



RAJALAKSHMI ENGINEERING COLLEGE

An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai

Minutes of the IQAC Meeting held on 30th October 2018 at 1.30pm in the Conference Room.

Members:

Dr.S.N.Murugesan	Principal	<i>S.N. Murugesan</i> 30/10/18
Dr.V.Murali Bhaskaran	Dean Academics	<i>V. Murali</i>
Dr.M.Subbiah	Emeritus Professor, EEE	<i>M. Subbiah</i>
Dr. Johanna Rajkumar	Dean, BioTechnology	<i>JR</i>
Mr. I.Philip Praveen	Director, Training & Placement	<i>I. Philip Praveen</i>
Mr.R.Balaji	Administrative officer	<i>R. Balaji</i>
Ms.Kalaiselvi	Admission officer	<i>K. Kalaiselvi</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>V. Prasannakumari</i>

Agenda points :

Implementation of previous plan :

S. No.	Agenda Point	Activity details
1	Attendance shortage undertaking from students	Undertaking form for attendance shortage is collected from students by respective HODs
2	Compilation of Subject Registration for odd Semester of 2018-19	Students were instructed to register for the subjects they take up in the current semester in Unified Portal.
3	Adherence to Academic calendar	Academic schedules were followed. Testing week was conducted.
4	Arrear Management classes	Arrear Management Classes were conducted

		on Mondays in order to help students who have arrear.
5	Blooms Taxonomy	Faculty members were elaborated on and instructed to follow Bloom's taxonomy in teaching and evaluation of all the subjects.
6	Value Added Programmes	VAP courses were introduced in syllabus.

Plan for next quarter:

S. No.	Agenda Point	Activity details
1	Encouragement for faculty updation	Participation in FDP /Conferences/Seminars/Workshops /Paper presentation / Journal publications etc
2	Academic	Attendance shortage of students
3	NIRF data	HODs were requested to go through the metrics linked in the NIRF website, prepare the data appropriately to improve our rank further as per the template which will be sent by our NIRF team.
4	Workload for even semester & Winter vacation	HODs were requested to prepare for the next semester papers and workload alongside winter vacation for faculties.
5	Faculty requirement	HODs were requested to inform the faculty requirement, if any, to the HR before the commencement of the Even Semester 2018-19.
6	Equipment / consumables requirement	HODs were requested to send the requirement for equipment / consumables if any to the Administrative Officer before 27.10.2018
7	I year Online feedback	Based on the question-wise online feedback obtained from the First year students, the faculty members who have scored less than 2.5 in one or more attributes will be counseled centrally. The faculty members who have scored between 2.5 and 3.5 should be counseled by the respective HOD. The faculty members who have scored above 4.5 could also be encouraged to maintain the teaching effectiveness and their best practices can be shared with other faculty members with an approach of camaraderie, so that the overall teaching standard and academic environment of the department are raised.
8	Effectiveness on the action taken on	HODs were asked to thoroughly go through

	Online and General Counselling feedback	the Online & General Counseling feedback and submit a report on the action taken with any further future planning for maintaining standard teaching practices and also the remedial measures initiated with respect to any of the issues raised by the students regarding the academic programme
9	CAT-1 performance of I year students	HoDs to review the CAT 1 performance of students and take corrective action for improving performance in the subsequent tests
10	Faculty appraisal sessions	The Principal informed HODs that the format for the faculty appraisal for the academic year 2017-18 has been sent and the appraisal sessions may start in December 2018.
11	IQAC audit	IQAC audit (NBA format) is scheduled in the last week of November 2018. HODs were requested to inform their readiness by mail to Coordinator - IQAC to conduct the audit.
12	Profiling Test for offering Communicative English / PEC in II semester	For the current I semester students, the profiling test for offering Communicative English / PEC in II semester will be conducted on 15 th & 16 th November 2018 through online at Tech Lounge. The questions will be of objective type.
13	Strategic Plan of the departments	HODs were requested to prepare a strategic plan of the department for the next three years (2018-19, 2019-20 and 2020-21) as per the template sent by the Coordinator-IQAC and submit the same before 15.12.2018. This preparation can be made keeping in view, the past achievements (2015-16, 2016-17 & 2017-18) and the short term and long term goals projected by the departments in the earlier DARM meetings. These plans will be useful for applying for Tier-I accreditation.