

Minutes of IQAC Meeting

Venue: IQAC CELL



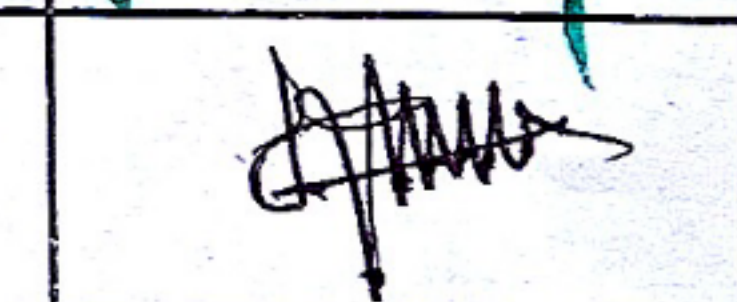
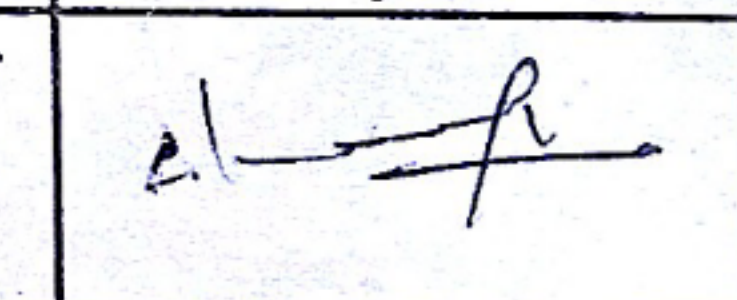
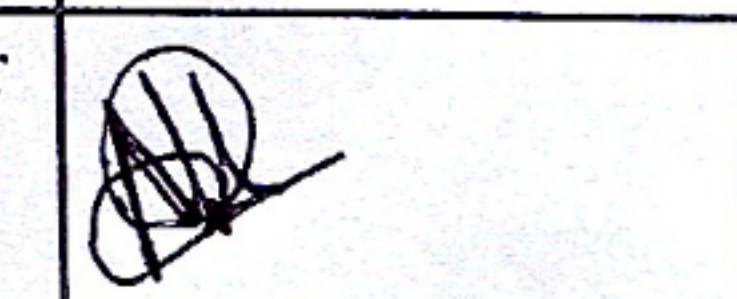
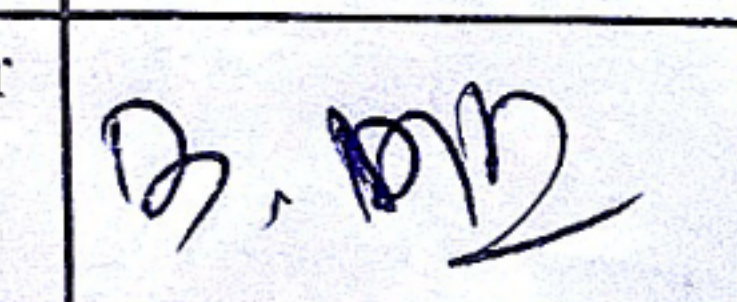
Date: 14.08.2023

Time: 10.00 am

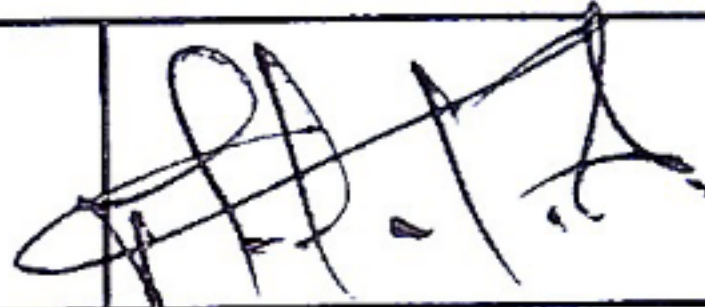

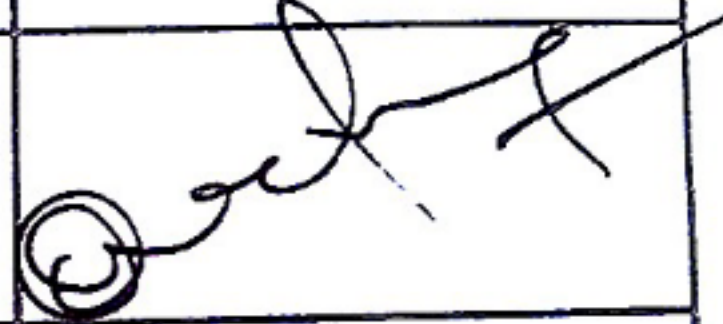
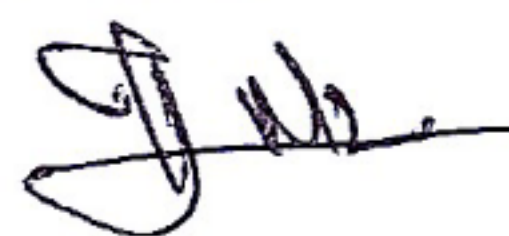

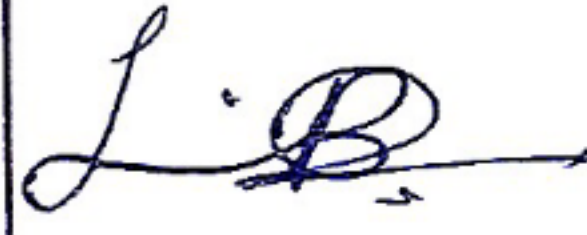



**Agenda of the meeting:**

1. Ratification of the previous minutes
2. Growth and Development of the college
3. Quality Assurance Initiatives of the institution
4. Faculty appraisal
5. Planning and Completion of Bridge Course, Value Added Course and Skill Development Courses
6. Academic Audit
7. Strategic Plan and Targets of Academic achievements

**Members Present:**

| SL.NO. | NAME                  | EXPERTISE               | ROLE IN IQAC            | SIGNATURE   |
|--------|-----------------------|-------------------------|-------------------------|---|
| 1      | Dr. K. G. PARTHIBAN   | The Principal           | Chairman                |  |
| 2      | Mr. A. THAMEEZ AHAMED | Chief Executive Officer | Management              |  |
| 3      | Dr. J. SATISH KUMAR   | Mathematics<br>ASP/S&H  | Director/ IQAC          |  |
| 4      | Dr. C. SELVAMURUGAN   | HoD/ ASP/ FT            | Member – Senior Teacher |  |
| 5      | Dr. N. APARNA         | HoD/ ASP/ BME           | Member – Senior Teacher |  |
| 6      | Dr. B. NATHAN         | HoD/ Prof. / CSE        | Member – Senior Teacher |  |



|    |                         |  |                         |   |
|----|-------------------------|--|-------------------------|---|
| 8  | Mr. A. MOHAMED NOORDEEN | AP/ AI & DS                            | Member – Teacher        |    |
| 9  | Mr. R. CHANDRA PRAKASH  | AP/ R & A                              | Member – Teacher        |    |
| 10 | Mr. C. KARTHICK         | AP/ BME                                | Member – Administrative |    |
| 11 | Mr. M. FADULU MOHAMED   | Public Relations Officer               | Member – Administrative |    |
| 12 | Mr. SUNDARA MOORTHY     | CEO & Director/<br>SunShiv Electronics | Member - Industrialist  |   |
| 13 | Mr. A. SIVABALAN        | Vice President/<br>Hanodale Solutions  | Member – Employer       |  |
| 14 | Mr. P. MARUTHASALAM     | President/<br>Pichanur Panchayat       | Member – Local Society  |  |
| 15 | Mr. M. YOUNUS MOHAMED   | Associate Consultant/<br>Infosys       | Member – Alumni         |  |
| 16 | Mr. S. MOHAMMED YASER   | IV/ ECE                                | Member – Student        |  |



## **Points Discussed**

### **Agenda No. 1: Ratification of the Previous Minutes**

**Resolution:** The minutes of the previous meeting were ratified by the IQAC. The cell also reviewed the Action Taken Report and approved the same.

### **Agenda No. 2: Growth and Development of the college**

- The plan for achieving 100% result and graduation results were discussed
- The faculty members were asked to identify the students who are slow learners in Mathematics and other complicated subjects to motivate them.
- All the faculty members were instructed to qualify themselves with PhD / NET / SLET and NPTEL & SWAYAM

### **Agenda No. 3: Quality Assurance Initiatives of the institution – NAAC Accreditation.**

- The discussion was completed on the Internal Quality Assurance Cell - It relates to the procedures adopted by the educational institutes for continuous improvement throughout the years.
- NAAC working committee is reshuffled by IQAC and IQAC team members were instructed to extend solid support to complete NAAC related works

**Resolution:** It is noted that the work of NAAC working committee is reshuffled and the coordinators are instructed to start working on the data from the Departments and proceed with the activities as per the Action Plan.

### **Agenda No 4: Faculty Appraisal**

**Resolution:** Principal insisted Heads to collect the faculty self appraisal for the academic year 2022-2023.



**Agenda No 5: Planning and Completion of Bridge course, Value Added Course and skill Development Courses.**

**Head of the Institution addressed the importance of Bridge Course, Value Added Course and SDC.**

**Resolution:** Head of the IQAC discussed the road map of the planned program for the academic year 2022-2023.


**Agenda No. 6: Academic Audit**

All faculty members are advised to have a good preparation for their classes and strictly instructed not to carry text books to the classes and are asked to motivate the students to get good score. Time table coordinator is asked to finalize the time table. The achievements of students in Co-curricular and Extra-curricular activities for the year 2022-2023 were noted by IQAC and faculty are asked to encourage the students to involve them in extracurricular activities.

**Resolution:** It was informed that the Academic Audit for the academic year 2022-2023 will be conducted in September 2023.

**Agenda No. 7: Strategic Plan and Achievement of Targets**

**Resolution:** The IQAC appreciated the efforts taken to achieve the targets for the academic year 2022-2023. The IQAC reviewed the targets for the academic year 2022-2023 and approved the same.



Head - IQAC



Chairperson

Copy to:

1. The Director
2. The CEO
3. The Principal
4. The Members of IQAC
5. Heads of all Departments



**ACTION TAKEN REPORT ON MINUTES OF IQAC MEETING****Academic Year 2022-2023**

Action Taken Report on the decision of the IQAC meeting was held on **14.08.2023** during the academic year 2022-2023. To implement the decision of the IQAC meeting the following actions were taken:

| <b>Plan of Action</b>                                   | <b>Action Taken</b>   |
|---|---|
| Attainment Analysis of POs and PSOs of current batches. | Students were trained in analytical skills by evaluating all alternate solutions for the problems and made proper judgment to find the best solution. |
| Growth and Development of the college                   | In association with reputed companies and hospitals.  |
| Institute Innovation Council                            | IIC Coordinator is asked to organize various programs for Students and Faculty members.   |

  
Head - IQAC  
Chairperson