



R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY
R S M Nagar, Puduvoyal - 601 206



MINUTES OF THE MEETING -IQAC
I MEETING/2019-20

Venue: Board Room

Date: 24-07-19

Time: 10.30AM

S.No	Topic	Discussion / Action to be taken
1	Follow up of previous meeting	<p>The proposed task for the three months(May,June,July'19) discussed in the meeting held on 08-05-2019 were as follows</p> <ul style="list-style-type: none">➤ Presentation of the Action Plan for the Year 2019-20 by the Department HoDs and the Cell Conveners..➤ Analysis of Stakeholders' feedback report from all parameters, preparing the Action Taken Report based on the feedback received and submitting it to the IQAC.➤ Institutional /Department level Activities on Quality circles in the year 2018-19 to be uploaded in the IQAC webpage.➤ AQAR of the Year 2018-19 to be submitted by August 2019.
2	Status of completion of the task discussed in the previous meeting	<ul style="list-style-type: none">➤ The Action Plan (2019-20) of the Departments was presented by the Department Heads and that of the Cell by the Cell Conveners.➤ The feedback report and the Action taken report was submitted to IQAC by Ms.P.HEMA.➤ Institutional /Department level Activities on Quality circles in the year 2018-19 was uploaded in the IQAC webpage.➤ The preparation of AQAR for the Year 2018-19 is under progress and will be completed by the second week of August.

3	<p style="text-align: center;">Introduction by the Principal</p>	<ul style="list-style-type: none"> ➤ Principal, the Convener (IQAC) welcomed the members of IQAC for the first meeting of IQAC'2019-20. He insisted that the Overall Performance of the forthcoming year should be outstanding. ➤ The Convener said that we should increase the number of students' participation in external project competitions provided the student mentors should direct them and monitor the quality outcome of their ward's project. ➤ The even semester Results were discussed in the Result Analysis meeting which was held Department wise on separate days. With respect to the outcome of the Academic Results, Principal insisted that we should identify the best innovative methods of teaching to enhance easy learning by students. ➤ Also Principal told that the subject faculty members should monitor their students' performance in the skill rack test and to do the needful to the needy students. ➤ As per the instruction from the Vice Chairman, The Convener emphasized that, four presentations should be given by individual counselors in a semester in their department Result Analysis meetings. Departments can prepare a format for reviewing Individual Counselors' performance. After every Assessment test, the Overall performance report of all the Counselors should be submitted to the Principal to Analyze the Academic Performance of the Counseling Students. He also asked the Counselors to give the steps taken to analyze and improve the Count of Technical Paper Presentation by Students in International / National Conferences.
4	<p style="text-align: center;">Action Plan of All Departments by the respective Head of the Departments</p>	<p>The HoDs presented the Action Plan as per the following heading</p> <p>I. Academics</p> <ol style="list-style-type: none"> 1. Target for Academic Results 2. Target for University Ranks 3. NPTEL Courses: Participation of Faculty and Students 4. Innovative teaching methodologies to improve effective teaching learning process 5. Student Counseling format <p>II. Placement</p> <ol style="list-style-type: none"> 1. Target to be achieved

		<p>2. Steps to be taken to improve the AMCAT performance of the students.</p> <p>3. Steps to be taken to improve placements based on AMCAT results.</p> <p>4. Steps to be taken to improve coding skills of students from second year onwards.</p> <p>5. Steps identified for improving skill rack performance of the students.</p> <p>6. Next three months action plan / target.</p> <p>III. Research</p> <p>Steps to be taken for improving</p> <ol style="list-style-type: none"> 1. Publication count 2. Funded Project grants 3. Consultancy projects 4. Quality of Students' mini projects 5. Competency of students to win various external competitions 6. Next three months action plan / target.
5	Suggestions from the Principal	<ul style="list-style-type: none"> ➤ The Convener insisted that all the faculty member should take-up a NPTEL course and the reasons for not taking up NPTEL Exam by any faculty should be submitted the Principal. ➤ The Mentors should see that all the students take up at least one NPTEL course and also they should monitor their wards' progress in submitting the Course's assignment and the successful completion of the same. ➤ The innovative teaching methods that the departments have posted in the websites should be checked for the critics and reviews .Any suggestions for improvement should be given utmost care and the methods should be redefined accordingly. The HoDs were asked to see that there is at least one innovative method of teaching/learning for each course. ➤ Mentors were asked to identify and give real time problems to students as their projects.
6	NIRF Ranking	<ul style="list-style-type: none"> ➤ The Convener expressed his dissatisfaction about the Institution's NIRF Ranking. Dr. K.G. Shanthi , the Award Committee Coordinator presented the marks obtained in NIRF Ranking in various parameters. The Convener expressed that it is the Research area where the Institution has to focus more. ➤ He also instructed Dr. K.G. Shanthi along with the Award Committee members to prepare a calculation chart based on which research task targets can be given to the Departments and to present the same to him before 2-8-19.

7	<p style="text-align: center;">Action Plan by Research Cell Convener</p>	<ul style="list-style-type: none"> ➤ The Research Cell Convener Dr. C. Arun presented the achievements of the year 2018-19 and the Action plan for the Year 2019-20. He expressed that though the target was achieved, quality paper publications were found to be less this year. ➤ The IQAC Convener insisted that there should be research groups formed by similar domain people and they should give their next three months plan/target for their research task. This group should also mentor the students group for their external project competitions. The Principal instructed the Research Cell Convener to convene meeting with the Doctorates and the concerned HoD to discuss the progress of the work.
8	<p style="text-align: center;">Action Plan by Higher Education cell Convener</p>	<ul style="list-style-type: none"> ➤ The Higher Education cell Convener Dr. S. Senthil Kumar summarized all the activities given for the students in 2018-19 and the Action Plan for the year 2019-20. The Principal expressed that from second year onwards, the students should be given awareness program about the education opportunities in abroad, eligibility and the fee structure. ➤ The Higher Education Cell Convener told that the members of the Cell are getting trained in acquiring knowledge about the higher education opportunities; placements based on that and the salary packages.
9	<p style="text-align: center;">Action Plan by Training and Placement cell Convener</p>	<ul style="list-style-type: none"> ➤ The TPO Convener Mr. V. Sudharsanam presented the Action Plan. He said that from this year onwards AMCAT training will be given from the second year itself to improve their employability skill. ➤ The Principal expressed his views in executing the placement training sessions in the summer and winter vacation time as this will reduce the disturbance in the regular academic schedule. He also told that in order to emphasize more in improving skill in core subjects, the duration allotted for the general motivation sessions can be minimized.
10	<p style="text-align: center;">Entrepreneurial Activities</p>	<ul style="list-style-type: none"> ➤ The Entrepreneurship Development Cell, Dr.P.K.Devan presented the list of events conducted in 2018-19 and the action plan for 2019-20. ➤ The Principal insisted the EDC Convener to apply for Socially relevant project through Business Incubation Cell. The Principal also instructed the HoDs to upload students' project in website which facilitates the recognition of quality projects by appropriate funding agencies.

11	<p>Proposed Task for the next three months</p>	<ul style="list-style-type: none"> ➤ Doctorates of all departments should give their action plan in Research task for this year 2019-20 and their status of progression towards it. ➤ The Institution Award Committee should prepare a calculation chart to show improvements in Research area for NIRF Ranking using which targets should be given to the Research cell and hence to the departments. ➤ Principal informed that Academic Audit will be held in the month of August. He instructed Dr. P.K.Devan, Academic Audit Coordinator to get approvals from External Auditors and also to give the planning for the Academic Audit. ➤ ISO Management Representative informed all that the ISO Internal Audit will be held in the second week of September and the External Audit in the last week of September (tentatively) ISO department coordinators were asked to update all the documents.
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Copy to:

- The Chairman/The Director/Vice-Chairman for kind information
- VP
- All HODs,
- Academic Coordinator
- Administrative Officer
- All Cell conveners,
- NBA &NAAC Coordinator
- All faculty members


Convener - IQAC
Principal



R.M.K. College of Engineering and Technology
Puduvoyal-601206



ATTENDANCE FOR IQAC MEETING ON 24-07-19

Name	Designation	Signature
Dr T Rengaraja	Principal, Convener -IQAC	
Dr. S.Bhagavathi Perumal	Vice Principal, Co-Convener -IQAC	
Dr.D. Paulraj	HOD - CSE	
Dr. N.Gangatharan	HOD - ECE	
Dr.N. Kalaiarasi	HOD - EEE	
Dr. M.Balasubramanian	HOD - MECHANICAL	
Dr.K.A Selvakumaran	HOD - S&H	
Dr Geetha Balachandar	Academic Coordinator	
Mr.K.V.Balasubramanian	Administrative Officer	
Ms.S.Vaishnavi	Department Coordinator -CSE	
Ms. S.Seshavidhya	Department Coordinator – ECE & Co coordinator -IQAC	
Ms. T.J Catherine	Department Coordinator – EEE	
Mr.Senthil Gavaskar	Department Coordinator - MECHANICAL	
Mr.K.Sudhakar	Department Coordinator – S&H	
Mr.N.Hariharan	Convener- Exam Cell & Alumini Staff Secretary	
Dr.P.Devan	Convener- Entrepreneur Development Cell	
Dr.C.Arun	Convener- Research & Development Cell	
Mr.V.Sudharsanam	Convener- Training & Placement Cell	
Dr.S.Senthil Kumar	Convener- Higher Education Cell	
Ms.P.Hema	Convener- Feedback Committee	
Dr.M.Packiyaraj	Chief Librarian	
Mr.J Leo Amalraj	Transport Incharge	
Bellapu Rohit	II Year Student - CSE	
J. Krishna	II Year Student - ECE	
S.Karthikeyan	II Year Student - EEE	
G.Madhesh	II Year Student - MECHANICAL	
Er. A.R Sivasubramanian	Alumini	-
Mr.K.Thirumalaidhasan	Head-Operations M/s.PEE Industrial Valves P Ltd.,[A Unit of Fouress Group], Gummudipoondi.	-
Dr.Sridhar	Chairman, IET, Chennai Network.	-
Dr.G.Devi	Coordinator -IQAC & ISO -Management Representative	

Dr. K.G. SHANTHI

NIRF. Coordinator.