

CMS COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-25)
CMS Nagar, Eranapuram Post, Namakkal Dt., Pin : 637 003. Tamilnadu, India.

Contact No: 98433 46065, 84899 10651.

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6.5.1: Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

IQAC MINUTES OF MEETING



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Ref: CMSCE/IQAC/2023-2024/Meeting/01

Date: 19.01.2024

CIRCULAR

Internal Quality Assurance Cell (IQAC) Members Meeting going to be held on 22.01.2024 at 10.00 am in the IQAC Room. The committee members are requested to attend the meeting without fail.


Agenda:

1. The meeting's agenda includes discussing the college's IQAC's decisions, activities, and SSR documentation.
2. The Institute's enrichment and enhancement of quality has to be discussed.
3. The Numerous academic and administrative activities' quality bench marks and metrics.
4. Faculty Members have to organise seminars and workshops on quality-related topics both inside and across institutions.
5. Faculty Members views can be discussed with the chairman's approval.

COPY TO:

1. PRINCIPAL.
2. All HOD'S.
3. IQAC CELL.
4. OFFICE.




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Minutes of Meeting

Minutes of the Internal Quality Assurance Cell (IQAC) meeting on 22 January 2024, 10.30 a.m., Principal's Room. The Principal Dr. K. Mahadevan, Chaired the meeting.

The IQAC unanimously passed the following resolutions:

All members were advised by Principal that all certified institutions must set up an IQAC to oversee quality sustenance measures after accreditation. He explained the significance and necessity of IQAC since the college is preparing to apply for NAAC accreditation in a few months. The college has been implementing various measures for quality enhancement & enrichment, including the establishment of Statutory and Non Statutory committees like the Academic Council, Board of Studies, Finance Committee, Library Committee, Academic Audit & Quality Assurance Committee, Examination Committee, Admission Committee, etc.

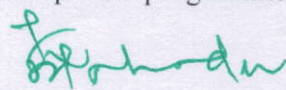
After the fruitful discussions:

It is decided to form a seven-person committee comprising the following faculty members to draft the objectives, strategies, and procedures for the IQAC as well as the steps that should be taken to improve and enrich the quality of the various academic and administrative tasks in the competency-based education system.

1. Dr. V. Vijayakumar , Co – Ordinator IQAC
2. Mr. K. Mahesh kumar, Asst. Prof. & Head AI&DS
3. Mr. S. Dhinesh, Asst. Prof. & Head CSE
4. Mr. K. Periyasamy, Asst. Prof. & Head ECE
5. Mr. G. Suresh, Asst. Prof. & Head EEE
6. Mr. G. Gopal, Asst. Prof. & Head MECH
7. Dr. V. Ponnarasan, Prof & Head S&H

It is proposed that the committee call a meeting and consult with all relevant parties in order to prepare comprehensive methods and procedures for improving quality. The institution has already taken numerous actions on quality-related subjects, including organizing numerous workshops, seminars, conferences, guest lectures, faculty development programmes, etc., it is




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decided that the institution will have at least four workshops/seminars in the academic year 2023–2024 in order to improve the institute's quality.

The members were informed by Principal that the college has already submitted an IIQR to NAAC in order to be accredited and SSR will be submitted within 45 days. In a few months, the Peer Team may visit the college, and they have asked all HODs to prepare for their inspection by taking the appropriate actions. The meeting ended with thanks to the chair.




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ACTION TAKEN REPORT

The action report followed the agenda closely, addressing key points succinctly and proposing actionable steps for each agenda item. Clear timelines and responsibilities were assigned, ensuring accountability and progress tracking moving forward.

Criteria 1: Curricular Aspects

❖ Action:

Review and update curriculum to align with industry standards.

Criteria 2: Teaching Learning and Evaluation

❖ Action:

Implement faculty development programs for enhancing teaching methods.

Criteria 3: Research, Innovations and Extension

❖ Action:

Increase funding for research projects and promote interdisciplinary research.

Criteria 4: Infrastructure and Learning Resources

❖ Action:

Upgrade laboratory facilities and library resources.

Criteria 5: Student Support and Progression

❖ Action:

Enhance career counseling and placement services.

Criteria 6: Governance, Leadership and Management

❖ Action:


Conduct leadership training programs for senior management.

Criteria 7: Institutional Values and Best Practices

❖ Action:

Develop a code of conduct and ethics policy.




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Ref: CMSCE/IQAC/2023-2024/Meeting/02

Date: 12.03.24

CIRCULAR

IQAC Members Meeting going to be held on 15.03.24 at 10.00 AM in the IQAC Hall.
The committee members are requested to attend the meeting without fail.

Agenda:

1. The institute's IIQA for the 2023–2024 academic year has to be discussed.
2. The institute's benchmarking against other reputable institutes has to be discussed.
3. Teaching-related Quality Assurance Initiatives have to be discussed.
4. The initiatives for quality assurance in exams have to be improvised.
5. Relevant Information to be discussed with the chairman's approval.

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MINUTES OF MEETING

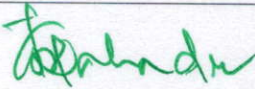
The minutes of meeting for **Internal Quality Assurance Cell (IQAC)** members

Meeting on 15.03.24 at 10.00AM.

The meeting areas proceed as follows:

S.NO	AGENDA	POINTS DISCUSSED
1	Review about the last meeting	The IQAC coordinator reviewed the last meeting and action taken report.
2	Preparation about the course material and audit	The HODs were advised by the IQAC coordinator to notify the faculty to prepare the course file.
3	Students extra-curricular and co-curricular activities	Encourage the students to attend seminar and workshop and symposium conducted in various colleges. Our college students encouraged to do some research projects
4	Faculties Improvement	All faculties are encouraged to attend conferences and FDP in inter and intra colleges. Also advised to conduct sponsored FDPs and workshops.
5	Discuss about the students In-plant Training	Motivate the students to attend IPT training in their relevant companies
5	Certification courses and software courses for the students.	Plan to conduct the Certification courses and software courses for the students.
6	Discussion about MOU's	Faculties from various department and placement officers approach many companies
7	Progression of NAAC work	NAAC work is in progress
8	Plan to conduct Academic Internal Auditing Work	Discussion about the Internal Auditing Work




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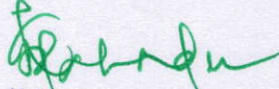
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ACTION TAKEN REPORT

- The report was sent to the principal office once the course file was reviewed.
- Students in our final year and pre-final year went to other colleges' seminars, workshops, and symposiums.
- Our students from various departments submitted their research-based work in various funding agencies.
- Our faculties from all departments attend the FDP conducted from other institutions.
- Sponsored FDP proposal submitted to various agencies.
- Value added courses conducted to students in all departments.
- Reports from audits of several departments were sent to the main office.




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Ref: CMSCE/IQAC/2023-2024/Meeting/03

Date: 10.05.24

CIRCULAR

A Meeting of the IQAC Members is scheduled to be held on 13.05.24 at 10.00AM in IQAC Room. The committee members are requested to attend the meeting without fail.

Agenda:

1. Review of the last meeting and action taken report.
2. Result analysis
3. Discuss about the Students extra-curricular and co-curricular activities
4. Faculties Improvement
5. Department activities
6. Feedback report
7. Discussion about MOU's
8. Progression of NAAC work
9. Plan to conduct Academic Internal Auditing Work

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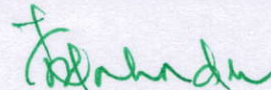
MINUTES OF MEETING

The minutes of meeting for Internal Quality Assurance Cell (IQAC) Members Meeting on 13.05.24 at 10.00AM.

The following points were discussed:

S.NO	AGENDA	POINTS DISCUSSED
1	Review about the last meeting	The IQAC coordinator reviewed the last meeting.
2	Result Analysis	A detailed analysis of IA-I, IA-II and Model examination results was analysed and discussed about the betterment of Anna University result.
3	Students extra-curricular and co-curricular activities	Encourage the students to attend seminar and workshop and symposium conducted in various colleges. We Implemented a new system for tracking student involvement in co-curricular activities to ensure a balanced approach.
4	Faculties Improvement	All faculties are encouraged and provided appraisal to attend conferences and FDP in other colleges.
5	Department activities	All departments presented their planned activities for the semester. Motivate the students to attend IPT training in their relevant companies
6	Feedback report	Grievances of students and faculties have to be resolved abruptly.
7	Discussion about MOU's	Placement and internship provided to the students. Placement officers approach many companies and got sign from the companies for the benefit of the students.
8	Progression of NAAC work	NAAC work is in progress
9	Plan to conduct Academic Internal Auditing Work	Discussion about the Internal Auditing Work




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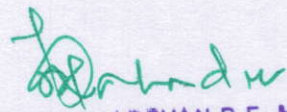
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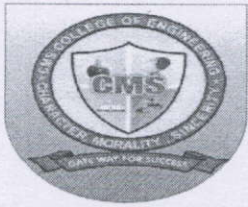
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ACTION TAKEN REPORT

- The minutes of the last meeting were reviewed, and all action items were verified.
- A detailed analysis of the students' results was analyzed. Remedial classes and extra coaching sessions have been scheduled for the subjects with low pass rates.
- A comprehensive plan for the upcoming term's extra-curricular and co-curricular activities was created.
- A faculty development program was initiated, focusing on modern teaching techniques, research skills, and professional development.
- Workshops and seminars have been scheduled, and faculty members are encouraged to participate in relevant conferences and training sessions.
- Feedback from students and faculty was collected, analyzed, and discussed. Regular feedback sessions will be conducted to ensure continuous improvement.
- Potential collaborations and Memorandums of Understanding (MOUs) with industry partners and academic institutions were identified. Meetings were scheduled with potential partners to discuss the terms of the MOUs.
- The NAAC accreditation work was reviewed, and progress was assessed.
- A comprehensive plan for academic internal auditing was developed. Audit teams were formed, and an audit schedule was created.




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