

Minutes of IQAC Meeting

Venue: Conference Hall





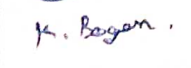

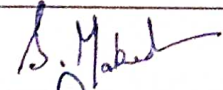
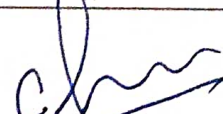
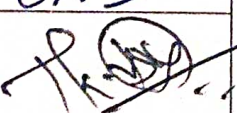
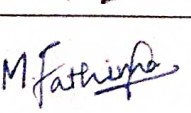
Date: 06.12.2023

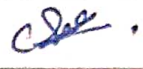
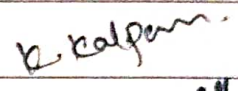
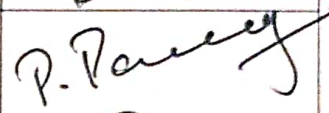
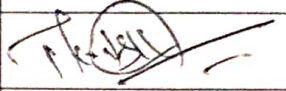
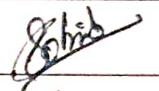

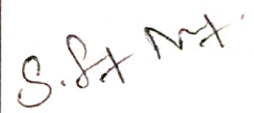
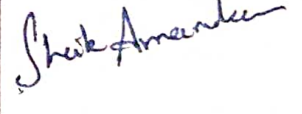
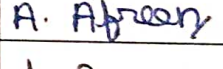
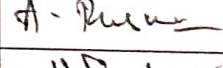
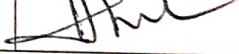
Time: 02.00 pm

Agenda of the meeting:

1. Ratification of the Previous Minutes
2. Quality Assurance Initiatives of the Institution - NAAC Accreditation
3. Review Attainment Analysis of COs of Even Semester courses of 2022-2023
4. Strategic Plan and its Achievement of Targets
5. Faculty Appraisal Form
6. Any other matter with the permission of the chair

Members Present

S.No	Name	Designation	Role in IQAC	Signature
1.	Dr.G.Uma Gowri	Principal	Chairperson	
2.	Dr.P.Paramasivan	Director	Member-DACE Management	
3.	Dr.J.Rahila	Professor-EEE	Head-IQAC	
4.	Mr.C.Elayaraja	Academic Co-ordinator	Member-Senior Teacher	
5.	Dr.K.Bogeshwaran	HoD-PETRO	Member-Senior Teacher	
6.	Dr.P.Anand	HoD-EEE	Member-Senior Teacher	
7.	Dr.S.Manikandan	HoD-MECH	Member-Senior Teacher	
8.	Dr.C.Satheesh	HoD-ROBO	Member-Senior Teacher	
9.	Mr.A.Ahmed Basha	Administrative Officer	Member-Administration	
10.	Dr.M.Fathima	Assistant Professor, The Quaide Milleth College for Men, Chennai.	Member- Parent	

S.No	Name	Designation	Role in IQAC	Signature
11.	Dr.C.Selvaraj	HoD-MBA	Member-Senior Teacher	
12.	Dr.K.Kalpana	HoD-S&H	Member-Senior Teacher	
13.	Mr.T.K.Mohammed	Manager	Member-Administrative Officer	
14.	Mr.P.Parthasarathy	Training Head, Godrej, Chennai	Member- Industry	
15.	Mr.H.Shoiab	CEO, Harris Infotech, Chennai.	Member-Industry	
16.	Mr.V.Praveen Kumar	Assistant System Engineer, TCS, Chennai	Member- Alumni	
17.	Mr.S.Syed Niyasudin	Drone Pilot, Garuda Aerospace Private Ltd., Chennai	Member- Alumni	
18.	Mr. Sheik Md Ameerudeen	Quality Manager, Bosch Electrical India Pvt Ltd, Oragadam, Chennai	Member- Parent	
19.	Ms. A.Afreen	IV - ECE	Member- Student	
20.	Mr. A. Riswan Ahamed	IV - MECH	Member- Student	
21.	Dr.J.Rahila	Professor-EEE	Head-IQAC	

Points Discussed

Agenda No.1: Ratification of the previous minutes

Resolution: The coordinator read the minutes of earlier meeting and the minutes were reviewed and passed by the members.

Agenda No.2: Reopening of the College

Resolution: The date of reopening of the college was finalized as 2nd Aug 2021.

Agenda No.3: Academic Plan, Conduct of Continuous Internal Evaluation and Certification Course



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Agenda No.4: Quality Assurance Initiatives of the Institution - NAAC Accreditation

Resolution: It is noted that the NAAC working committee is reconstituted and the coordinators are requested to complete all the Department files, Heads PowerPoint Presentations on or before 25.10.2023

Agenda No.5: Review Attainment Analysis of COs of Even Semester courses of 2022-2023

a. Consolidated Attainment Analysis of COs of Even Semester courses of 2022-2023

Resolution: The attainment COs for even semester courses of the academic year 2021-2022 were reviewed. The following consolidated suggestions for all programs for the improvement in CO attainment of current batches were reviewed.

- Students should be encouraged to use research methodologies and software analytic tools to investigate and analyze complex engineering problems.

(b) Consolidated Attainment Analysis of POs and PSOs of 2019-2023 Batch

Resolution: The attainment of POs and PSOs of three batches of the Academic Year 2022-2023 were reviewed. The following consolidated suggestions for all programs for the improvement in POs and PSOs of all programs

- To improve the design ability of the student, the students must be trained to analyze and evaluate all alternate solutions and make proper judgment of the best solution.

Agenda No.6: Strategic Plan and its Achievement of Targets

Resolution: The IQAC appreciated the efforts taken to achieve the targets for the Academic Year 2022-2023. The IQAC reviewed the targets for the Academic Year 2023-2024 and approved the same.

Agenda No.7: Faculty Appraisal Resolution: Principal insisted heads to collect the faculty self-appraisal from faculties for the academic year 2023-2024



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Agenda No.8: Any other matter with the permission of the chair

Resolution: Chairman advised the criterion heads to complete the NAAC files successfully through the guidance of IQAC on the stipulated time.

Copy to:

1. The Chairman/Secretary
2. The Director
3. The Members of IQAC
4. Heads of all Departments



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ACTION TAKEN REPORT ON MINUTES OF IQAC MEETING

Academic Year 2023-2024

Action Taken Report on the decision of the IQAC meeting held on **06.12.2023** during the academic year **2023-2024**. To implement the decision of the IQAC meeting the following action were taken:

Plan of Action	Action Taken
Consolidated Attainment Analysis of POs and PSOs of 2019-2023 Batch	Based on the suggestions given by the members, the Departments are requested to train the students in analytical skills by evaluating all alternate solution for the problems and make proper judgment to find the best solutions
Extra Curricular Activities	Based on the suggestions given by the members, Heads of Various Clubs submitted their plans in participation.
Quality Assurance Initiatives of the Institution - NAAC Accreditation	IQAC verified all the Department files and requested all the heads to make corrections according to the report.