

SCT/IQAC/2020-21/EM-2

DATE: 3.12.2020

The IQAC meeting is scheduled on 11.12.2020, 10.30am at IQAC Conference Hall. All the members of IQAC are requested to attend the meeting. The agenda of the meeting is presented below:

Agenda

1. Review of Quality Plan Components.
2. ISO surveillance audit.
3. Any other matters.

P. Suresh
IQAC Coordinator
3/12/20

Dr. P. SURESH
IQAC Co - ordinator
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Copy to:

- All Deans
- All HOD's
- AQAR Institutional & Departmental Co-Ordinator's
- IQAC File



SCT/IQAC/2020-21/EM-2/MoM

DATE: 11.12.2020

With reference to circular no SCT/IQAC/2020-21/EM-2 dated 3rd December 2020, the meeting was conducted in the IQAC Conference Hall on 11.12.2020. The following agenda has been discussed in the forum:

Agenda

1. Review of Quality Plan Components.
2. ISO Surveillance audit
3. Any other matters.

The members discussed the agenda and the following minutes were drawn.



Minutes of Internal Quality Assurance Cell Meeting held on 11.12.2020.

The IQAC coordinator welcomed all the members to the meeting. The following points were discussed in the meeting.

Item	Description	Responsibility
1.	IQAC Coordinator presented the action taken on the suggestions given by the members during the previous meeting.	IQAC
	<u>Review of Quality Plan Components:</u> <u>Academic Activities</u> <ul style="list-style-type: none"> The Department Heads are asked to encourage the students to utilize the e-learning materials. Initiatives taken to conduct the continuous assessments in online through Moodle software. 	Heads & Departments
	<u>Research and Development</u> <ul style="list-style-type: none"> Research head informed to submit more proposals to various funding agencies to enhance the consultancy and testing services offered by the institute by collaborating with industries as much as we can. 	R&D
	<u>Alumni contribution</u> <ul style="list-style-type: none"> IQAC coordinator has presented the report on prominent alumni and their contributions to the institution in the form of providing placements and internships. Alumni meetings are conducted every year on regular basis; however, the meeting is conducted through online mode during this pandemic condition. 	Alumni
	<u>Teaching-learning Process</u>	All Faculty

	<ul style="list-style-type: none"> • All the faculty are using various ICT tools for teaching learning process. Faculty members are encouraged to attend various Workshops/Conferences for improvements of teaching learning skills. • Suggested to provide training for faculty members to create digital content for the courses. 	
	<u>Student Progression</u> <ul style="list-style-type: none"> • Final year students will be promoted to apply for granting patents, writing the research work and publish in reputed journals. In addition, innovative products developed by students are encouraged to exhibit at reputed competitions. 	Student activities
2.	<u>ISO surveillance audit</u> <ul style="list-style-type: none"> • ISO surveillance audit is expected during the last week of December or January 2021. 	IQAC Team
3.	<u>Any other matters</u> COVID'19 actions taken <ul style="list-style-type: none"> • The members were appreciative of the institution's safety precautions. • Plan to conduct the activities under ICI, IE(I), and IETE for student chapter. 	

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 IQAC Coordinator
 12/12/20

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Action taken report on IQAC Meeting conducted during 15th October 2020

S.No	Action plan	Action taken
1.	Introduction of a new program.	Feedback has been received and analysed.
2.	Review of Quality Plan	Online examinations were conducted for both formative assessment through Moodle and end-semester examination.
3.	Collaboration initiatives with Industry	Developed a detailed project plan outlining tasks, responsibilities, milestones, and resource allocation and establish a timeline for the project
4.	Research & Development	Encourage participants to integrate their knowledge into ongoing or future R&D projects.
5.	Placement	Guided students with interview techniques and common interview questions.
6.	AQAR submission	The IQAC Coordinator suggested the respective criteria members be ready with all the documents and data that have to be uploaded for NAAC AQAR 2019-2020.

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Dr. S.R.R. Senthilkumar
12/12/20






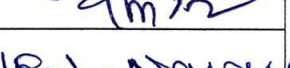
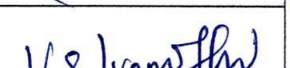



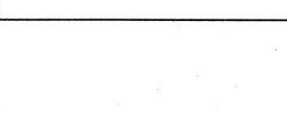
Dr. S.R.R. Senthilkumar
Principal

Dr. S. R. R. SENTHILKUMAR,
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A meeting of IQAC was held on 11th Dec 2020 in IQAC Conference Hall at 10.30 AM

Members Present:

S.No	Name	Designation	Signature
1.	Dr.S.R.R.Senthil Kumar	Principal, SCT	
2.	Dr.J.Akilandeswari	Dean-Academics & Professor and Head/IT	
3.	Dr.B.Sathiyabhama	HOD/CSE	
4.	Dr.S.Radjarejesri	COE	
5.	Dr.R.S.Sabeenian	HOD/ECE	
6.	Dr.D.Raja	HOD/FT	
7.	Dr.T.Padma	HOD/MCA	
8.	Mr.V.R.Lakshmi Narayanan	GM/Accounts	
9.	Mr.V.Selvamuthu	Administrative Executive- Approvals	
10.	Ms.R.C.Vinodhini	Alumni Coordinator	
11.	Mr.Nishanth	III Yr. MCT-Reg.No-1516106076	
12.	Mr.C.Thennavan	Delivery Manager- Vee Technologies	
13.	Mr.R.Durairaj	Asst.Manager-TNSTC	


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IQAC Coordinator

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