



R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY

R S M Nagar, Pudukkottai – 601 206



MINUTES OF THE MEETING –IQAC

III MEETING/2018-19

Venue: Board Room

Date: 23-02-19

Time: 10.30AM

S.No	Topic	Discussion / Action to be taken
1	Follow up of previous meeting	<ul style="list-style-type: none">As per the discussion had in the previous meeting held on 02-11-2018, The Department NBA Coordinators presented the detailed report and the experts' feedback given by the NBA Committee about their department and the corresponding action taken report in the meeting. Principal instructed the NBA Coordinators and the Heads of the Departments to focus more in bringing Industry people from all sectors to the departments and to arrange discussions with the students so that the students interact with them and know the industrial requirements. He also added that to increase students' centric of learning, we have to increase the innovative methods of teaching and learning process. He also instructed that quality research paper publications and projects from faculty and students should be improved.As per the instruction given by the Principal in the last meeting, an awareness program will be conducted in the departments for the students and faculty members on Outcome Based Education in the beginning of the 2019-20 academic year.

2	ODD Semester Results before Revaluation	<ul style="list-style-type: none"> • The Department IQAC Coordinators presented their departments' ODD Semester Results before Revaluation. The Heads of the Departments gave the reasons for the gap in the pass percentage between the target and the achieved pass percentage. The subject coordinators were instructed to raise the standard of the question papers for all the internal assessment examination to enable students' level of learning. It was also suggested to give daily assignments for Analytical subjects.
3	AMCAT Results and Discussions.(III Year Students)	<ul style="list-style-type: none"> • Based on the AMCAT Results, students were categorized as follows • Less than 50% - Low Scorers • Between 51% and 60% - Average Scorers • Above 60% - Above Average Scorers <p>Counsellors were asked to inform the Parents of Low and Average Scorers about their performance in AMCAT. The Parents of Low scorers were asked to meet the HoD. The students Counsellors, placement Coordinators, Year Coordinators and HoD made clear to the Parents about the importance of their wards' performance in AMCAT & SKILLRACK</p> <ul style="list-style-type: none"> • Special class was suggested in the 7th hour to improve student's performance.
4	Entrepreneurial Activities	<p>➤ The Entrepreneurship Development Cell Coordinator , Dr.P.K.Devan presented the following in the meeting</p> <ul style="list-style-type: none"> • DST Sponsored Awareness camp was conducted in January 2019 for Third Year and Final Year Students. • E-fest Event was organised for RMK group of colleges in January 2019 for Second Year, Third Year and Final Year Students. • A One day workshop on trading is another proposed activity for Third Year and Final Year Students in the month of March.

5	<p style="text-align: center;">Placement Details</p>	<p>The Placement Coordinator Mr. V. Sudharsanam presented the following</p> <ul style="list-style-type: none"> ➤ The Placement percentage of the students 2015-19 Batch is 67.43% as on 23-02-2019. ➤ New Initiatives taken from the Training and Placement Cell are <ol style="list-style-type: none"> 1. VISION PROGRAM is introduced to the First Year students . 2.AMCAT EXAMS for II Year and III Year students . 3. JAPANESE LANGUAGE PROGRAM. <p>As per the feedback obtained from the Employers, the following initiatives were taken for Training</p> <ul style="list-style-type: none"> • Bridging the Gap between Academia and Industry - Centers of Excellence is already in practice and is made more active. • Communication Skills – Students are grouped for BEC Training based on Evaluation and Mid Course Assessment. • Aptitude Training duration is Customized as 7 Days for Second Year students and - 5 Days for Third Year students.
6	<p style="text-align: center;">Research and Consultancy Activities</p>	<ul style="list-style-type: none"> ➤ The HoDs of all departments expressed their ideas of starting the Consultancy cell in each of their departments. They also added that more long term internships for students will be encouraged. ➤ Principal insisted to make students attend for conferences and competitions in other states also. He also instructed that the mentors of final year students should encourage them to publish quality research papers out of their projects.

7	Higher Education Cell	<p>The Higher Education cell Coordinator Dr. S. Senthil Kumar summarized all the activities given for the students as of now. Principal instructed the all the department Higher Education Cell Coordinators should have frequent meetings among themselves to discuss and come out with the world wide opportunities available for pursuing Higher Education in Standard Universities and the outcome of the meetings should be conveyed to the Principal. Principal also added that the coordinators should help the students acquire the skill in cracking the entrance examinations in this regard.</p>
8	Proposed Task for the next three months	<p>➤ Principal expressed to the HoDs and the Department NBA Coordinators that the action taken report for improving the NBA criterion wise marks is not up to the satisfactory level. Hence he instructed the team to again discuss and come out with effective Plan of Action to improve our Post Accreditation practice.</p> <p>➤ ISO Management Representative informed all that the ISO Internal Audit will be done in the first week of April and the ISO department coordinators were asked to update all the documents.</p>

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

Dr T Rengaraja	Principal, Convenor -IQAC	Signature
Dr. S.Bhagavathi Penumal	Vice Principal, Co-Convenor -IQAC	
Dr.D. Paulraj	HOD - CSE	
Dr. N.Gangatharan	HOD - ECE	
Dr.N. Kalirasi	HOD - EEE	
Dr. M.Balasubramanian	HOD - MECHANICAL	
Dr.K.A Selvakumaran	HOD - S&H	
Dr Geetha Balachandrar	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.Haribaran	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	
Dr.G.Devi	Coordinator -IQAC & ISO -Management Representative	