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

Implementation of previous plan:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Agenda Point</th>
<th>Activity details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Result analysis</td>
<td>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.</td>
</tr>
<tr>
<td>2</td>
<td>Bridge Course</td>
<td>Bridge Course commenced and done successfully from 12th July onwards for the first year students.</td>
</tr>
<tr>
<td>3</td>
<td>Academic Schedule</td>
<td>Academic Schedule was revised in line with Anna University Schedule.</td>
</tr>
</tbody>
</table>
| 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:

<table>
<thead>
<tr>
<th>S. No.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Board of Studies Meeting - Autonomous</td>
<td>Two subject experts outside parent university has to be nominated for design of curriculum and inclusion of new subjects</td>
</tr>
<tr>
<td>2</td>
<td>Unified Portal</td>
<td>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.</td>
</tr>
<tr>
<td>3</td>
<td>Absenteeism</td>
<td>Absenteeism during Saturdays have to be monitored. Strategies followed by departments can be shared.</td>
</tr>
<tr>
<td>4</td>
<td>Final Year Project Work</td>
<td>Encouragement for converting final year projects into papers for Conferences and proposals for</td>
</tr>
</tbody>
</table>
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
Dr. M. Subbiah
Dr. G. Thanigaiyarasu
Dr. Johanna Rajkumar
Mr. I. Philip Praveen
Mr. R. Balaji
Ms. Kalaiselvi
Dr. V. Prasannakumari

Principal
Emeritus Professor, EEE
Dean, Mechanical Engineering
Dean, BioTechnology
Director, Training & Placement
Administrative officer
Admission officer
Co-ordinator, IQAC

Following members conveyed their inability to attend:

Mr. M. Ezhumalai, Tahsildhar
Mr. Janakiraman
Mr. V. Ramakrishnan, TNSCB
Mr. Manish P. J [III year IT]
Ms. Preetha R [III year BioTech]
Mr. Deepak V. M

Local Society
Parent
Industrialist
Student representative
Student representative
Alumni