



NAMAKKAL-637003

THE THIRD MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 13.05.2024, Time: 10.00 A.M., Venue: IQAC Room

AGENDA

1. Review of minutes of 2nd IQAC Meeting
2. Action taken report on the decisions of the previous meeting
3. To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic, administrative audits on annual basis.
4. To decide about activities of EDC Cell / Incubation Centre
5. To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and Campus Security
6. To decide plan of action of NAAC SSR Preparation



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Ref No.: MMIT/IQAC/2023-24/Meeting-03

Date: 11 /05/2024

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Third Meeting

Meeting 3 – 13.05.2024

A Meeting of the Reconstituted Committee and the 3rd IQAC meeting for Academic Session 2023-24 and 2024-25 is held on 13th May 2024. The following members attended the meeting.

1. Dr. K. Mahadevan, Principal, CMSCE, Namakkal

Chair Person of Internal Quality Assurance Cell (IQAC)

2. Prof. S. Selvarani, **Co - Ordinator IQAC**
3. Mr. K. Mahesh Kumar, Asst. prof. & Head AI&DS
4. Mr. S. Dhinesh, Asst. Prof. & Head CSE
5. Mr. K. Periyasamy, Asst. prof. & Head ECE
6. Mr. G. Suresh, Asst. Prof. & Head EEE
7. Mr. G. Gopal. Asst. Prof'. & Head MECH
8. Dr. V. Ponnarasan. Prof& Head S&H

1. Mr. Janakiraman

President of Alumni Association

Nominee of Student

2. Prof. S. Selvarani

Associate Professor, Bio-Medical Engineering, CMSCE, Namakkal

IQAC Co-ordinator

At the outset Prof. S. Selvarani, Coordinator (IQAC) welcomed all the Hon'ble members of the Internal Quality Assurance Cell (IQAC) to the 3rd meeting of the IQAC for the A.Y. 2023-24 and A.Y. 2024-25.

Agenda 1: Review of minutes of 2nd IQAC Meeting

It is informed that the 2nd IQAC meeting was held on 15th March 2024 at 10.00 am and the minutes of the second meeting read and approved by the members.

Agenda 2: Action taken report on the decisions of the previous meeting 2nd IQAC Meeting

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	Formulate Deans and functional head on Academics, Administrative, Students Affairs and Research committees	For efficient and periodic progress, Dean Academics, Dean Administration, Dean Students Affairs, Dean R&D and their respective functional heads are designated w.e.f. 30/12/2024.

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
5.	NSS - National Social Scheme	National Social Scheme had organized following activities: a) Blood Donation Camp b) Tree Plantation c) Swatch Bharat d) Dengue Awareness e) Yoga Awareness f) E-Waste Awareness

Agenda 3: To decide the mode of ensuring the credibility of teaching-learning, its evaluation and outcome procedures through regular but internal academic, administrative audits on annual basis

In order to improve the academic and administrative performance of the Institution, the distinguished members discussed in depth the current status of academics, administrative procedures, and student activities.

The members advocated for conducting the internal administrative and academic audits of all the Departments.

Agenda 4: To decide about EDC Cell / Incubation Centre activities

Mr. Suresh suggested to take lead initiatives to promote innovation in student's projects and their Entrepreneurship. Prof. G. Gopal offered to provide inputs to the innovation activities. Committee recommended to start activities under Entrepreneurship Development Cell / Incubation Centre to promote students innovative ideas.

Agenda 5: To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and Campus Security

Committee suggested that eco-friendly measure should take in campus in order to reduce consumption of electrical energy. Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs. Energy conservation can be achieved by optimum usage of lights and electrical appliances only when needed.

All the Committee members agreed to install CCTV facility in the campus.

Agenda 6: To decide plan of action for NAAC SSR Preparation

Dr. K. Mahadevan, Chairperson of IQAC suggested to prepare a plan of action for NAAC SSR on all the Individual criterions. All Criterion heads should interact with their fellow members for final preparation. The committee members recommended to the NAAC Coordinators to take the SSR preparation work.

The conclusions of the meeting and proposed action plan (March'24 – October'24)

1. It is planned to conduct internal administrative and academic audits of all the Departments.
2. It is decided to start activities under Entrepreneurship Development Cell / Incubation Centre.
3. It is decided to install CCTVs in the Campus and Eco-friendly measures.
4. It is decided to prepare action plan for NAAC SSR Preparation and follow-up.

Prof. S. Selvarani, IQAC Coordinator proposed the date for the next meeting and unanimously decided in the Second week of September 2024. The meeting ends with formal vote of thanks.