



ACADEMIC YEAR 2019-2020
INTERNAL QUALITY ASSURANCE CELL
MEETING MINUTES

2019-2020 ODD SEMESTER

Meeting Date	Details
Meeting - I IQAC Action plan, July IQAC meeting, June SCM (Quality aspect points)	
IQAC- 05.07.2019	<ul style="list-style-type: none"> • Planning & Execution – Spoken tutorial workshop, Virtual Lab, NPTEL session, SWAYAM courses • Internal seminar / workshops on Quality aspects • Department target setting – Internal review
SCM- 19.06.2019	<ul style="list-style-type: none"> • Department level target & action plan • Faculty enrichment activities (NITTR, SWAYAM/NPTEL courses, FDPs) • Promotion of Research & publications • Participation in NIRF ranking – Strengthening aspects • LO attainment – Department level presentation • Value Added Course guidelines review
Meeting - II August IQAC meeting, August SCM (Quality aspect points)	
IQAC- 09.08.2019	<ul style="list-style-type: none"> • Department activities tracking, progression tracking • Entry Level Analysis (2019-2023 batch) • NPTEL session – evaluation inclusion • Internal assessments – Book exercise & application oriented questions inclusion • Utilizing Google classroom & Effective PCE skill activities
SCM - 21.08.2019	<ul style="list-style-type: none"> • Department Target attainment follow-up • Monthly department level review to ensure completion • Student Induction Programme – 6 days schedule
Meeting - III September IQAC meeting, September SCM (Quality aspect points)	
IQAC - 06.09.2019	<ul style="list-style-type: none"> • Department activities report • Vishwakarma Award proposal submission • Virtual lab session completion status • Student enrichment activities support
SCM- 07.09.2019	<ul style="list-style-type: none"> • PCE skill execution report • Alumni meet preparations • Industrial training reports (Students & Staffs) • Revision of DER, SAR • Governing council meeting recommendations

Meeting - IV October, November IQAC meeting, November SCM (Quality aspect points)	
IQAC- 12.10.2019	<ul style="list-style-type: none"> • Internal seminar on quality & Progression review meet completion • PAC review report preparation & external member review • Submission of programme proposal to NAAC • Alumni recommendations report submission • SWAYAM course enrolment and completion tracking • Department activities completion status
IQAC- 26.11.2019	<ul style="list-style-type: none"> • Areas to be strengthened to improve quality - report
SCM- 07.11.2019	<ul style="list-style-type: none"> • E-version of learning material- Inclusion of solved book exercises, application oriented questions
2019-2020 EVEN SEMESTER	
Meeting - I IQAC Action plan, January SCM (Quality aspect points)	
Meeting Date	Details
IQAC- 03.01.2020	<ul style="list-style-type: none"> • Proposed activities towards raising standards and to aim for ranking, department level planning was proposed (Circular dt.18.12.2020). Department level planning as per aspects mentioned • NAAC sponsored workshop planning • Activities report (plan vs execution) • Planning of <ul style="list-style-type: none"> ○ Spoken tutorial workshops ○ Virtual lab sessions ○ NPTEL sessions
SCM- 08.01.2020	<ul style="list-style-type: none"> • Department Target & Action Plan • NIRF ranking • Research & outreach activities • PAC external review report • Department level best practices to be strengthened • FVFS, IHT, Internship report
Meeting - II February IQAC meeting	
IQAC - 07.02.2020	<ul style="list-style-type: none"> • Department level progress tracking - presentation & review • Alumni recommendations report • Revision of DER, SER version • NITTR programme participation by faculty members • Academic linkages and collaborations
Meeting - III March IQAC meeting, SCM (Quality aspect points)	
IQAC- 06.03.2020	<ul style="list-style-type: none"> • FDP during May 2020 • Status of Alumni interaction, Virtual lab session, NPTEL sessions • Activities execution status • Quality circle meet • PCE skills, Online tools usage • E-materials, coursewise stocking of learning materials

K. Allee 26/8/2020
IQAC COORDINATOR

J. Praveen 26/8/2020
PRINCIPAL



ACADEMIC YEAR 2019-2020
INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT

2019-2020 ODD SEMESTER

Meeting Date	Details	Action Taken
Meeting - I		
IQAC Action plan, July IQAC meeting, June SCM (Quality aspect points)		
IQAC-05.07.2019	<ul style="list-style-type: none"> • Planning & Execution - Spoken tutorial workshop, Virtual Lab, NPTEL session, SWAYAM courses • Internal seminar / workshops on Quality aspects • Department target setting - internal review 	<ul style="list-style-type: none"> • To promote FOSS skill enrichment, spoken tutorial workshops were planned and 14 workshops were conducted. • ICT based course coverage utilizing Virtual lab sessions, NPTEL sessions for courses were planned.
SCM-19.06.2019	<ul style="list-style-type: none"> • Department level target & action plan • Faculty enrichment activities (NITTR, SWAYAM/NPTEL courses, FDPs) • Promotion of Research & publications • Participation in NIRF ranking - strengthening aspects • LO attainment - department level presentation • Value Added Course guidelines review 	<ul style="list-style-type: none"> • Department level staff seminar sessions were planned • Semester wise target setting and review sessions at the end was planned. • ICT mode of staff enrichment activities were planned • Student and staff research & development activities were encouraged • Areas to be strengthened towards raising quality was insisted and planned • LO attainment analysis sessions were planned • VAC for all III year classes were planned
Meeting - II		
August IQAC meeting, August SCM (Quality aspect points)		
IQAC-09.08.2019	<ul style="list-style-type: none"> • Department activities tracking, progression tracking • Entry Level Analysis (2019-23 batch) • NPTEL session - evaluation inclusion • Internal assessments - Book exercise & application oriented questions inclusion • Utilizing Google classroom & Effective PCE skill activities 	<ul style="list-style-type: none"> • Review of department action plan and ensure completion of activities as per schedule • Online profile analysis, report, review • Inclusion of book exercise and application oriented questions in internal assessments to raise the standard of Internal assessment question paper and give practice to students. • Google classroom for courses to share resources and for student submission through e-mode.
SCM - 21.08.2019	<ul style="list-style-type: none"> • Department Target attainment followup • Monthly department level review to ensure completion • Student Induction Programme - 6 days schedule 	<ul style="list-style-type: none"> • Student Induction Programme design as per AICTE recommendations

Meeting - III
September IQAC meeting, September SCM (Quality aspect points)

Meeting Date	Details	Action Taken
IQAC - 06.09.2019	<ul style="list-style-type: none"> • Department activities report • Vishwakarma Award proposal submission • Virtual lab session completion status • Student enrichment activities support 	<ul style="list-style-type: none"> • Submission of department level reports • Promotion of Innovation and technical skills to instill creativity among students, student project proposals were encouraged. • ICT based experiential learning through virtual lab sessions were planned.
SCM- 07.09.2019	<ul style="list-style-type: none"> • PCE skill execution report • Alumni meet preparations • Industrial training reports (Students & Staffs) • Revision of DER, SAR • Governing council meeting recommendations 	<ul style="list-style-type: none"> • PCE - student centric activities review was planned. • To understand Alumni progression and feedback, Alumni meet was planned • Promotion of industrial training for students and staffs were made periodically • GC major recommendations - submission of proposals & promotion of student admission activities

Meeting - IV
October, November IQAC meeting, November SCM (Quality aspect points)

IQAC- 12.10.2019	<ul style="list-style-type: none"> • Internal seminar on quality & Progression review meet completion • PAC review report preparation & external member review • Submission of programme proposal to NAAC • Alumni recommendations report submission • SWAYAM course enrolment and completion tracking • Department activities completion status 	<ul style="list-style-type: none"> • Department level staff seminar & review sessions. • Peer level review through PAC external member. • Organized NAAC sponsored programme • Alumni interaction based recommendations report for further planning, • SWAYAM course towards staff and student enrichments • Stocking of e-learning materials at department library
IQAC 26.11.2019	<ul style="list-style-type: none"> • Areas to be strengthened to improve quality - report 	
SCM- 07.11.2019	<ul style="list-style-type: none"> • E-version of learning material. Inclusion of solved book exercises, application oriented questions 	

2019-2020 EVEN SEMESTER

Meeting - I
IQAC Action plan, January SCM (Quality aspect points)

IQAC - 03.01.2020	<ul style="list-style-type: none"> • Proposed activities towards raising standards and to aim for ranking, department level planning was proposed (Circular dt.18.12.20). Department level planning as per aspects mentioned. 	<ul style="list-style-type: none"> • Inclusion of wide aspects in department level target setting process and ensure completion of the same, thereby raising standards.
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Meeting Date	Details	Action Taken
	<ul style="list-style-type: none"> • NAAC sponsored workshop planning • Activities report (plan vs execution) • Planning of <ul style="list-style-type: none"> ○ Spoken tutorial workshops ○ Virtual lab sessions ○ NPTEL sessions 	<ul style="list-style-type: none"> • Workshop to enhance interactive TLP • Tracking of events & achievements • Promotion of FOSS certifications, Virtual lab session based learning - 14 workshops were organized, NPTEL sessions for courses were organized. • It was proposed to strengthen Best practices of every department. • Strengthening aspects towards institutional ranking was proposed. • PAC external review report recommendations were utilized for further planning. • Tracking of industrial training and outcome.
SCM-08.01.2020	<ul style="list-style-type: none"> • Department Target & Action Plan • NIRF ranking • Research & outreach activities • PAC external review report • Department level best practices to be strengthened • FVFS, IHT, Internship report 	<ul style="list-style-type: none"> • Department level review meet at the end of every semester. • To raise standards, revision of DER, SAR was planned. Inclusion of various parameters was proposed • Staff enrichment activities through NITTR programmes - ICT mode • Promoting academic linkages and collaborations through MoUs and related activities was planned.
Meeting - II February IQAC meeting		
IQAC - 07.02.2020	<ul style="list-style-type: none"> • Department level progress tracking - presentation & review • Alumni recommendations report • Revision of DER, SER version • NITTR programme participation by faculty members • Academic linkages and collaborations 	<ul style="list-style-type: none"> • Department level review meet at the end of every semester. • To raise standards, revision of DER, SAR was planned. Inclusion of various parameters was proposed • Staff enrichment activities through NITTR programmes - ICT mode • Promoting academic linkages and collaborations through MoUs and related activities was planned.
Meeting - III March IQAC meeting, SCM (Quality aspect points)		
IQAC-06.03.2020	<ul style="list-style-type: none"> • FDP during May'20 • Status of Alumni interaction, Virtual lab session, NPTEL sessions • Activities execution status • Quality circle meet • PCE skills, Online tools usage • E-materials, coursewise stocking of learning materials 	<ul style="list-style-type: none"> • FDP on various titles for faculty members through Spoken Tutorial workshops in association with IITB. • Student quality circle meet to understand student expectations • Utilizing tools for Online teaching • E-material collection at department library.

K. Allee 26/8/2020
IQAC COORDINATOR

J. Pruthi
26/8/2020
PRINCIPAL



ACADEMIC YEAR 2019-20
INTERNAL QUALITY ASSURANCE CELL

PLAN OF ACTION AND ACTION TAKEN REPORT

S.No	Action Plan	Achievement / Outcome
01	Permanent Affiliation from Anna University	Permanent Affiliation to Civil, ECE and Mechanical branches.
02	Strengthening Academic Collaboration, Linkages	<ol style="list-style-type: none"> 1. MoU with Siemens Centre for Excellence, NIT, Trichy 2. MoU with Hiremee, Bangalore 3. MoU with TIDITSIA 4. MoU with Periyar Maniammai University
03	To practice enhanced approaches in Teaching - Learning	PCE promotes student centric activities resulting in active student participation during learning process. PCE activities introduced during the year : 20
04	Faculty Enrichment activities are promoted and given weightage in Faculty appraisal and Best department award	<p>Staff enrichment initiatives resulting in adaptation of latest trends and practices.</p> <p>Participation NITTR course- 180 FDP- 257 Workshops- 233 STTP- 65 Internal seminar- 8</p>
04	<p>To Promote ICT in Teaching Learning Process</p> <ol style="list-style-type: none"> 1. Recommendation of suitable Virtual Lab sessions for courses 2. IIT, Bombay Spoken Tutorial Workshop & Certifications 3. NPTEL session, Video based sessions, PPT sessions are practised 4. SWAYAM, NPTEL certification courses are promoted among faculty and students 	<ul style="list-style-type: none"> • Virtual lab sessions provides higher end practical exposure Virtual lab session- 17 • Enrolment and FOSS certifications every semester provide technical skills to students. All II, III, IV year students are given FOSS training in association with IIT, Bombay Spoken tutorial. No. of workshops - 28 No. of beneficiaries - 1164 • Course plan includes minimum 1 NPTEL session and PPT sessions for every unit. • Faculty and students undergo SWAYAM, NPTEL courses resulting in technical expertise / educational expertise SWAYAM/NPTEL course completion Students- 234 Staffs - 44



**ACADEMIC YEAR 2019-20 (ODD SEMESTER)
INTERNAL QUALITY ASSURANCE CELL**

ACTION PLAN

JULY	
Activity	Objective
AQAR submission (2018-19)	Self-evaluation cum submission mandate of NAAC
Department activities report (2018-19)	Overall Progression identification
Scheduling of Programmes 1. Spoken Tutorial workshop (Students, Staff) 2. Virtual Lab session	Promotion of Technical skills & ICT enabled session
Tracking of 1. ICT enabled classes (Department staff awareness) - Conduct of NPTEL session & evaluation 2. SWAYAM & NPTEL course registrations (staff & students)	
Internal Staff Seminar 1. Department target VS attainment 2. Learning outcome attainment	1. Academic progression identification 2. LO based presentation analyzing student potential aiding in academic plan
August	
Conduct of Spoken Tutorial Workshop (IV, III, II Yr. classes)	Technical Skill enrichment for students
Virtual Lab Sessions	Content Beyond syllabus for lab sessions
September	
Stakeholder interaction Session by renowned Alumni	Sharing of experience by Alumni by students and guidance
October	
Sponsored workshop on Quality	Staff enrichment on quality aspects
Programme Advisory Committee review report	Progression & Collaboration initiative
November	
Internal seminar session enhancing use of technology in teaching	Promotion of use of technology in teaching-learning practices
December	
Analysis reports • Stakeholder interactions • Student achievements • Staff achievements • Department progression	Identification of current status, aiding for future plan

Periodical activities as per schedule

- Internal assessment question paper verification
- Regular review meet / audit
- Feedback from stakeholder
- Institutional committee convener' / incharges action plan and execution

K. Adarsh 28/6/19
IQAC COORDINATOR

J. Praveen 28/6/2019
PRINCIPAL



8.07.2019

**Academic Year 2019-20 (ODD Sem)
IQAC MEETING
Minutes of Meeting**

IQAC Meeting for the month of JULY'19 was held on 5.7.19 at CSE Lab between 12.30 pm and 1.30pm. IQAC Coordinator thanked members for their support in all the initiatives and sought similar support for the academic year too. Briefing on the action plan for the ODD semester, members were requested to initiate activities and complete as per deadline. The following points were discussed during the meeting.

AQAR Submission (2018-19)

Online submission of AQAR for the year 2018-19 will be made. Members were requested to track department activities report and submit activity reports on time.

Planning & Execution

- Spoken Tutorial (Tutorial & Test)
- Virtual lab session
- NPTEL session tracking
- SWAYAM certification courses (Staff & Students)

Members are requested to plan and coordinate the listed regular activities. 2 hours for tutorial and 1 hour slot for test is required for completion of planned spoken tutorial titles.

Department	II Yr	III Yr	IV Yr
CIVIL	QCAD	Inkscape	Latex
CSE	Linux, Ubuntu	Java	Drupal
ECE	Scilab	Latex	Latex
EEE		OSCAD	
MECH	Scilab	Openfoam	Latex

Internal staff seminar / workshop session

Members to organize seminar/workshop on quality improvement titles internally. Steps will be taken to organize institute level programme and sponsored programme. LO attainment analysis also to be presented during the session for every semester. Accordingly student progression tracking and planning shall be made.

Support for Department Target setting process

Members to support in quality improvement steps for the department. PAC member of the department shall be supported by the IQAC member. Members are requested to discuss about the progression made by the department for the previous year and accordingly set target for the year. IQAC member to support in department target setting process and attainment.

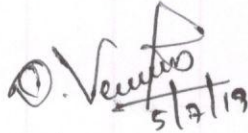
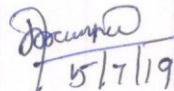
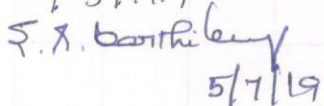
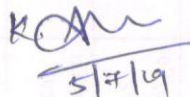


Members present

Civil, CSE, ECE, EEE, MECH, S&H

K. Abhee 8/7/19
IQAC Coordinator

S. Ananth
8/7/19

IQAC Meeting - July'19
Attendance.

Sl.No	Staff Name	Signature
1.	D. VENNILA, AP/ECE	 5/7/19
2.	R. SRIRAMKUMAR, AP/CSE	 5/7/19
3.	S. R. KARTHIKEYAN AP/EEE	 5/7/19
4.	ARUN K, AP/CIVIL	 5/7/19
5.	Gt. Jayakrishnan, AP/Maths	
6.	ASWIN . M, AP/Mech	 5/7/19



ACADEMIC YEAR – 2019-20 (ODD sem)
Staff Council Meeting-I
Minutes of Meeting

19.06.2019

Principal convened **Staff Council meeting I** for the academic year on **19.6.2019** between **11.00 am and 1.00 pm** at Conference Hall with the following agenda.

- Academic Target (Department, Institution)
- Department preparatory works status (by HoDs)
 - Academic readiness (including laboratory)
- Action Plan & Followup (Curricular, Co-curricular, Extra-curricular activities)
- Institute Level Programmes for the year
- Internal Assessment, Remedial measures plan
- Industry training & linkages
 - IHT report
 - FVFS report
 - Department level initiatives
- Faculty enrichment initiatives (NITTR programmes, FDPS etc.)
- Faculty research & publication initiatives
- Mentoring System effectiveness
- Other related matters.

Action Plan & Followup (Curricular, Co-curricular, Extra-curricular activities)

- Department in-charges for the activities will submit action plan on **01.07.19**. HoDs to ensure completion of planned activities.

Faculty enrichment initiatives (NITTR programmes, FDPS etc.)

- Faculty members to involve in updating their knowledge and technical skills through participation in various programmes including ICT mode.
- Details of SWAYAM courses undergone by faculty for previous academic year to be submitted on **01.07.19**. Also, members to aim for certified courses.

Faculty research & publication initiatives

- To strengthen faculty research and publication, Research Committee is reconstituted with HoDs as members.
- Departments to aim for quality publications and also submit research proposals. Monthly research committee meeting will be held.

Preparations for progressive NIRF ranking

- Score for the criteria Teaching, Learning & Resources criteria is fared well. Criterion Research & Professional Practice and Outreach & Inclusivity to be strengthened. Hence, departments to concentrate rigourously on these areas.
- **Value Added Course guidelines** were detailed by Principal. Approval for the courses were received for CIVIL, CSE, EEE departments. Committee to be comprised as per guidelines and submitted to Principal' office on **01.07.19**.
- **Learning Outcome attainment** report based presentation to be planned as Internal staff seminar during next week. Analysis on student performance to be made during the presentation.

Members present

VP
HODs CSE, EEE, MECH, S&H
HoD i/c. Civil, ECE
Project Officer
Academic Coordinators – S&H, EEE
IQAC Coordinator

M.E.C.T

EEE - M. S. R. d. f.
20/6/19

Mech - B. Kab

J. Praveen
19/6/19



ACADEMIC YEAR 2019-20

STAFF COUNCIL MEETING(19.06.19)

Attendance

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	J. Arputha Selvi 19/6/19
02	Dr.S.Sivakumar	VP	S. Sivakumar 19/6/19
03	Dr.T.Shanthi	Project Officer	T. Shanthi 19/6/19
04	Ms.R.Revathi	HOD/Civil (in-charge)	R. Revathi 19/6/19
05	Dr.S.M.Uma	HOD/CSE	S. M. Uma 19/6/19
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	M. Mangaiyarkarasi 19/6/19
07	Dr.Albert Martin Ruban	HOD/EEE	A. Martin Ruban 19/6/19
08	Dr.T.Pushparaj	HOD/MECH	T. Pushparaj 19/6/19
09	Dr.V.Sureshkumar	HOD/S&H	V. Sureshkumar 19/6/19
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	T. Gnanajeya 19/6/19
11	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	R. Sundara Moorthi 19/6/19
12	Ms.K.Abhirami	IQAC/Coordinator	K. Abhirami 19/6/19