



RAJALAKSHMI
ENGINEERING COLLEGE
An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai

Minutes of the IQAC Meeting held on 16th April 2019 at 10.00 am in the Conference Room.

Members :

Dr.S.N.Murugesan

Principal *S. N. Murugesan*
16/4/19

Dr.V.Murali Bhaskaran

Dean Academics *[Signature]*

Dr.M.Subbiah

Emeritus Professor, EEE *M. Subbiah*

Dr. Johanna Rajkumar

Dean, BioTechnology *J.R.*

Mr. I.Philip Praveen

Director, Training & Placement *[Signature]*

Mr.R.Balaji

Administrative officer *[Signature]*

Ms.Kalaiselvi

Admission officer *[Signature]*

Ms.Preetha.R [IV year BioTech] Student representative

Mr. Manish P.J [IV year IT] Student representative

Mr. Deepak V.M Alumni

Mr.Janakiraman Parent

Mr.M.Ezhumalai, Tahsildhar Local Society

Dr.V.Prasannakumari Co-ordinator, IQAC *[Signature]*

Agenda points :

Implementation of previous plan :

S. No.	Agenda Point	Activity details
1	Seminar on IPR	Seminar was conducted on 3 rd January 2019 by Institution's Innovation Council (IIC) of the college on Intellectual Property Rights to

		encourage filing patents.
2	Arrear Management classes for III & IV years	Special classes for helping the students in clearing backlogs are planned and conducted.
3	BOS meetings	Board of Studies meeting for departments were conducted to finalize syllabus based on the current trends and updates.
4	College Day	College Day was celebrated to facilitate the students, teaching and non-teaching staff. Mr.Srinivasan Varadanarayanan, Business Owner, TCS HOBS and Mr.Vijay Gnanadesikan, Co-founder & CEO, FaceTagr were the Guests of Honour.
5	Convocation Day	18 th Graduation Day was celebrated on 10 th March 2019 with Prof. K. Surappa, Vice Chancellor, Anna University as the Chief Guest and Mr.Muthu Kumar Thanu, Group Chief HR Officer, TAFE as Guest of Honour.
6	Online Continuous Assessment Test	CAT was conducted online in batches based on departments for Mathematics subject.
7	Unified Portal	Faculty CL, OD and applying for workshops are fully automated using Unified Portal
8	AICTE Model Curriculum	A Half a day session with presentation from each department for about 10 minutes is scheduled on 2 nd February 2019 (Saturday) between 1.00 p.m. and 4.00 p.m to discuss the proposed curriculum and how it is different from existing curriculum (2018-19).

Plan for next quarter:

S. No.	Agenda Point	Activity details
1	International Conference	The HODs are requested to plan for organizing international conference in November / December 2019
2	Follow-up of feedback	Action taken / improvement attained for the issues by students and parents
3	Training & placement activities	It is proposed to arrange for additional training for students of 2019 passing out batch who are yet to be placed
4	Budget	HODs are requested to prepare a detailed budget for the year 2019-20
5	Academic	HODs are requested to complete Subject Allocation, Faculty Preparation Program and Vacation Schedule.
6	Online Feedback	HODs are requested to counsel the faculty members who have scored less question-

		wise and advise them suitably. The best practices followed by the faculty members who obtained higher scores can also be shared with others for the overall improvement of the teaching-learning process in the department.
7	Faculty training	HODs were requested to ensure that atleast 10% of their faculty members spend atleast 1 week in the summer, in the relevant industries.
8	Registration of Open elective courses	The list of open elective courses to be offered for the ensuing V semester classes were to be finalized and opened for registration.
9	Implication of decisions made in the last academic council meeting	The details regarding certain revisions made in the UG regulations, in the Fifth Academic Council meeting were to be implemented
10	Inclusion of BOSCH training in the curriculum	There is a proposal to include Bosch training in the curriculum of AUTO, MECH, MCT and EEE branches
11	Unified Portal	There is a proposal to do away with green books and enter attendance in Unified Portal directly.
12	Employability camp and other training activities for Final year students in the academic year 2019-20	The training schedule for the Final year students in the academic year 2019-20 were planned for the months May-June.