



Namakkal-637003

**THE SECOND MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**(A. Y. 2023-24)**

**Date: 15.03.2024, Time: 10.00 A.M., Venue: IQAC Room**

**AGENDA**

1. Review of minutes of 1<sup>st</sup> IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.
4. To strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's
5. Strengthening of student associations and their participation in National Technical Events
6. To decide incorporate extension activities under the program of NSS



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Ref No.: C M S C E /IQAC/2023-2024/Meeting-02

Date: 12/03/2024

## **Internal Quality Assurance Cell (IQAC)**

### **Minutes of IQAC Second Meeting**

#### **Meeting 2 – 15.03.2024**

The 2<sup>nd</sup> IQAC meeting for Academic Session 2023-24 is held on 15<sup>th</sup> March 2024. The following members attended the meeting.

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Position</b>
1.	Dr.K. Mahadevan	Principal	Chair Person
2.	Dr.V.Vijayakumar	Associate professor	IQAC Coordinator
3.	Mr. K. Mahesh Kumar,	Asst. Prof. & Head AI&DS	Member
4.	Mr. S. Dhinesh	Asst. Prof. & Head CSE	Member
5.	Mr. K. Periyasamy,	Asst. Prof. & Head ECE	Member
6.	Mr. G. Suresh.	Asst. Prof. & Head EEE	Member
7.	Mr. G. Gopal	Asst. Prof. & Head MECH	Member
8.	Dr. V. Ponnarasan	Prof& Head S&H	Member

The Chairperson Dr. K.Mahadevan welcomed the members for the second meeting of IQAC. The following points were discussed in the meeting:

**Agenda1: Review of minutes of 1<sup>st</sup> IQAC Meeting**

The minutes of the meeting held on 22/01/2024 are approved by the Council.

**Agenda 2: Action taken report on the decisions of the previous meeting 1st IQAC Meeting**

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Mission, Vision and Core Values of Institution and all Departments	The Vision, Mission, and Core Values statements of Institution and Departments are finalized in the month of April to June 2023. The statements are approved by members of Management.
2.	Registration and organization of Alumni Meet	1 <sup>st</sup> Alumni Meet was organized on 19/03/2024 and 250 alumni attended the meeting. The alumni designated the office bearers of the association. It is decided to register alumni association at the earliest.
3.	NSS activities	Activities like Tree plantation , Blood Donation Camp , Road Safety program etc. successfully conducted under NSS

**Agenda 3: To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis**

Dr.K.Mahadevan, Chairperson of IQAC is emphasized on academic mechanism required for efficient and periodic progress. All committee members discussed the current status of administrative processes and recommended strongly the decentralization of academics and administrative activities. Members also stressed on enhancing teaching-learning process in various departments. Guardian faculty members need to attend personal problems of students along with their academic problems.

The members suggested functioning heads for Academics, Administrative, Students Affairs

**Agenda 4: To strengthen the Industry Institute Interaction**

Committee recommended increasing the frequency of Industrial visits, Expert lectures, Industrial exposure training from Industry persons, Membership & MO U's to explore the various practical aspects of industrial development to the students.

**Agenda 5: Strengthening of students associations and their participation in National Technical Events**

The Chairperson discussed the various aspects of strengthening of Students Association and Club activities to promote their participations in technical events.

**Agenda 6: To incorporate extension activities under the program of NSS**

Mr.Janakiraman, President of Alumni Association suggested organizing more extracurricular activities under NSS Club. All Committee members decided to plan more activities in National Social Scheme Special Camp such as Awareness about Digitization, Water harvesting, SWACH BHARAT ABHIYAN etc.

**The conclusions of the meeting and proposed action plan (September'23– March'24):**

1. It is decided to formulate functional heads for Academics, Administrative, Student Affairs and Research & Development (Dean Academics, Dean Administration, Dean Students Affairs and Dean R&D).
2. Planning of more Industrial visits, Expert lectures, and Industrial exposure training to students.
3. It is decided to plan more activities under National Social Scheme Special Camp.

Dr.V. Vijayakumar, IQAC Coordinator informed the date for the next meeting and it is unanimously decided in the third week of May 2024. The meeting ended with a formal vote of thanks.