



# R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY

R S M Nagar, Pudukovoyal – 601 206



## MINUTES OF THE MEETING –IQAC<sup>A</sup> II MEETING/2019-20

Date:19-12-2019

Time: 10.30AM

Venue: Board Room

S.No	Topic	Discussion / Action to be taken
1	Follow up of previous meeting	<p>The proposed task for the three months(August,September,October'19) discussed in the meeting held on 24-07-2019 were as follows</p> <ul style="list-style-type: none"> <li>➤ Research group of all departments have been given tasks for the year 2019-2020 which is being followed and will be reviewed at the end of this academic year.</li> <li>➤ The Institution Award Committee had a meeting in the Principal's chamber and they presented a report which stated the areas to be enhanced to improve our Ranking.</li> <li>➤ To get ready for the External Academic Audit, an internal audit was held on 20.09.2019.The External Academic Audit was held on 05-11-2019.Dr. P.K. Devan, Professor, Mechanical Department coordinated the Audit.</li> <li>➤ The ISO Internal Audit was held on 18<sup>th</sup> September and the External Audit on 10<sup>th</sup> and 11<sup>th</sup> October. The suggestions given in the Audit was discussed by the ISO Management Representative Dr.G.Devi in the ISO meeting held with the ISO team members.</li> </ul>
2	Introduction by the Principal	<ul style="list-style-type: none"> <li>➤ Principal, the Convener (IQAC) welcomed the members of IQAC for the second meeting of IQAC'2019-20.</li> <li>➤ The Convener said that we should increase the number of students' participation and also the quality in external project competitions.</li> <li>➤ Also Principal told that the subject faculty members should monitor their students' performance in the skill rack test .</li> <li>➤ Innovative teaching methods should be utilized effectively for the Students.</li> <li>➤ The department Overall Counselor should monitor the mentoring practices of all the counselors and should report to their HoD.</li> </ul>

3	<b>AQAR status</b>	➤ The AQAR was submitted to NAAC and the acknowledgement for the same was received. AQAR in word format has to be uploaded in our IQAC webpage
4	<b>Research Cell</b>	➤ The IQAC Convener insisted that as discussed in the previous meeting, there should be research groups formed by similar domain people and they should give their next three months plan/target for their research task. ➤ Dr. Arun, Research Cell Convener has conducted meeting with the Department Research cell coordinators and has reviewed the progress.
5	<b>Higher Education cell</b>	➤ The Higher Education cell Convener Dr. S. Senthil Kumar summarized all the activities given for the students as of now for the year 2019-20.
6	<b>Training and Placement</b>	➤ The Training and Placement Convener presented the placement status.
7	<b>Entrepreneurial Activities</b>	➤ The Entrepreneurship Development Cell Coordinator, Dr. P.K. Devan presented the list of events conducted until now for the year 2019-20. ➤ Innovation Day Program was conducted on 21st October 2019. About 41 teams presented their Innovative ideas in the event. ➤ IIC quarter plan meeting was held on 18th December 2019.
8	<b>Proposed Task for the next three months</b>	➤ Principal insisted that the Audit findings of the Academic Audit held on 05-11-2019 and the findings of External NBA Audit held during October 2018 to be discussed department wise and the remedial measures taken to be presented in the next meeting. ➤ Principal listed out the tasks for Autonomous related assignments to the Accreditation team members.

Copy to:  
 - The Chairman/The Director/Vice-Chairman for kind information  
 - All HOD  
 - Academic Coordinator  
 - Administrative Officer  
 - All Cell conveners,  
 - NBA & NAAC Coordinator  
 - All faculty members

  
**Convener - IQAC**  
**Principal**

