



R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY

R S M Nagar, Pudukoyal – 601 206

MINUTES OF THE MEETING –IQAC III MEETING/2019-20

Date:12-02-2020



Venue: Board Room

Time: 10.30AM

S.No	Topic	Discussion	Action taken
1	Follow up of previous meeting	<p>The proposed task for the three months(December'19,January &February 2020) discussed in the meeting held on 19-12-2019 were as follows</p> <ul style="list-style-type: none"> ➤ Review of the Audit findings of the NBA Team. ➤ Autonomous related assignments 	<p>The NBA Audit findings and its remedial measures were presented in the meeting by the respective Department NBA coordinators.</p> <p>As a part of Autonomous work, the HoDs of all Departments presented the list of members in the Board of Studies of their respective programs.</p>
2	Introduction by the Principal	<p>Principal, the Convener (IQAC) welcomed the members of IQAC for the third meeting of IQAC'2019-20.</p> <ul style="list-style-type: none"> ➤ The Convener discussed about the Odd semester results of 2019-20. He instructed that the Department Overall Counselor should monitor the mentoring practices of all the counselors and should report to their HoD. ➤ The Convener said that we should improve the students' participation in project contests and also the quality in external project competitions. ➤ Also Principal told that the subject faculty members 	<p>Result Analysis meetings were held for all the departments separately and the minutes of the meetings were documented.</p> <p>Science Day is proposed on 28-02-2020 and will be organized by the first year department. Mini project contests is also proposed to be held in the month of February. Students also have registered their participation in External project contest and it is being monitored for quality by their respective project mentors.</p>

		<p>should monitor their students' performance in the skill rack test.</p> <ul style="list-style-type: none"> ➤ Innovative teaching methods should be utilized effectively for the Students. 	<p>The counselors are monitoring that their students take up the skill rack tests regularly and also counsel them to improve their performance.</p>
3	NBA Findings	<p>The NBA Coordinators presented the remedial measures taken for the Findings given in the NBA Audit. After the presentation given by the respective NBA Coordinators, Principal suggested the following</p> <ul style="list-style-type: none"> ➤ Quality of placements should be increased with reference to reputed companies rather than with the number of companies. ➤ Linkage with Professional Societies should be increased and we should conduct more activities. ➤ Programs conducted with respect to Industry Institute Interaction should be documented and the details should be presented elaborately. ➤ Last three years internship details of students' projects should be documented with awardees list. ➤ NPTEL Courses can also be shown under content beyond syllabus. ➤ Details of Research project proposals submitted can also be documented. ➤ Course Outcome Attainments can be analyzed by the subject expert along with the course instructors and 	<p>The HoDs and the NBA Coordinators took note of Principals' instruction and it will be updated. During the Academic Audit which will be held in the next academic year, the corrective actions done as per the meetings' discussion will be monitored.</p>

		steps should be taken for the CO Improvement. Similarly PO Attainments should be analyzed with the Senior Members along with the HoD for Improvements.	
4	Board of Studies Discussion	All the HoDs presented the proposed list of members included in the Board of Studies.	Principal suggested some modifications as per the guidelines given by UGC. HoDs noted it and the final list of members will be made ready for further proceedings.
5	Proposed Task for the next three months	<p>The Convener informed that Anna University Inspection will be in the next week followed by the UGC Inspection. He instructed all the members to be prepared. ISO Management Representative informed all that the ISO Internal Audit will be done in the first week of April.</p> <p>The NSS Coordinator presented the Odd Semester activities of this year. The NSS Team was asked to do a social welfare activity to our neighbouring society of our Institution.</p>	<p>Academic Coordinator conveyed about the Inspection to all the members.</p> <p>ISO department coordinators were asked to update all the documents.</p> <p>The NSS Team has initiated the task.</p>

Copy to:

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



**Convener - IQAC
Principal**

