



RAJALAKSHMI ENGINEERING COLLEGE

An AUTONOMOUS Institution
Affiliated to ANNA UNIVERSITY, Chennai

Minutes of the IQAC Meeting held on 1-June-2017 at 1 pm in the Conference Room.

Implementation of previous plan :

S. No.	Agenda Point	Activity details
1	Result analysis	Based on result analysis, the efforts to be done in order to reduce the number of failures like arrear management classes, etc. has to be designed and implemented.
2	Bridge Course	Bridge Course commenced and done successfully from 12 th July onwards for the first year students.
3	Academic Schedule	Academic Schedule was revised in line with Anna University Schedule.
4	Personality and Character Development Courses	Personality Development for First year (2017-18 batch) are segregated into 2 groups : 'A' and 'B' A Group : National Service Scheme (NSS), National Sports Organization (NSO), Youth Red Cross (YRC) B Group : Professional Societies, STEM, Physical Education, Yoga, Atrium, Enactus, EDC, Yazh Mandram, Ethics Club, etc. Principal gave brief presentation of all the programs. Students were advised to choose one from each group and enroll in the activities based on their interest. 80 hours over two semesters and Satisfactory grade (Grades : Satisfied and Unsatisfied) is mandatory for successful completion of the course.

Plan for next quarter:

S. No.	Agenda Point	Activity details
1	Board of Studies Meeting - Autonomous	Two subject experts outside parent university has to be nominated for design of curriculum and inclusion of new subjects
2	Unified Portal	Unified Portal team is present in the Admin department. One faculty member can be deputed from each department to coordinate with the Unified Portal team for solving the issues pertaining to it.
3	Absenteeism	Absenteeism during Saturdays have to be monitored. Strategies followed by departments can be shared.
4	Final Year Project Work	Encouragement for converting final year projects into papers for Conferences and proposals for

5	General Counselling for students	funding from specialized agencies.
6	Online feedback	
7	Post - audit of answer scripts	To ensure appropriate evaluation of answer scripts in continuous assessment test and end semester exam, post-audit of answer scripts is done.
8	Parent Teachers Meeting	Parent Teachers Meeting needs to be conducted.

Signature of the members who were present for the meeting :

Dr.S.N.Murugesan

Principal *S.N. Murugesan*
1/6/17

Dr.M.Subbiah

Emeritus Professor, EEE *M. Subbiah*

Dr.G.Thanigaiyarasu

G.Thanigaiyarasu
Dean, Mechanical Engineering

Dr. Johanna Rajkumar

Dean, BioTechnology *J.R.*

Mr. I.Philip Praveen

Director, Training & Placement *I.P.P.*

Mr.R.Balaji

Administrative officer *R.B.*

Ms.Kalaiselvi

Admission officer *K.*

Dr.V.Prasannakumari

Co-ordinator, IQAC *V.P.*
1.6.17

Following members conveyed their inability to attend :

Mr.M.Ezhumalai, Tahsildhar

Local Society

Mr.Janakiraman

Parent

Mr.V.Ramakrishnan, TNSCB

Industrialist

Mr. Manish P.J [III year IT]

Student representative

Ms.Preetha.R [III year BioTech]

Student representative

Mr. Deepak V.M

Alumni