



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

Minutes of the IQAC Meeting held on 21st September 2017 at 11 a.m in the Conference Room.

Implementation of previous plan :

S. No.	Agenda Point	Activity details
1	Unified Portal	One faculty from each department deputed to coordinate with Unified Portal team.
2	General Counselling	HoDs followed up the corrective actions for the issues listed during general counselling
3	Online feedback	Faculty who scored less than 2.5 were counselled by respective HoD and the successful practices followed by faculty who scored more discussed in respective department meetings.
4	Student Attendance	Reinforcement of compulsory requirement attendance percentage done in classes. First year attendance has been displayed in their respective classes for all subjects. Undertaking from students having less than 85% attendance is received.
5	Post - audit of answer scripts	It was conducted immediately after Continuous Assessment Test to check the evaluation of faculty.
6	Research	Faculty members are encouraged to involve actively in research. Submission of proposals for funding is encouraged.
7	Working Days	The practice of Sunday and Monday holidays is continued with all Saturdays as working days.
8	CAT Performance Review	After each Continuous Assessment Test review meeting was conducted to analyse the results.
9	IPR Cell	In order to monitor and accelerate the filing and grant of patents, a Cell has been constituted.
10	Parent - Teachers Meeting	PTM was scheduled for all departments and conducted.

Plan for next quarter:

S. No.	Agenda Point	Activity details
1	International Conference / National Conference / FDPs	Departments are encouraged to conduct International Conference / National Conference / FDPs in their specialized area. Submissions of proposals are expected.
2	AICTE Funding	Principal requested all HoDs to submit proposals for AICTE funding after discussions with the CSRC.
3	Patent Preparation	HoDs are requested to identify two best UG and PG projects for applying for patent registration.

4	NPTEL	Faculty members and students are encouraged to take up NPTEL courses. Certificates for faculty are to be distributed in faculty meeting and for students in classrooms by respective HoDs.
5	NIRF Ranking	HoDs input on different metrics and respective information has to be made ready by respective departments.
6	BoS, Academic Council and Governing Body Meetings	BoS Meeting has to be completed before 1 st week of December Academic Council Meeting is proposed to be held on 2 nd week of December Governing Body Meeting is proposed to be conducted in the 3 rd week of December
7	Internship in foreign universities	To promote research activities, the management has come forward to grant the expenses for faculty members who are willing to take up assignments in foreign universities for a period of 3 to 6 months. HoDs are requested to give 2 nominations from their department.
8	Arrear Management Classes	Subjects having arrears have to be noted and arrear management classes planned to help the students clear the same.
9	Student Internship	HoDs are requested to insist the students to take up internship and training during vacation.
10	Alumni Meet	Alumni meet is proposed to be conducted in the month of February.
11	Blackboard demo	Demo of a moodle like software Blackboard is scheduled. HoDs are requested to give their reviews for the benefit of students.
12	Workload and faculty requirement	Workload for all faculty members have to be assigned for the next semester and faculty requirements have to be communicated to HR.
13	Online feedback	For increasing the effectiveness of feedback in time, consolidation and implementation of remedial steps, online feedback system is proposed and a committee was established.

Signature of the members who were present for the meeting :

Dr.S.N.Murugesan

Principal

S.N. Murugesan
21/9/17

Dr.M.Subbiah

Emeritus Professor, EEE

M. Subbiah

Dr.G.Thanigaiyarasu

Dean, Mechanical Engineering

G.Thanigaiyarasu

Dr. Johanna Rajkumar

Dean, BioTechnology

J.R.

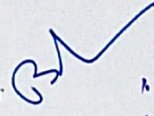
Mr. I.Philip Praveen

Director, Training & Placement

I.Philip Praveen

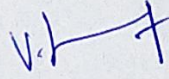
Mr.R.Balaji

Administrative officer



Ms.Kalaiselvi

Admission officer

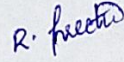


Mr. Manish P.J [III year IT]

Student representative

Ms.Preetha.R [III year BioTech]

Student representative

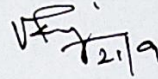


Mr. Deepak V.M

Alumni

Dr.V.Prasannakumari

Co-ordinator, IQAC



Following members conveyed their inability to attend :

Mr.M.Ezhumalai, Tahsildhar

Local Society

Mr.Janakiraman

Parent

Mr.V.Ramakrishnan, TNSCB

Industrialist