

**Minutes of the 16<sup>th</sup> IQAC meeting held on 12<sup>th</sup> July 2019 at 10 am in the Principal's Chamber**

- The meeting commenced with the welcome address by Dr.P.Vijayakumar, Principal and Chairman of IQAC.
- Director, IQAC explained that the institution is in the process of getting NBA accreditation for as many programmes as possible. He further explained that the Computer Science and Engineering programme got renewal of accreditation for three years and 4 other programme namely Mechanical Engineering, Electronics & Communication Engineering, Electrical and Electronics Engineering and Information Technology are in the process. It was further informed that the programme Automobile Engineering & Electronics and Instrumentation Engineering are preparing to apply NBA accreditation. As majority of the programme centres are in the process of accreditation the quality aspects get a boost, it is told.
- The action taken report based on the minutes of the previous IQAC meeting were highlighted on:
  - Introduction of interdisciplinary courses,
  - Internship programme for more number of students from II year onwards,
  - How inputs from industry is utilized for preparing the students "Industry ready",
  - The inputs obtained from various stakeholders are taken into account in the revision of Syllabi/Curriculum.
- Summarizing the proceedings, the Director IQAC assured the members that the Quality related initiatives are geared up and Criterion-wise focus is attempted there by "weak spots" are identified and remedial actions are initiated.
- Further the follow up over the "Alumni Survey" for the batch 2014-2018 was briefed by the Principal point-wise and further narrated the on-going activities for improvements.
- Dr.S. Sudalaimuthu, Vice-Chancellor, Karpagam University insisted to strengthen the Research and Development and also on the publications. He advised to keep the MoU active through continuous collaboration with industries. He also emphasized the need to focus on Alumni Engagement. He reiterated that the faculty members must be aware that the process of IQAC is a collective activity thereby all the faculty are to maintain proper Documentation.

- Mr.B. Shanmugasundaram, Director, STEPS suggested to form cross functional team to participate in contests from Second Year onwards. He further emphasized the relevance and desirability for the participation in such contests like 'India Innovation Challenge Design'.
- Mr.R. Shankar appreciated the management for the continuous facilities improvement. He suggested to keep the parents informed with the developments in campus activities. He also suggested to create awareness on waste management, storage management and the use of technology to the students. He suggested the management to think of utilizing the IT resources beyond class hours to generate financial income.
- Principal informed that the process of sending communication to the parents has been initiated just now in order to celebrate the 20<sup>th</sup> year institution's establishment.
- The meeting came to an end at 11.45 am with the vote of thanks by the coordinator, secretary.

Secretary; Coordinator

Director, IQAC

Chairperson / Principal

**Action Taken Report for 16<sup>th</sup> IQAC meeting held on 12/07/2019**

Sl. No:	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings.
1	Improvement in Activities of centres of Eminence	The coordinators of the centres of eminence were impressed upon to plan ahead at the beginning of the academic year and take steps for improving the activities conducted.
2	Active Participation in innovation/ Challenge contests organised by other institutes	The students are motivated to participate in number of contest and Team from the Department of ETE Bagged the 1 <sup>st</sup> Runner Up in Smart India Hackathon 2019
3	Renewal of NBA accreditation (ECE, EEE, Mech & IT)	The following UG programmes got the NBA accreditation renewed for Three years <ul style="list-style-type: none"> <li>• B.E.-Electronics and Communication Engg.</li> <li>• B.E.-Electrical and Electronics Engineering</li> <li>• B.E.-Mechanical Engineering</li> <li>• B.Tech.-Information Technology</li> </ul>



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**Minutes of the 17<sup>th</sup> IQAC meeting held on 26<sup>th</sup> September 2019 at 10 am in the Principal's Chamber**

- The meeting commenced with the welcome address by Dr.P.Vijayakumar, Principal and Chairman of IQAC.
- The action taken report based on the minutes of the previous IQAC meeting was highlighted on:
  - Activities of the Centres of Eminence(CELT, IIIC, KIC/ KSDC & HEC)
  - Participation in innovation/ challenge contests from the institutes
  - Result of Student Satisfaction Survey
- Chairman, IQAC informed that in addition to the programme of Computer Science and Engineering obtained 3 years of extension of NBA Accreditation. Three more programmes namely ECE, Mechanical and IT got accredited by NBA under Tier-1 for three years and the result of accreditation for EEE is awaited.
- The quality initiatives carried out during the odd semester viz. Workshop on "Revised Guidelines for NAAC Accreditation – Issues and Challenges" held on 29<sup>th</sup> July, 2019 was placed for information to IQAC.
- Dr. P. Karthigaikumar, Dean (Academic) informed that the Students mentoring system is active and is continuously monitored. He also added that a workshop on mentoring system is also planned for better understanding the same and for strengthening of Mentor-Mentee relationship.
- Mr. S. Chandramohan,(Member of Alumni) Robert Bosch Engg. & Business Solutions Ltd. appreciated the mentor –mentee practice in the Institution and suggested to continue the same with much rigour.
- The meeting came to an end at 11.30 am with the vote of thanks by the coordinator, secretary.

Secretary, Coordinator

  
26/9/19

Director, IQAC

  
26/9/19

Chairperson / Principal

  
26/9/19

**Action Taken Report for 17<sup>th</sup> IQAC meeting held on 26/09/2019**

Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings.
Focus on Mentor – Mentee activities	Workshop on Mentoring system was organized for the faculty members involved and impressed them for more purposeful implementation.



  
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**Minutes of the 18<sup>th</sup> IQAC meeting held on 21<sup>st</sup> December 2019 at 10.05 am in the Principal's Chamber**

- The meeting commenced with the welcome address by Dr.P.Vijayakumar, Principal and Chairman of IQAC.
- Coordinator Secretary, IQAC presented the progress of IQAC activities and after his presentation the forum moved for open discussion.
- **Mr. S. Karthik**, R&D and Product Innovation Ampere Vehicles Pvt. Ltd, suggested for benchmarking parameters for quality standards.
- Replying to the request from the Principal on supporting for partial delivery of course by industrial expert, Mr. Karthik suggested to consider pre-recorded/ skype/ webinar mode of delivery of video lecture also due to tight schedule of industrial experts, which some of them may face.
- **Mr. M. Dinesh Banu**, Student representative expressed his appreciation for the incorporation of Higher Order Thinking Skills (HOTS) in teaching and evaluation and improvement in placement and training in the institution.
- **Mr. R. Shankar**, LIC of India, appreciated the continuous improvement attempted in the institution for he has been observing growth of the institution since its inception. He suggested to work towards Branding of the institution and to conduct a session to students for educating them on various job avenues available globally.
- **Principal** explained that profile mapping is done for the students by conducting orientation for the opportunities available for them and the improvement in skillsets are devised suitably in the teaching and learning

- **Dr. M. R. Vanithamani**, Director, Department of Management studies raised the concern of attitude of the students in terms of dress code, behaviour, etc. All the three external members responded and spoke on the desirability of right attitude besides dress code and discipline, being in the learning environment.
- **Mr. S. Chandra Mohan**, Robert Bosch Engineering & Business Solutions Ltd, insisted to maintain dress code and educate the students on proper dressing sense as it will improve the confidence level of the students in their profession.
- **Mr. S. Karthik**, emphasized on the skill based learning over knowledge based learning. He also insisted on creation of second level of quality circle to activate the participation of cross functional team
- **Dr. C. Krishnaraj**, Professor & Head, Department of Mechanical Engg. Requested for active support from alumni to the students, to which Mr. S. Chandra Mohan, Alumnus responded that it is always their desire to reciprocate in terms of guidance for internships, projects, etc and requested the institution to keep communication channel always active.
- The meeting came to an end at 11.45 am with the vote of thanks by the Director, IQAC

Secretary, Coordinator

  
21/12/19

Director, IQAC

  
21/12

Chairperson / Principal

  
21/12/19

**Action Taken Report for 18<sup>th</sup> IQAC meeting held on 21/12/2019**

Sl. No:	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed in the IQAC meetings.
1	Enhancement of Skill Based Learning	<ul style="list-style-type: none"> <li>• Internship and mini project are made mandatory in R2018.</li> <li>• More number of Hands on training is offered.</li> </ul>
2	Improvement in Attitude of students in terms of dress code, behaviour	<ul style="list-style-type: none"> <li>• Rules for general discipline, conduct and behaviour is already in place and will be followed strictly</li> <li>• students with behavioural issues are counselled through their mentors</li> </ul>
3	Benchmarking parameters for quality standards	Benchmarking on quality standards though a vast subject, IQAC will attempt benchmarking standards in TLE process to begin with which shall be implemented progressively to other metrics also .



  
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