



# R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY

R S M Nagar, Pudukovai – 601 206




Venue: Seminar Hall-Main block


## MINUTES OF THE MEETING -IQAC

Date: 30/07/18

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(April, May, June) in the meeting held on 4-4-18 were as follows</p> <ul style="list-style-type: none"> <li>➤ Action plan for the year 2018-19 has to be done</li> <li>➤ Analysis of Stake holders' feedback report from all parameters and Action taken report to be submitted to IQAC</li> <li>➤ Institutional /Department level Activities on quality circles - to be uploaded in the IQAC webpage for the Year 2017-18</li> <li>➤ AQAR -to be submitted by July first week</li> </ul>
2	Status of completion of task discussed in the previous meeting	<ul style="list-style-type: none"> <li>➤ Action plan for the year 2018-19 was discussed in the meeting</li> <li>➤ Analysis of Stake holders' feedback report from all parameters and Action taken report was submitted to IQAC</li> <li>➤ Institutional /Department level Activities on quality circles has been uploaded in the IQAC webpage for the Year 2017-18</li> <li>➤ AQAR - to be submitted by September.</li> </ul>
3	Academic Performance in the Year 2017-18	<ul style="list-style-type: none"> <li>➤ The Academic Results of the Odd and Even Semester of the year 2017-18 were discussed. Principal appreciated all the faculty members who gave 100% results. He also insisted the Department faculty members to motivate the high performing students and to aim for more University Ranks. He requested to implement effective counseling system to improve the slow performing students.</li> </ul>






4	<p><b>Action Plan for 2018-19</b></p>	<p>All the Department IQAC Coordinators and the Cell Conveners presented their respective department's achievements in the year 2017-18 and the action plan for the year 2018-19.</p> <ul style="list-style-type: none"> <li>➤ As an additional wing to the placement activities, CFL has been initiated. The placement coordinators are instructed to identify students to complete N5 certification in Japanese language thro CFL.</li> <li>➤ The members of higher education cell coordinators are insisted to create awareness among the students about foreign universities, their entrance examinations and admission process.</li> <li>➤ The research cell coordinators reported the total publications by the faculty department wise and also presented the action plan for the year 2018-19 to improve research activities</li> </ul>
	<p><b>Proposed Task for the next three months</b></p>	<ul style="list-style-type: none"> <li>➤ Action taken based on the suggestions given the feedback report and follow-up actions has to be done by all the concerned Heads.</li> <li>➤ Faculty members are instructed to have close monitoring of the students to make them perform well in all the internal assessments.</li> <li>➤ The Principal also instructed to be ready in all respects for the NBA audit to be tentatively in the month of October followed by ISO audit</li> <li>➤ The Academic Audit is planned in the month of August and Dr. P K Devan, Professor; Department of Mechanical Engineering will coordinate the Audit.</li> <li>➤ AQAR –to be submitted by September.</li> </ul>

  
 IQAC Coordinator  
 Dr.G.DEVI

Copy to:

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

**Members attended:**

Sl.No.	Name	Designation/Department	Signature
1	Dr T Rengaraja	Principal, Convener -IQAC	
2	Dr. S.Bhagavathi Perumal	Vice Principal, Co-Convener -IQAC	
3	Dr.D. Paulraj	HOD - CSE	
4	Dr. N.Gangatharan	HOD - ECE	
5	Dr.N. Kalaiarasi	HOD - EEE	
6	Dr. M.Balasubramanian	HOD - MECHANICAL	
7	Dr.K.A Selvakumaran	HOD - S&H	
8	Dr Geetha Balachandar	Academic Coordinator	
9	Mr.K.V.Balasubramanian	Administrative Officer	
10	Ms.P.Prem priya	Department Coordinator -CSE	
11	Ms. S.Seshavidhya	Department Coordinator - ECE & Co coordinator -IQAC	
12	Ms. T.J Catherine	Department Coordinator - EEE	
13	Mr.Senthil Gavaskar S	Department Coordinator - MECHANICAL	
14	Mr.K.Sudhakar	Department Coordinator - S&H	
15	Mr.N.Hariharan	Convener- Exam Cell & Alumini Staff Secretary	
16	Dr.P.Devan	Convener- Entrepreneur Development Cell	
17	Dr.C.Arun	Convener- Research & Development Cell	
18	Mr.V.Sudharsanam	Convener- Training & Placement Cell	
19	Dr.S.Senthil Kumar	Convener- Higher Education Cell	
20	Ms.P.Hema	Convener- Feedback Committee	
21	Dr.M.Packiyaraj	Chief Librarian	
22	Mr.J Leo Amalraj	Convener - Logistics	

23	Er.Sivasubramanian A.R	Alumini	-
24	Mr.K.Thirumalaidhasan	Head-Operations M/s.PEE Industrial Valves P Ltd.,[A Unit of Fouress Group], Gummudipoondi.	-
25	Dr.Sridhar	Chairman, IET ,Chennai Network.	-
26	Dr.G.Devi	Coordinator -IQAC & ISO -Management Representative	