



**R.M.K.COLLEGE OF ENGINEERING AND TECHNOLOGY  
RSM NAGAR, PUDUVOYAL- 601206**



**IQAC MEETING**

**First Meeting of 2020 - 2021**

**(held between 11.08.2020 and 17.08.2020)**

**Venue: Google Meet**

<b>DATE</b>	<b>DISCUSSIONS</b>	<b>ACTION TO BE TAKEN</b>
<b>11.08.2020</b>	<p><b>Presentation by The HOD of CSE Department:</b> The students were categorized into 3 different groups based on their performance in the previous semesters. The middle band of students needs lot of attention and counselling. Five counsellors are allotted for III and IV Year students. Nine counsellors for II Year students, Ensuring Maximum of 20-22 students per counsellor. High performers will be Focused towards University Ranks. 95% graduands and more than 85% Placement will be ensured. Publication targets have been set.</p>	<ul style="list-style-type: none"><li>• Counsellors to interact with students and encourage them in improving their skills and thereby their grades</li><li>• Focusing on High performers in motivating them towards acquiring University Ranks</li><li>• Skillrack performance regular monitoring by counselors</li></ul>
<b>12.08.2020</b>	<p><b>Presentation by The HOD of EEE Department:</b> 81% graduands are expected from this batch. Few more can be made to pass with regular follow-ups. The current semester's target Pass percentage is 76.11% and Target for Placement is 70 %.Continuous interaction will be made with students and frequent interaction with parents .Students will be asked to make use of the digital notes and to watch good standard videos related to their syllabus topics.</p>	<ul style="list-style-type: none"><li>• Create good rapport between counsellor and students</li><li>• Frequent interaction with students and their parents</li><li>• Arrange special classes for students who require more guidance.</li><li>• Arranging extra classes in weekends</li></ul>

<p><b>13.08.2020</b></p>	<p><b>Presentation by The HOD of Mechanical Engineering Department:</b>  The HoD had discussed in detail about the expectations of the Management with the faculty members. The department target pass percentage has been set at 80.37%.Target has been set for the counselors in terms of academics and placements (76% for placements). Institute Industry Interaction Cell coordinator Mr Senthil Gavaskar will take measures in placing a greater number of students of the department.82.30% will be the Graduands percentage for the 2017-21 batch. Research targets were given to Every faculty member.</p>	<ul style="list-style-type: none"> <li>• Students will be tracked for prompt submission of assignments, availability of materials, special tests and performance in assessments</li> <li>• Frequent meeting will be conducted by the counselors with students with respect to various academic activities</li> <li>• Based on the meetings, counselors will submit a monthly report.</li> <li>• Counselors were requested to have one to one close interaction with students to make them highly cooperative</li> </ul>
<p><b>14.08.2020</b></p>	<p><b>Presentation by The HoD of ECE Department :</b>  The HoD presented the action plan for the current semester. The Overall Target pass percentage was given as 85.54%. Counselor wise target was also set to ensure the above pass percentage. Students were categorized into three groups based on their previous performance. The above targets were set in consultation with the counsellors/year coordinators. Regular meetings are held by the counsellors with their wards. Target for graduation in 2017-21 batch is 89.09%. Students were encouraged to take up online courses in coursera. Nearly 200 students have completed the learnathon courses. Publication targets have been set and monitored closely in the department.</p>	<ul style="list-style-type: none"> <li>▪ Encourage maximum students to participate in all corporate contests and Hackethon events</li> <li>▪ Posting MCQ questions every day from 17<sup>th</sup> August 2020 covering programming, aptitude etc.</li> <li>▪ Motivational speech by already placed students and alumni</li> <li>▪ Encourage students to start coding club</li> <li>▪ AMCAT feedback to be communicated to parents and students by counselors</li> <li>▪ Skillrack performance will be regularly monitored by counselors</li> </ul>

## Action Plan given by all the Cell Coordinators on 17.08.2020

### **Presentation by Training and Placement Cell Coordinator:**

- Making students Industry ready by strengthening their programming skills.
- Providing customized training for the students by conducting Pre Assessments and Post Assessments before and after the Training Programmes.
- In the Pandemic Period providing the training programmes online.
- Arranging Guest Lectures and Experts from industry to bridge the Gap between Academia and Industry.
- Providing foreign language trainings
- Providing opportunity to place 100% of students.
- Through Centres of Excellence(CoE) making students get placed in domains such as AI, Big Data, Telecom, Automotive Electronics, Front End Technology, Cyber Security, PLM, IOT, Salesforce, PLM, Embedded Systems and Cloud Computing.

### **Presentation by Higher Education Cell Coordinator:**

- BEC Orientation and Training Program for II second year students
- Plan to conduct orientation program for Civil service Examinations
- Plan to conduct awareness program for GATE/GRE Program for Third year and Final year students
- Plan to arrange Foreign university admission procedures in various countries with our Alumni for final year students
- To conduct BEC Exam for II year students in February 2021

### **Presentation by Research and Development Cell Coordinator:**

- Motivating the Faculty members to publish 2 journal papers in a year in reputed journals.
  - Department Faculty members are encouraged to receive funding from external funding agency. (10 lakhs per year for each Department)
  - Each Department is given a target as 2 lakhs for consultancy projects.
- Every month the target achievement percentage will be discussed in HoDs meeting.

### **Presentation by Entrepreneurial Development Cell Coordinator:**

- To disseminate about “National Innovation Startup Policy for Students and Faculty” among students and faculty.
- Executing IIC Calendar Activities for Academic Year 2020-21 in the following thrust areas  
(i) Inspiration, Motivation and Ideation

- (II) Validation and Concept Development
- (III) Prototype, Design, Process Development for Business Model/ Process/ Services
- (IV) Awareness about Startup and related Ecosystem
  - Identifying students' project and converting into products to apply for funding through MSME Business Incubator
  - To organize Innovation and Idea contest
  - To conduct Awareness program for second year students
  - To apply for funding to organize EDC programs to DST, AICTE
  - Inviting Alumnus and Alumnae entrepreneurs to disseminate the importance of Entrepreneurship
  - To organize events to create awareness and procedure about Startup Initiative
  - To plan for Business contests
  - To conduct Internal Hackathon
  - To make the students to apply for Awards based on their innovative ideas
  - Conducting skill development program for rural people.

Internal Audit is planned in the first week of October 2020

External Audit is planned in the second week of October 2020

Academic Audit is planned in the month of December 2020

The schedule for getting feedback for the year 2020-2021 was communicated to all.

**Address by the Principal:**

On 03.08.2020 a meeting was conducted by the Management to discuss about the academic performance and the ranking in the previous two semesters. RMKCET has got the 14<sup>th</sup> rank in the Even semester 2018-19 and 15<sup>th</sup> rank in the odd semester 2019-20 in the Anna University Ranking of colleges. The Vice Chairman expressed his concern regarding the ranks and wanted the HoDs/Principal to workout plans and come up with strategies to improve the ranking in the semesters to come.

The faculty members should try to identify the problems of the slow learners and why their results are low. It has been observed that the faculty members are taking efforts but it should be with the right set of students and finally it should reflect in the results.

Counselors

have to play a major role in bringing the results of their wards. Stay in touch with the students and constantly take feedback about the classes and the training for placements.

The Principal appreciated the efforts taken by the faculty members and HoDs for conducting the online classes. The Principal has observed a few classes and found some of them very interesting. Utmost care has to be taken while giving the presentation. Communication, matter, and the way it is presented with relevant examples have to be of good quality and in such a way that it attracts our students. Senior faculty members can be in the classes and guide the juniors for improvement. It is not enough if teaching happens ensure that learning happens. Quiz or MCQ tests can be conducted often to ensure learning. The number of days in Anna University academic schedule has to be taken into account and teaching should go accordingly. Many online tools are available to keep the students tuned. Tutorial classes can be conducted during weekends for slow learners. Many good courses are being conducted online by NPTEL/UDEMY/Coursera. Both faculty and students can enroll in such courses and get benefitted.

Based on the NIRF ranking our college is in the 251-300 band. Though we're happy that we got included in this band all efforts have to be taken to move to ranking within 200. Graduation percentage, placement/higher studies and research play a major role in this ranking. Our college results should always be above 85%, graduands percentage should be more than 95% and placements also above 85%. Every faculty member should spend their time usefully and engage in college activities for a minimum of 7 to 8 hours a day. Target has been given to the departments for journal paper, consultancy and research proposals. Good quality projects of students can be continued and can be published in reputed journals.

Whenever training for placements are happening the faculty members who are attending have to note the conduct of the program and give a feedback immediately so that any changes required can be carried out immediately. Closely observe the performance in those tests and if required talk to the parents also regarding AMCAT results. Ensure that they are doing well. We have to do our best to place all eligible students. Alumni students who are placed in good companies can be roped in to conduct mock interviews.



Convener  
IQAC

## Members Present

Name	Designation
Dr T Rengaraja	Principal, Convener -IQAC
<b>Dr.D. Paulraj</b>	HOD - CSE
<b>Dr. N.Gangatharan</b>	HOD - ECE
<b>Dr.N. Kalaiarasi</b>	HOD - EEE
Dr. M.Balasubramanian	HOD - MECHANICAL
Dr.K.A Selvakumaran	HOD - S&H
Dr Geetha Balachandar	Academic Coordinator
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
Dr.P.K 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
Dr.G.Devi	Coordinator –IQAC & ISO -Management Representative