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ACEDEMIC YEAR 2018-2019
INTERNAL QUALITY ASSURANCE CELL
MEETING MINUTES

2018-2019 ODD SEMESTER	
Meeting Date	**Details**
Meeting – I **IQAC Action plan, July IQAC meeting, July SCM (Quality aspect points)**	
IQAC - 25.07.2018	• **Introduction of Competency Development Classes (CDC) & Knowledge Development Classes (KDC) – subject coaching** • **Student Centric Learning – Professional & Career Enrichment (PCE) – mapping (ideas)** • Assignment Presentation Hour execution slots • **Promotion of SWAYAM, NPTEL courses** • **Student Project work – Publication (Conference, Journal)** • Stakeholder interactions • Internal seminars on Quality
SCM- 05.07.2018	• CDC & KDC Classes execution & Follow-up • Remedial classes (Revision plan)
Meeting – II **August IQAC meeting, August SCM (Quality aspect points)**	
IQAC – 23.8.2018	• Learning Outcome Attainment analysis & meeting • **IITB- Spoken Tutorial certifications** • **Promotion of ICT – NPTEL session, Virtual lab sessions** • Student Centric Learning – Professional & Career Enrichment (PCE) – Execution tracking • Alumni interaction sessions – technical / career guidance sessions • Entry Level Analysis report • SWAYAM /NPTEL course enrolment and progress tracking
SCM – 01.08.2018	• In-House Training presentation • CDC/KDC classes execution
Meeting – III **September IQAC meeting, September SCM (Quality aspect points)**	
IQAC – 24.09.2018	• Execution status of planned initiatives

SCM– 10.10.2018	• **Promotion of Staff Enrichment, accomplishments**
	    o Participation in MOOC, STTPs, FDP
	    o Staff publications (Journal, Conferences)
	    o Faculty Visit to Factory Scheme – visit schedule & plan
	    o Submission of research proposals
	 • **PMKVY Course plan**

2018-2019 EVEN SEMESTER

Meeting – I
IQAC Action plan, Programme Advisory Committee (PAC) constitution

Meeting Date	Details
IQAC	Action Plan-14.12.2018
PAC	**Programme Advisory Committee – Constitution(06.12.2018)** - Inclusion of External Experts (IITs,/NITs etc), Industry experts, Alumni members - Strengthening & raising quality aspects in Teaching, Learning, Evaluation - Department Progression Tracking, Review **Establishing academic linkages** **Promotion of R&D activities**

Meeting – II
January IQAC meeting, January SCM (Quality aspect points)

IQAC – 04.01.2019	- Department activity summary & reports, Progression identification **Department target setting and attainment tracking & review**
SCM – 07.01.2019	**PCE – External members identification & interactions** **SWAYAM NPTEL certifications** **FVFS (Factory-Visit-to-Factory)-guidelines**

Meeting – III
February, March IQAC meeting, February SCM (Quality aspect points)

IQAC – 09.02.2019	- Planning & execution of - Spoken Tutorial workshops in Association with IITB - Virtual lab sessions - PCE skills - NPTEL session –coursewise - SWAYAM course progression tracking
IQAC – 08.03.2019	- Action plan VS execution review meet - Exit Survey – Quality Circle Meet
SCM – 07.02.2019	**Launch of Institution's Innovation Council (IIC)** **Submission of Research proposals** **PCE skills recommendations** **Collaboration & Linkages – Margdarshan Scheme, NITT Siemens Centre for Excellence interactions**

K.C. Abee 28/6/2019
IQAC COORDINATOR

J. Poornacham 28/6/2019.
PRINCIPAL

ACEDEMIC YEAR 2018-2019
INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT

2018-2019 ODD SEMESTER		
Meeting Date	**Details**	**Action Taken**
Meeting – I IQAC Action plan, July IQAC meeting, July SCM (Quality aspect points)		
IQAC - 25.07.2018	• **Introduction of Competency Development Classes (CDC) & Knowledge Development Classes (KDC) – subject coaching** • **Student Centric Learning - Professional & Career Enrichment (PCE) – mapping (ideas)** • Assignment Presentation Hour execution slots • **Promotion of SWAYAM, NPTEL courses** • **Student Project work – Publication (Conference, Journal)** • Stakeholder interactions • Internal seminars on Quality	• **Inclusion of CDC/KDC slots in Time-table.** • Skill / knowledge oriented activity for courses as PCE was strengthened. PCE activity for courses, PCE mapping with CDC classes/Professional society activity/Content Beyond Syllabus/GATE question paper exercise/Case studies /CBTs . • **SWAYAM course as My-Credit-Course for IV year classes.** Enrollment for SWAYAM courses by staff and students. • **Alumni interaction sessions were organized periodically. Quality Circle meet was organized every semester.** • Final year students were mandated to participate in Conference (National/ International) &/ Journal publications
SCM- 05.07.2018	• CDC & KDC Classes execution & Followup • Remedial classes (Revision plan)	
Meeting – II August IQAC meeting, August SCM(Quality aspect points)		
IQAC – 23.08.2018	• Learning Outcome (LO) Attainment analysis & meeting • **IITB- Spoken Tutorial certifications** • **Promotion of ICT – NPTEL session, Virtual lab sessions** • Student Centric Learning - Professional & Career Enrichment (PCE) –execution tracking • Alumni interaction sessions – technical / career guidance sessions • Entry Level Analysis report • SWAYAM /NPTEL course enrolment and progress tracking	• LO attainment analysis review meet was organized department level. • Spoken Tutorial Workshops in association with IITB were scheduled and organized. Totally, 04 workshops were organized during this period. • PCE skill activity for courses planned was executed and reviewed. • Activity plan included Alumni interaction sessions. • Schedule for IHT presentation by students was planned and executed.

Meeting Date	Details	Action Taken
SCM – 01.08.2018	• In-House Training presentation • CDC/KDC classes execution	
Meeting – III **September IQAC meeting, September SCM (Quality aspect points)**		
IQAC – 24.09.2018	• Execution status of planned initiatives	• Staff members were encouraged to participate in various enrichment programmes like STTPs organized by NITTR, Swayam / NPTEL courses. Total of 10 STTP programmes were attended by faculty members organized by NITTR Chandigardh & NITTR Kolkatta through Online mode. Swayam /NPTEL courses were enrolled and completed.

SCM- 10.10.2018	• **Promotion of Staff Enrichment, accomplishments**
	  o Participation in MOOC, STTPs, FDP
	  o Staff publications (Journal, Conferences)
	  o Faculty Visit to Factory Scheme – visit schedule & plan
	  o Submission of research proposals
	• **PMKVY Course plan**
		• 9 PMKVY courses were organized during this period. Minimum of 1 course was planned by all departments.

2018-2019 EVEN SEMESTER		
Meeting – I **IQAC Action plan, Programme Advisory Committee(PAC) constitution**		
IQAC	Action Plan-14.12.2018	
PAC	• **Programme Advisory Committee – Constitution(6.12.18)** • Inclusion of External Experts (IITs,/NITs etc), Industry experts, Alumni members • Strengthening & raising quality aspects in Teaching, Learning, Evaluation • Department Progression Tracking, Review • **Establishing academic linkages** • **Promotion of R&D activities**	• Comprising external & internal members PAC was constituted. 1 NIT, Trichy expert was planned as external member • With the objective of department level planning, monitoring of curriculum implementation, programme assessment, quality improvement and overall development tracking, PAC was constituted. • Peer level review was planned for every year. Review findings & suggestions were utilized for further planning.
Meeting – II **January IQAC meeting, January SCM (Quality aspect points)**		
IQAC – 04.01.2019	• Department activity summary & reports, Progression identification • **Department target setting and attainment tracking & review**	• Procedure for planning department level activities, target for the semester was set. Attainment review was planned.
SCM- 07.01.2019	• **PCE – External members identification & interactions** • **SWAYAM NPTEL certifications** • **FVFS (Factory-Visit-to-Factory)-**	• At the end of semester, review on attainment was planned. Progression tracking was aimed. • Strengthening of linkages/rapport

Meeting Date	Details	Action Taken
	Guidelines(revised)	with industries visited by faculty members

<table>
<tr><td colspan="3" align="center">Meeting – III
February, March IQAC meeting, February SCM (Quality aspect points)</td></tr>
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Meeting Date	Details	Action Taken
IQAC- 09.02.2019	• Planning & execution of o Spoken Tutorial workshops in Association with IITB o Virtual lab sessions o PCE skills o NPTEL session –coursewise • SWAYAM course progression tracking	• Technical skill enrichment initiative through IITB spoken tutorial workshops were planned and totally 14 workshops were organized. • Virtual lab sessions for all classes was planned • PCE skill activity list was identified. Suitable activities for courses were planned • NPTEL session for courses with evaluation was planned.
IQAC- 08.03.2019	• Action plan VS execution review meet • Exit Survey – Quality Circle Meet	• Progression tracking and review for every semester was planned. • Feedback from final year students about institutional practices through Quality Circle Meet was planned to identify student opinion/ suggestions.
SCM- 07.02.2019	• **Launch of Institution's Innovation Council(IIC)** • **Submission of Research proposals** • **PCE skills recommendations** • **Collaboration & Linkages – Margdarshan Scheme, NITT Siemens Centre for Excellence interactions**	• Promotion of Innovation & Entrepreneurship through IIC was planned. • All departments were mandated to submit proposals. • Student Centric learning activities were encouraged. • Industrial visits, training by Siemens CoE, NITT was planned to give exposure to students and staff members. FDPs, Internships, Project work in association with Siemens Centre for Excellence was encouraged.

K. Abee 28/6/2019
IQAC COORDINATOR

J. 28/6/2019
PRINCIPAL

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ACADEMIC YEAR 2018-19
INTERNAL QUALITY ASSURANCE CELL
PLAN OF ACTION AND ACTION TAKEN REPORT

S.No	Action Plan	Achievement / Outcome
01	**To set Academic Target & perform achievement analysis** **Department level target is set during every semester beginning.** **Target focuses on** 1. Academic results 2. Student and Staff enrichment initiatives 3. Best practice of the department 4. R & D activities 5. Collaborations & MoUs	• Set Target drives the departmental activities and aspirations. • At the end of every semester, review on target vs achievement is made. • Overall focus and progression are ascertained. **Progression in activities for the year 2018-19 comparing with 2017-18.**
02	**Strengthening Academic Collaboration to guide and review** **Launch of Programme Advisory Committee (PAC) comprising members from** 1. NIT / IIT / University 2. Industry Representative 3. Renowned Alumni 4. Professional Society member	**Collaboration with NIT, Trichy under Margadarshan Scheme** **PAC** • Every department has identified experts and PAC is launched. • Initiatives towards academic interactions and collaborations are made successful. • Networking with academicians and experts in the domain expands the academic dimensions as follows: NIT/IIT Experts – 8 University / Other Institute Experts –6 Industry Experts-10 Alumni Members -8
03	**To practice enhanced approaches in Teaching – Learning** **Professional and Career Enrichment (PCE) skill activity for all courses** 1. Course Outcome achievement analysis credits weigthage for PCE activity. 2. PCE aims at attainment of course specific skill / knowledge/ attitude through activities. PCE activity is practised for all courses. Course plan includes PCE component. 3. PCE activity includes various modes of activity. 4. Based on individual learner potential, PCE activities are practiced.	• PCE promotes student centric activities resulting in active student participation during learning process. • Wide variety of PCE activities makes Teaching- Learning process effective and is mandated for all courses • PCE activity is evaluated and scores are included for internal assessment.

S.No	Action Plan	Achievement / Outcome
	Faculty Enrichment activities are promoted and given weightage in Faculty appraisal and Best department award	• Increase in staff enrichment initiatives resulting in adaptation of latest trends and practices. • Enrichment activities(major) ○ NITTR courses underwent by staff members: 5 titles, 117 participations Participation in events ○ FDPs : 38 ○ STTP/SDPs :42 ○ Workshops:55 ○ Internal Staff seminar sessions : 9
04	**To Promote ICT in Teaching Learning Process** 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	• Virtual lab sessions provide higher end practical exposure • 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 • 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 • Details ○ IIT Bombay Spoken Tutorial Workshops organized ○ Titles :18 ○ Participations:898 ○ Virtual Lab sessions organized:17 ○ SWAYAM course completion by staff members : 38
05	**To Promote Innovation & Creativity** 1. Encourage innovative projects 2. Participation in National/State level contests	• **Launch of Institute Innovation Council, MHRD** • Submission & Participation in AICTE-Vishwakarma Award contest(5 proposals were submitted and 4 shortlisted in level-1) • Participation in Innovate India contest organized by DST, AICTE in Collaboration with IIM, Banagalore. Participation in TN state innovation 2019 contest & award by 1 team.

S.No	Action Plan	Achievement / Outcome

06	**To promote research and development activities among staff and students**
	
	Research committee plans and reviews the R&D activities and promotes the culture.
		STAFF
		• Faculty members received Doctoral degree : 06
		• Ph.D Enrollment : 06
		
		Publication summary
		  o National Conferences : 62
		  o International Conferences : 46
		  o Peer reviewed Journals : 11
		  o Other Journals : 59
		
		Research enrolment : 6
		• Research Completion : 6
		• Research Proposal Submission : 4
		• Fund seeking proposals for conducting events like FDP, SEM,WS etc., : 10
		
		STUDENTS
		• National Conference : 60
		• International Conference : 39
		• Other journals : 30
		• Awards received from TNSCST/Vishwakarma award/ Science city : 3

07	**To strengthen interactions with stakeholders** 1. Organizing Quality circle meet to identify student expectations in academics and other related matters including facilities 2. Alumni interaction sessions are organized periodically in all departments 3. Parent Teacher Association meetings are held periodically .	• Semesterwise meeting with I-IV year students helps in identifying gap areas and expectations. Suitable remedial measures are introduced and issues are addressed. • Alumni interaction session results in exposure to industrial expectations and practices. • Alumni addresses junior students during these sessions . 17 sessions were organized. • Parent interaction with Faculty, HoD, Principal and Management helps in betterment of wards.

08	**To strengthen student skill enrichment initiatives** 1. Launch of Competency Development Classes incorporating training sessions in regular time-table classwise 2. Professional society events promoting core skills among students	• CDC classes were organized for II, III and IV year students • Professional society activities were organized as per the action plan of respective societies. - Annexure-I • **Launch of Skill & Personality Development Programme Centre** • **To strengthen Industrial Training practices, domain specific industrial training was mandated for all final year students**
09	**To support academic planning academic audit, review process** 1. Institutional level committee formation 2. Learning material review 3. Staff appraisal 4. Student progression is tracked through system of continuous assessment and review process. 5. All academic audit , review process examining the activities are on par with set guidelines for the activity.	• Action plan by every committee aiming various objectives, execution results in successful attainment meeting set standards. • Learning materials are prepared in adherence to set quality parameters and help in teaching-learning process • Staff appraisal parameters encourage in raising staff commitment levels • Learning outcome attainment for the courses are identified. Departmentwise presentations are planned to review student progression. Standard of Internal assessment question papers are tracked for its standard. • Course coverage is tracked before every assessment. • Coursewise Progression in assessment is reviewed department level. Result review meet is organized to identify corrective preventive action based on assessment results. Remedial classes are conducted to support slow learners.

K-c Allee 28/6/2019

IQAC COORDINATOR

J. Mousten 28/6/2019

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ACADEMIC YEAR 2018-19 (ODD SEMESTER)
INTERNAL QUALITY ASSURANCE CELL

ACTION PLAN

July	
Activity	**Objective**
2017-18 (Overall) activity report	Progression identification
PCE planning for courses	Support for Course outcome attainment
August	
Learning Outcome Report for 2017-18 Even sem courses (AU Results based)	LO identification for courses
Spoken Tutorial Workshop (IV, III Yr. classes)	Technical Skill enrichment for students
September	
Virtual Lab Sessions	Content Beyond syllabus for lab sessions
Stakeholder interaction Session by renowned Alumni	Sharing of experience by Alumni by students and guidance
Entry level analysis reports (2017-18) & (2018-19)	Identification of current status, aiding for future plan
October	
Internal seminar session enhancing use of technology in teaching	Promotion of use of technology in teaching-learning practices
November	
Analysis reports • Stakeholder interactions • Student achievements • Staff achievements	Identification of current status, aiding for future plan

Periodical activities as per schedule

- AQAR report preparation and submission
- Tracking of ICT enabled classes (NPTEL sessions, Video based sessions, CBTs etc.)
- Internal assessment question paper verifications by respective department IQAC member.
- Institutional Committee as per respective action plan
- Regular meetings with various representatives, committee members, in-charges
- Academic Audits by assigned team & Principal for academic routines
- Feedback from stakeholders as per schedule for various activities
- Follow-up action, Preventive corrective measures based on stakeholder interactions.

K. Alleee 9/7/18
IQAC COORDINATOR

J. Bonuku 25/7/2018
PRINCIPAL

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ACADEMIC YEAR 2018-19 (Odd Sem)
Internal Quality Assurance Cell (IQAC)

Proposed Spoken Tutorial Workshop details

Branch	Year	Tutorial	Detail on Workshop
CIVIL	II	QCAD	Open Source Application to CAD
	III	Inkscape	Graphics software equivalent to Coreldraw & Illustrator
CSE	II	Linux & Ubuntu	Operating System with neutral to attacks
	III	Python	Numerical computation software for Engg.
	IV	Drupal	Open source content management system for Website-building and web applications.
ECE, EEE	III Yr	Oscad**	EDA tool for circuit design, simulation, analysis and PCB design
	IV Yr	Scilab	Alternative to MATLAB, useful for Mathematic & Scientific calculation
Mech	III Yr	OpenFOAM	Computational fluid dynamics software
	IV Yr	Latex	Typesetting software for preparing reports and publishing documents

** Training only. No Certification.

Note:

1. 2 Hrs. slot is required for workshop participation. 1 Hr. duration for Online test. Minimum of 1 week duration after workshop participation is required to appear for Online test.
2. Forenoon session shall be opted for the workshop and test. Dates will be blocked for participation based on department requirements.
3. IQAC department members to submit Database of II Year students for Master Database entry with the portal.

K.cAlee 25/7/18
IQAC Coordinator

J. 25/7/18
PRINCIPAL

Academic Year 2018-19 (ODD Sem)
IQAC MEETING-I
Minutes of Meeting

IQAC Meeting for the month of July'18 was held on 25.7.18 at Principal cabin between 2.00 pm and 3.15pm.

Principal appreciated the team for executing assigned roles successfully and insisted for consistent support in raising the quality factors in the academic processes. Principal also remained about the AICTE recent proposal of considering NBA accreditation for courses towards Institutional approval process. Hence, the team should support the quality raising efforts.

Principal directed and motivated the team to encourage department members on the following issues

- Effective conduct of **CDC classes** with more practical approaches. Feedback will be collected to identify effectiveness.

- **Identification of PCE skill** (Professional and Career Enrichment) for the current semester courses to map with course outcome attainment. Ideas were discussed among the members. IQAC team with the consent of department members will get approval for PCE skills (Deadline 30.07.18).
  - PCE skill can be mapped with CDC classes / professional society activities / lab experiments (content beyond syllabi experiment) / paper presentations (external) / GATE paper solving/ Case study presentation etc (as applicable) for advanced learner and Quiz / CBT based exercise etc for average and slow learners.
  - Activity shall be convened during first and second month of the semester.

- **APH execution**
  - Subject 1 & 2 before AT1, Subject 3,4 before AT2, Subject 5,6 before Model. In case of pending APH, distribute 3 subject slots before AT2 and 3 subject slots before Model.
  - Students undergoing Assignment presentation shall be excluded from written assignment. 10 marks weightage for assignment presentation for the respective subject.

- **SWAYAM online courses**
  - Course to be identified based on academic slots availability
  - Credits for the faculty encouraging Swayam course certification by the students.

- **Project work**
  - In-House projects to be encouraged.
  - Impact of IHT at industries shall leverage for project work identification and implementation.
  - Civil, Mechanical departments to utilize **Journals** available at Central library.
  - Paper presentation (Conference, Journal) to be mandated for students. Survey paper shall also be made during VII semester.

- **NPTEL certification**
  - o Faculty members should undergo NPTEL online course and get certification. NPTEL certification is given equivalence to FDP by AICTE. AICTE and NPTEL has signed MoU for awarding FDP certification for the courses. Deadline (Dec'18).

IQAC coordinator reported on the execution of activities as per the action plan for the year 2017-18. Entry level analysis for the year 2017-18 will be completed along with 2018-19 for planning. Coordinator remained on the IQAC Objectives

- Setting and attainment of quality benchmarks
- Facilitation of Learner-centric environment & raising quality in Teaching learning process
- Arrangement of feedback from all stakeholders (Students, Parents, Alumni, Staffs, Society)
- Organizing inter / intra programmes on quality themes
- Documentation of activities / programmes

Action Plan for the semester was detailed by the Coordinator. Members were requested to complete activities as per deadline. Members were requested to act as a catalyst in raising the standards.

Note : Members to brief on the IQAC MoM during respective DRM without fail.

Members present
Civil, ECE, EEE, Mech, S&H

26/7/18
IQAC Coordinator

Encl:
Action Plan & Spoken Tutorial plan.
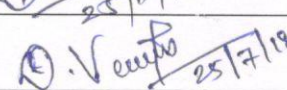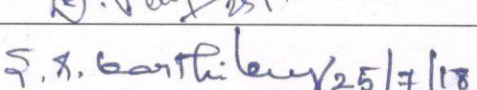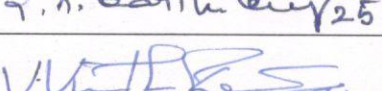
Copy to:
All IQAC members
26/7/18

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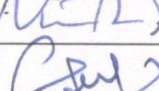Anna University, Chennai)

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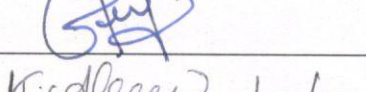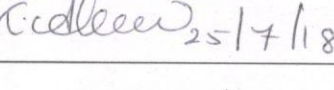
ACADEMIC YEAR 2018-19

IQAC Department Members

Meeting Attendance – July'18

IQAC Members	Signature
Mr.K.Arun/Civil	*(signed)* 25/7/18
Ms.D.Vennila/ECE	D.Vennila 25/7/18
Mr.S.R.Karthikeyan/EEE	S.R.Karthikeyan 25/7/18
Mr.V.Vinnothkannan/Mech	*(signed)* 25/7/18
Mr.G.Jeyakrishnan/Maths(S&H)	*(signed)*
Ms.K.Abhirami	K.Abhirami 25/7/18
PRINCIPAL	J.*(signed)* 25/7/18
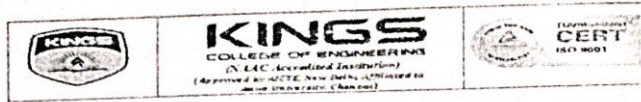
ACADEMIC YEAR – 2018-19 (ODD Sem)
Staff Council Meeting-I
Minutes of Meeting

05.7.2018

Principal convened **Staff Council meeting I** for the semester on **05.07.2018 between 10.00 pm and 12.30 pm** at Conference Hall with the Agenda of Academic year 2018-19 Planning.

Plan for forthcoming academic year 2018-19

- **Competency Development Classes (CDC)** introduced during this year to be effectively organized by the departments. Necessary planning to be made by the departments to attain the objective of CDC. Common CDC for II year classes will be organized.
- **Revision classes** are to be meticulously planned and executed by the departments.
  - Test on One 16 mark question to be conducted during the respective subject revision slot.
  - Question set (2 question per subject) to be given prior week itself. Students should come prepared for the test. On the day of respective subject revision slot, staff member to select 1 question for the test.
  - Students should secure minimum of 80% in the revision test. Defaulters, Failures shall be retained during extended working hours by the respective staff till successful completion of the test by the students.
  - Revision test should be written on Assignment cum Test notebook. Notebook should be retained by the staff member. Issue of notebook to the students should be made during assignment and test periods only.
  - **Necessary records to be produced by the staff for verifications.**

Members present
VP, HODs - CSE, EEE, MECH, S&H; HoD i/c.- Civil, ECE, Coordinator - Maths
IQAC Coordinator

PRINCIPAL

CC:
1. Secretary
2. CEO
3. Vice-Principal
4. Minutes to be circulated among all staff thro' HODs. (Signed copy to be submitted to PRL office.)