



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

Minutes of the IQAC Meeting held on 24th January 2019 at 1.00 pm in the Conference Room.

Members:

Dr.S.N.Murugesan

Principal

S. N. Murugesan
24/1/19

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.] [IV year IT]

Student representative

Mr.M.Ezhumalai, Tahsildhar

Local Society

Mr. Deepak V.M

Alumni

Mr.Janakiraman

Parent

Dr.V.Prasannakumari

Co-ordinator, IQAC

[Signature]

Implementation of previous plan :

S. No.	Agenda Point	Activity details
1	The increase in (KMC) sanction amount for participation in FDP /Conferences/Seminars/Workshops /Paper presentation / Journal publications etc	Increased from the present value of Rs.5000 to Rs.7500
2	SMS to the parents of students who	HODs were informed to ensure that the daily

	are absent	SMS is sent to the parents of students who were absent.
3	NIRF upload	Successfully Uploaded documents related to NIRF
4	Workload for even semester & Winter vacation	Reports were received in Principal's office.
5	Faculty requirement	Requirements from every department were submitted to HR
6	Equipment / consumables requirement	Reports were received in Principal's office.
7	1 year Online feedback	Respective actions were taken based on the feedback points of faculty.
8	Faculty appraisal sessions	Faculty appraisal forms were handed out to faculty for whom appraisal is applicable for the current academic year. Sessions were conducted with Advisor, Principal, Professor Emeritus and respective Head of the Department.
9	IQAC audit	Audit for departments were conducted by the Co-ordinator.
10	Profiling Test for offering Communicative English / PEC in II semester	Profiling test was conducted and students were segregated for Communicative English or Professional English Course in their II semester
11	Anna University Central Valuation	Our college was assigned the task of conducting the central valuation of the Odd Semester of 2018-19, by Anna University and it was carried out very meticulously adhering to relevant norms.
12	Strategic Plan of the departments	Every department prepared for strategic plan and submitted to the Principal. This helped in charting out the plan for the college.

Plan for next quarter:

S. No.	Agenda Point	Activity details
1	BOS meetings	On the frequency of the conduct of Board of Studies meetings, Principal clarified that two meetings should be conducted every academic year.
2	College Magazine	HODs were requested to encourage their faculty members and students to contribute articles for the college magazine 2019.
3	Funding Proposals and Patent	HODs to encourage faculty for preparation of funding proposals and filing patents.
4	Arrear Management classes for III &	HODs to study the performance of the

	IV years	students and suitably arrange the arrear management classes The students' counselors can suitably advise the students on the need to make use of such classes for improving their academic performance.
5	Plan for College Day	HODs were asked to identify students from their department for nominations for the College Day awards
6	Plan for Convocation Day	It is proposed to conduct Convocation Day on March 10, 2019.
7	Online Continuous Assessment Test	Continuous Assessment Test (CAT) is proposed to be conducted for Mathematics paper.
8	Additional Faculty requirement for 2019-20	The additional faculty requirements, if any, for the academic year 2019-20 will have to be finalized
9	AICTE Model Curriculum	HODs were requested to study the features of the AICTE model curriculum of their respective programmes and draft the revised curriculum (2019-20), satisfying the specified requirements, including the composition of subjects and total number of credits.