



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

Minutes of the IQAC Meeting held on 19<sup>th</sup> July 2018 at 1.30pm in the Conference Room.

Members:

Dr.S.N.Murugesan	Principal	<i>S. N. Murugesan</i> 19/7/18
Dr.V.Murali Bhaskaran	Dean Academics	<i>[Signature]</i>
Dr.M.Subbiah	Emeritus Professor, EEE	<i>M. Subbiah</i>
Dr. Johanna Rajkumar	Dean, BioTechnology	<i>[Signature]</i>
Mr. I.Philip Praveen	Director, Training & Placement	<i>[Signature]</i>
Mr.R.Balaji	Administrative officer	<i>[Signature]</i>
Ms.Kalaiselvi	Admission officer	<i>[Signature]</i>
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	<i>[Signature]</i>

**Implementation of previous plan :**

S. No.	Agenda Point	Activity details
1	NIRF Ranking	The key factors listed by our Advisor to be looked into by the departments for the college to come in the '1 - 50' ranking bracket were meticulously worked on.
2	UGC Letter - Summer Internship	UGC has sent a mail for including summer

		internship as elective course related to 'Swachcha Bharat Abhiyan'. An expert panel for reviewing curriculum with industry experts and management representative was formed to discuss the curriculum for semesters V to VIII.
3	Budget proposals	Budget proposals for 2018-19 academic year pertaining to equipment, consumables, services, record notebooks, events (conferences, seminars, workshops, FDPs) were sent by HODs to Administrative Officer.

### Plan for next quarter:

S. No.	Agenda Point	Activity details
1	Attendance undertaking from students	Students who have attendance shortage have to be intimated and undertaking has to be collected from them.
2	Personality Development programmes	The First year students who have secured less than 80 hours of attendance in the Personality Development programmes have to compensate and earn the required attendance percentage before this semester.
3	Compilation of Subject Registration for odd Semester of 2018-19	HODs were requested to compile all the subject registrations including arrear subjects and send the list of students registered subject-wise. The arrear students list may be obtained from Mr.B.Bhuvaneshwaran, Asst.Professor/CSE and compared with registration statistics to ensure that the arrear subjects are given priority for registration.
4	Academic	Testing week has to be scheduled. Assignments should be given to students who have scored less to improve their performance.
5	Arrear Management classes	A detailed plan for the conduct of arrear management classes for the current II year students who have failed in the First semester subjects were discussed.
6	Training programmes schedule	Mr.I.Philip Praveen, Director (Training & Placement) explained in detail the proposed training schedule for campus recruitment and the Lab. requirements for conducting such training programmes.

7	Online feedback	In order to save time and also to avoid students' movement from class room to computer laboratories during class hours, it was decided to make use of mobile app to get the online feedback from this year onwards.
8	General Counselling	IQAC in coordination with the Committee for General Counseling is requested to complete the General Counseling sessions as scheduled and consolidate the issues raised by the students and submit the same to the Principal for appropriate actions.
9	Students participation in Competitions	HODs were requested to identify and encourage students to participate in the relevant technical competitions conducted by various external forums.
10	Blooms Taxonomy	It is proposed to follow and insist Bloom's taxonomy in teaching and evaluation in all the subjects handled.
11	Value Added Programmes	HODs were asked to look into the possibility of including suitable employability enabling value added programmes in the elective stream, carrying a weightage of 1, 2 or 3 credits and getting it approved by the BOS members.
12	Advisor - suggestions for the improvement of the academic functions of the departments and also the students' performance	The autonomous status can be much more effectively orchestrated by (i) adopting assessing patterns suitable for certain specific courses such as Ethics (ii) framing 1 credit courses more skill oriented and application relevant (iii) working out co-curricular activities which can be shared by many allied departments so that some of the facilities could be better utilized for the benefit of the students similar to the Bosch training centre handled by Automobile Engineering department (iv) instead of offering conventional PG courses, setting up a curriculum and syllabi for offering PG courses with specialized subjects which could attract students interested in higher education and research