R.M.K.COLLEGE OF ENGINEERING AND TECHNOLOGY

RSM NAGAR, PUDUVOYAL- 601206

IQAC MEETING

Minutes of the Meetings held from March to July 2020

Venue: Google Meet

Due to the unexpected pandemic situation and the lockdown thereafter, IQAC conducted virtual weekly meetings to ensure uninterrupted academic and administrative activities .The minutes of the meetings were recorded as below

DATE	DISCUSSIONS	ACTION TAKEN
18-4-2020	The Principal welcomed the HoDs and AC and enquired about their safety. The students and coordinators were appreciated for getting the 3rd position in the CTS students club for Best performance. He appreciated the HoDs and faculty members for their work which is now being done online. The HoDs were asked to submit a weekly report of the work done during the week. Every Friday at 5pm there will be a meeting for the HoDs and AC with the Principal.	HoDs conveyed the discussions to their department faculty members

Date		
18-4-2020	The Principal highlighted that the end semester exams have been postponed and fresh dates are not announced yet and that students should not be let free because the new session will start with exams and there might not be much time for revision. He also insisted that students have to be engaged in a planned manner.	The HoDs reported that online tests and assignments are being given for all the years and most of the students are participating actively. Those who falter are immediately contacted by the respective counselor.
	The HoD of S&H said that the 5th unit for the I year students is being taught by video lecture. The students are actively taking it and submitting the homework the same day. The faculty members give a feedback about the submission which in turn is being consolidated for the whole branch by the branch coordinators. Every day classes are conducted for 2 subjects. By 30th April the syllabus would have been completed for the first year students. The III year students who are having arrears in the first semester are being guided by faculty members to ensure that they clear the papers.	Action has already been initiated.
	The Principal requested the HoDs to get a feedback from the parents regarding the online classes/tests/assignments/placement activities.	The faculty members have spoken to the parents to make some interim arrangements.

18-4-2020	The HoDs confirmed that the skillrack tests/AMCAT/webinar are being conducted and the students are taking it. Few students are not having laptops at home. Also the webinar schedule can be given by the T&P in advance so that other academic tests can be planned without any clash. The Principal requested the HoDs to ensure that their faculty members spend quality time for research. The faculty members have to spend on an average a minimum of 4 hours towards reading journal papers/online courses/talking to parents/students. The Research coordinator summarized on the various activities that are being undertaken by faculty members towards research. 1. Journal paper publication in reputed journals-50% faculty members have already uploaded. 2. Proposal submission-target has been given. He also mentioned that meetings are being conducted with the research groups.	Updated formats of proposal submission will also be sent to faculty members. The Librarian has sent a mail to all faculty members for the IEEE login and password through which they can access all IEEE research papers. HoDs conveyed the discussions to their department faculty members

25-4-2020	Skill rack and webinars are being conducted. Online project review is being conducted for the final year students. The Principal appreciated the efforts taken by all the HoDs/counselors/faculty members for keeping the students engaged. The HoD of CSE mentioned that the Coursera team has created a dashboard for our college. 99 faculty members have already registered through the same. 1000 courses can be registered through our college for free. ICT Academy is conducting workshops/webinars and lecture series. Mr. Arun Manicka Raja M, Assistant Professor of CSE is coordinating for the same. The New India Learnathon is offering 13 courses over 120 hours. All courses are in the basic level. It is for free and certificates will be provided. If a minimum of 100 students complete 10 courses each the college will also be certified. The HoDs were requested to ensure that maximum number of II/III students join the courses. It will help them to understand the fundamentals and in turn will be useful for their technical interviews.	2 faculty coordinators (1 from CSE and 1 from ECE) have to be nominated for the same.

1-5-2020	For the final year students' project review is being done. Every department is conducting webinars. Many students have registered for the ICT Academy Learnathon. 2 teams of ECE department have been shortlisted for the Smart India Hackathon. Mentors have been allotted for the same. The HoD of CSE was requested to arrange to train more number of faculty members in WIPRO-PRP. In connection with the application submitted to AICTE approval process for 2020-21, data is requested from departments. All are requested to extend support for the completion of the same. Also UGC has given suggestions/guidelines on the examinations and academic calendar in view of the COVID 19 pandemic. The details required for the autonomous status inspection has to be kept ready. **The Advisor's comments** The department of CSE of all the 3 colleges were appreciated for doing well. Faculty members with less than 5 years' experience have been asked to complete the NPTEL/NITTTR course on teaching skills. All faculty members were asked to publish research papers in reputed journals and to submit one project/event proposal. The projects should be application oriented and useful to the society.	Action was initiated HoDs conveyed the discussions to their department faculty members

30.05.2020	The Vice Chairman has expressed concern regarding the low number of students selected for the second round of online web proctored test for HackWithInfy on 31st May 2020. Only 9 students (3-CSE and 6-ECE) have got selected for the 2nd round.	Students were encouraged to actively take part in the Learnathon series also. All counselors, class advisors and year coordinators are involved in motivating the students to use this lockdown time effectively.
	Subject allocation for the odd semester 2020-21 is done for the II/III/IV year. Subjects for the III/IV year students will be taught online from next week onwards.	Students are informed regarding the same. Also faculty members are asked to be well equipped to teach online.
12.06.2020	RMKCET is in 251-300 band in the NIRF ranking. The Principal insisted that the ranking has to be improved and steps have to be taken from now on so that we will be able to get a better rank next year.	All the HoDs were requested to look into it and take necessary action. More importance has to be given to research and the HoDs were asked to ensure that the number of publications are more in their department and faculty members have to apply and get project funding

20.06.2020	The Principal appreciated the efforts taken by all the HoDs and faculty members for receiving the ICT Academy Institutional Recognition certificate and Coordinator appreciation certificate for Mr. Arun Manicka Raja, AP/CSE and Ms. Rajalakshmi S, AP/ECE.	
26.06.2020	According to a circular from AICTE, the STTP under AQIS 2018-19, which was started before the lockdown has to be completed.	The circular has been forwarded to all the HoDs.
04.07.2020	Revised academic calendar has been published by AICTE. All were asked to make a note of it. C. Karthikeyan of 2021 batch has been named as the **Cognizant Student Club's Star Performer** for the month of July 2020. Akshaya Suresh 2021 batch has got shortlisted for **Infosys System Engineer Specialist.**	Necessary action has to be taken immediately.
11.07.2020	The Principal requested the HoDs to plan the execution of the work related to Digital Course Material preparation.	The Course coordinator in consultation with the senior faculty members of the department will start preparing the material
17.07.2020	All the HoDs were requested to arrange to update the NAAC data which has to be uploaded in November 2020. Faculty members with less than 5 years of service have to take the 8 module course offered by NITTT.	NAAC Coordinators have initiated the work

24.07.2020	All the semester exams of I/II/III years have got cancelled. Yet to receive a circular regarding the arrear exams and the procedure for the final year, 8th semester online exams. The HoDs were requested to ensure that all faculty members are involved in the online teaching-learning process. The junior faculty members can assist the seniors in preparation of PPT/class material. Quality of material should be good. Importance of skillrack has to be explained to the students by the HoDs.	Based on the AMCAT result a follow up meeting was conducted on 23.07.2020.
30.07.2020	Major changes have been announced in the New Education policy. The Principal suggested that an awareness workshop could be conducted for the faculty members to understand the same. All HoDs were requested to send the prepared autonomous curriculum draft. The NIRF coordinator of the college gave a brief presentation about the weightage of research publications, funded projects, and consultancy and placements/higher studies. The Principal suggested methods by which marks can be improved in these areas.	Department wise target has been given.

Convener
IQAC

Members present

S. No.	Name	Designation
1	Dr..Rengaraja T	Principal, Convener-IQAC
2	Dr. Paulraj D	Professor & Head, CSE
3	Dr. Gangatharan N	Professor &Head, ECE
4	Dr. Kalaiarasi N	Professor & Head, EEE
5	Dr. Balasubramanian M	Professor & Head, Mech. Engg.
6	Dr. Selvakumaran K A	Professor & Head, S&H
7	Dr. Geetha Balachandar	Academic Coordinator
8	Dr..Arun C	Research Cell Convener
9	Dr..Shanthi K.G	NIRF Coordinator
10	Dr.Devi G	IQAC Coordinator