



R.M.K COLLEGE OF ENGINEERING AND TECHNOLOGY
R S M Nagar, Puduvoyal – 601 206
(An Autonomous Institution)



MINUTES OF THE MEETING –IQAC
FIRST MEETING/2021-2022

Venue: Google Meet

Date: 26.08.2021

Time: 2.00 PM

S.No	Topic	Discussion / Action to be taken
		<p>The Principal welcomed the members. He expressed that for achieving the Institutional Vision, the faculty members should unite and work. He also added that Counselors have a great responsibility in the holistic development of their wards. He requested the HoDs to present the Action Plan for the academic year 2021-22.</p>
1	Action Plan of All Departments by the respective Head of the Departments	<p>The HoDs presented the Action Plan as per the following heading</p> <p>I. Academics</p> <ol style="list-style-type: none">1. Target for Academic Results2. Online Courses: Participation of Faculty and Students3. Innovative teaching methodologies to improve effective teaching learning process4. Student Counseling <p>II. Placement</p> <ol style="list-style-type: none">1. Target to be achieved2. Steps to be taken to improve the AMCAT performance of the students.3. Steps to be taken to improve placements based on AMCAT results.4. Steps to be taken to improve coding skills of students from second year onwards.5. Steps identified for improving skill rack performance of the students.

		<p>III. Research</p> <p>Steps to be taken for improving</p> <ol style="list-style-type: none"> 1. Publication count 2. Funded Project grants 3. Consultancy projects 4. Quality of Students' mini projects 5. Competency of students to win various external competitions
2	<p>Action Plan by Research Cell Convener</p>	<ul style="list-style-type: none"> ➤ The Research Cell Coordinator, Dr. C. Arun presented the Action plan for the Year 2021-22. The plan includes the target number for paper publications in scopus/wos indexed journals, funded projects, consultancy projects and patents ➤ The Dean- Research insisted that there should be research group meetings and the progress to be updated every three months once. This group should also mentor the students group in converting their projects into papers/patents.
3	<p>Action Plan by Higher Education cell Convener</p>	<ul style="list-style-type: none"> ➤ The Higher Education cell Convener Dr. S. Senthil Kumar summarized the Action Plan for the year 2021-22. The Principal expressed that from second year onwards, the students should be given awareness program about the education opportunities in abroad, eligibility and the fee structure. ➤ He summarized the list of programs planned for the year and their schedule ➤ The Higher Education Cell Convener also told that the students will be exposed to the information related to the higher education opportunities and placements available globally

4	<p style="text-align: center;">Action Plan by Training and Placement cell Convener</p>	<ul style="list-style-type: none"> ➤ The TPO Convener Mr. V. Sudharsanam presented the Action Plan .He said that as it was done last year, AMCAT training will be given from the second year itself to improve their coding skill. ➤ The Principal expressed his views in executing the placement training sessions that the students mentors should monitor the progress of their ward in the coding practice and should see that the missing out students are given extra care.The RHP Students and Elite students should be encouraged to get placed in reputed and high salary package companies.
5	<p style="text-align: center;">Entrepreneurial Activities</p>	<ul style="list-style-type: none"> ➤ The Entrepreneurship Development Cell, Dr.P.K.Devan presented the planned list of events to be conducted in 2021-22 ➤ The Principal and Dean appreciated the members of the EDC for conducted many number of programs and also insisted the EDC Convener to give awareness and motivate the students and faculty members in each research domain to apply for quality projects through Business Incubation Cell. Also they informed that efforts should be taken to incubate startups within the campus.
6	<p style="text-align: center;">Club Activities</p>	<p>The Principal and Dean insisted that the Clubs should conduct regular student centric activities and encourage students to get involved in technical /non technical events.The Departments should submit the report semester wise.</p>

7	Address by the Dean	<p>The Dean presented a PPT on Public perception. He explained its importance in NIRF and ARIIA ranking. He insisted that as an autonomous Institution, the whole responsibility is on the Institution whether it is teaching/exams/evaluation. He added the following points</p> <ul style="list-style-type: none"> ➤ Importance has to be given to Mini projects/Club activities/IIC activities/Professional society activities also to Ensure maximum participation by the students. ➤ MSME-Business Incubator has to get active. ➤ Targets have been set by the departments for various factors. The HoD of Mechanical department was appreciated for his department's achievements. Student publications can also be included in the target. Together all should motivate the students to do more. The granted patents have to be commercialized. ➤ Mentors were asked to identify and give real time problems to students as their mini/major projects ➤ CoE in the departments have to get actively involved in training the students as well as the industry people. Faculty members should try to publish papers with industry people. ➤ Maximum number of students has to get placed this year. Further training if required, can be added to the existing ones.
8	Address by the Principal	<p>The IQAC Convever expressed the following points</p> <ul style="list-style-type: none"> ➤ Faculty members should take-up online courses. The Student Mentors should see that all the students take up at least one online course and also they should monitor their wards' progress in the completion of the same ➤ As per the instruction from the Vice Chairman, the Digital content of all the courses should be updated to the next version and should be available in the website ➤ The HoDs were asked to see that there is at least two innovative method of teaching/learning for each course. ➤ Special attention should be given to the students for coding. Mock coding contest and group discussion can be conducted. ➤ Every department shall aim for good conversion ratio in Day1 placement. All eligible students have to get placed. Feedback has to be collected from the students after the placements which would be helpful for the next batch of students.

9	<p align="center">Proposed Task for the next three months</p>	<ul style="list-style-type: none"> ➤ The Dean – Research asked all the Department Research Cell Coordinators should give their action plan in Research task for the year 2021-22 and also requested the Heads of all the Departments to arrange for a meeting department wise with their members to review their progress ➤ On 04.09.2021, the second Academic Council meeting would be conducted. The HoDs were requested to keep their presentations ready. He thanked all the HoDs for their presentation. ➤ Principal informed that Academic Audit for the year 2020-2021 will be held in the month of March of 2022. Hence all the faculty members to complete their files of the year 2020-2021 ➤ ISO Management Representative, Dr. G. Devi informed all that the ISO Internal Audit will be held in the first week of October and External Audit in the second week of October (tentatively) ISO department coordinators were asked to update all the documents.
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Copy to:

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



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Principal

Convener-IQAC

RMKCET/COM/RF/04

Members attended

Name	Designation	Signature
Dr.K. Ramar	Principal, Convener -IQAC	R r i
Dr.K. Sivaram	Dean Research	K. Sivaram
Dr.D. Paulraj	HOD - CSE	D. Paulraj
Dr. N.Gangatharan	HOD - ECE	N. Gangatharan
Dr.N. Kalaiarasi	HOD - EEE	N. Kalaiarasi
Dr. M.Balasubramanian	HOD - MECHANICAL	M. Balasubramanian
Dr. B. Prathusha Laxmi	HOD - AI & DS	B. Prathusha Laxmi
Dr.K.A Selvakumaran	HOD - S&H	K.A. Selvakumaran
Dr Geetha Balachandar	Academic Coordinator	Geetha Balachandar
Dr.T.M. Inbamalar	NBA Coordinator	T.M. Inbamalar
Ms.J. Gnana Jeslin	IQAC-Department Coordinator -CSE	J. Gnana Jeslin
Ms. S.Seshavidhya	IQAC-Department Coordinator – ECE & Co coordinator -IQAC	S. Seshavidhya
Dr. T.J Catherine	IQAC-Department Coordinator – EEE	T.J. Catherine
Dr..C. Bibin	IQAC-Department Coordinator - MECHANICAL	C. Bibin
Dr.K.Sudhakar	IQAC-Department Coordinator – S&H	K. Sudhakar
Dr.P.K Devan	Convener- Entrepreneur Development Cell, IIC	P.K. Devan
Dr.C.Arun	Convener- Research & Development Cell	C. Arun
Mr.V.Sudharsanam	Convener- Training & Placement Cell	V. Sudharsanam
Dr.S.Senthil Kumar	Convener- Higher Education Cell	S. Senthil Kumar
Dr.G.Devi	Coordinator –IQAC & ISO -Management Representative	G. Devi