications, and Future Plan
- Review of Placement Activities
- E-AQAR Submission status
- Any other Points

Review of the Previous IQAC Meeting held on 07 January 2022

- Principal welcomed all the members of the meeting and he thanked Vice Principal, Dean, Associate Deans, all HoDs, teaching and non-teaching staff members for the kind cooperation and support given for the success of all the academic and administrative events during the previous semester (Even) in

the academic year 2021-22.

- IQAC Coordinator welcomed Director, Principal, Vice Principal, Dean, HOD's and other IQAC members to the meeting.
- IQAC Coordinator reviewed the minutes of the previous meeting held on 7th January 2022. He also Explained the activities conducted in the previous Semester (Even) of academic year 2021-22.

Perspective plan for the development of SEC

- Subject Feedback: The consolidation of students' feedback is ready and it will be sent to all HoDs by Monday along with the Students satisfactory survey. HoDs are informed to find the faculty names whose feedback value is less than 4 and discuss with them about the feedback. Also action taken report should be made ready after discussion with the faculty concerned. Also they are informed to find the parameters of student's satisfactory survey where score is less than 4 and plan for the corrective actions.
- New Lab requirements: HoD – EI informed that the collection of quotations from three companies is going on and she will finish the work by 09.07.2022. HoD – AI&DS is also informed to submit the lab requirements before proceeding for vacation.
- Utilization Certificate Status: HoDs of Physics, Chemistry, Mechanical and ECE Depts are informed to ensure that the Principal Investigators of the funded projects received from different agencies should submit the Utilization certificate before proceeding for vacation.
- Budget preparation: HoDs are informed to prepare and submit the Budget for the academic year 2022-23 and submit by 11.07.2022. The NBA Budget format can be used.
- Faculty with less than 5 years of experience: HoDs are informed to ensure that faculty members with less than 5 years of experience should register for the NITTT courses (8 modules) in AICTE portal. Those faculties should contact Dr. C. Sheeba Joice for further details. Also the mentors for this NITTT program have to register for the Mentoring courses scheduled by AICTE.
- IUCEE Certification: HoDs are informed to ensure that some of their dept faculty members are registering for the IUCEE Certification program. Details can be obtained from Dr. C. Sheeba Joice, Associate Dean – STLC.

Accreditation and Ranking:

- HoDs are informed to ensure that all files are updated with details of events of the academic year 2021-22. All such files should be shown for auditing during the external auditing process.

Status of Research Projects, Funds, Publications, and Future Plan

Principal said the following points

- HoDs should include details regarding the research projects under preparation for funding to various agencies using the template as given in the agenda. Faculty members applying for any research projects for funding have to undergo pre-submission review meeting with the Research Panel Members. □
- Similarly, the HoDs should give the details regarding the Journal Publications by their department faculty members using the template given in the agenda.
- Draft version of the MODROBS and RPS are to be submitted by the HoDs of Mech, ECE, EEE, IT and CSE to Dean Madam before next week end.
- HoDs are informed to invite IIT Professors to SEC by conducting various events like FDP, Hands on Workshops, Conferences etc.

Review of Placement Activities

- The next level process of ZIFO and KAAR Technologies is going on.
- 36 students are shortlisted for the next round of Presidio.
- TPO and Vice Principal attended the TPO meet of CAPEGEMINI on Friday.
- Propel Technologies – 05.07.2022 & 06.07.2022
- MoU signing with Anydegre.com is scheduled on 04.07.2022 FN
- MoU discussion with TCS-iON Team is scheduled on 04.07.2022 AN

AQAR Submission Status

Dr. S Dhanadapani said that the AQAR 2021-2022 is prepared for the EVEN semester and will be uploaded as per NAAC guidelines.

Any other Points

- Stock Verification: HoDs are requested to inform their dept faculty that stock verification should be completed before they avail vacation. The schedule will be shared shortly.
- It is informed in the meeting that TDS Declaration Form FY 2022-23 should be submitted by the faculty members.
- HoDs of CSE and AI&DS Depts are informed to conduct the BoS meeting of the new courses B.E. CSE – IOT & B.E. – CSE – Cyber Security.
- Anna University Affiliation report: All depts. have got Provisional Affiliation for the academic year 2022-23.

Finally, Dr. S. Dhandapani, IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

The next meeting is scheduled on 03.10.2022 at 10.30 a.m.

I Q A C Coordinator

PRINCIPAL