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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### 9<sup>th</sup> Meeting Minutes on 12-06-2022

#### Minutes of the Meeting

##### **Agenda – 1: Action Taken Report on 8th IQAC Meeting Minutes**

###### **Resolution:**

IQAC Coordinator has presented the Action Taken Report of the 8<sup>th</sup> IQAC meeting Minutes and the members has noted the ATR.

##### **Agenda – 2: Preparation of NAAC SSR**

###### **Resolution:**

IQAC Coordinator has presented the status of NAAC SSR and the members suggested to speed up the process and complete the data as early as possible.

##### **Agenda – 3: Event Calendar Preparation for approval**

###### **Resolution:**

All the HODs are informed to prepare the event calendars for the Academic Year 2022-23 in line with the University Academic Calendar by including various events for students, Faculty and Non-Teaching Staff.

##### **Agenda – 4: Faculty Recruitment**

###### **Resolution:**

Principal instructed all the HODs to submit the faculty requirement for their respective departments based on additional intake or for Research purposes to initiate the Faculty recruitment process.

##### **Agenda – 5: Result Analysis**

###### **Resolution:**

The members have reviewed the result analysis of previous academic year and advised to take necessary action to improve the results in the coming academic years.



#### **Agenda – 6: Discipline, Anti-Ragging and Mentoring**

##### **Resolution:**

All the HODs are informed to monitor student Discipline, anti-ragging and mentoring to ensure the academic and behavioral discipline among the students. For this the Conveners of the above committee and HODs are requested to make frequent rounds around the campus and report any events to the Principal.

#### **Agenda – 7: MOUs**

##### **Resolution:**

All the HODs are instructed to organize various events with the industries with whom the institute has MOU. And in all the activities the resource person should be from the industry with whom MOU was signed.

#### **Agenda – 8: Research Activities**

##### **Resolution:**

All the HODs are instructed to encourage the faculty members to publish their research papers in SCi/ESCI/Scopus/UGC recognized journals only. Also remind the faculty that incentives will be given to the faculty only when the papers are published in SCi/ESCI/Scopus/UGC recognized journals.

#### **Agenda – 9: NSS and Outreach activities**

##### **Resolution:**

Principal is requested to instruct the NSS Officer to plan at least Two Outreach activities during the semester. Also NSS Officer has to plan an activity on Clean & Green Campus during the semester to bring awareness among the students regarding cleanliness in and around the campus.

#### **Agenda – 10: Smart Class Rooms**

##### **Resolution:**

All the HODs have requested Principal to communicate with the management and arrange for Smart Class Rooms for each department.

#### **Agenda – 11: Training and placement activities**

##### **Resolution:**

Principal is requested to instruct the Training and Placement Officer to plan for Internal and External training activities for II & III Year Students and placement drives for IV year students.



## **Agenda – 12: Professional society activities**

### **Resolution:**

All the HODs are instructed to inform the conveners of the Professional organizations to plan for various activities and Instruct the students to get the membership and participate in the events actively.

## **Agenda – 13: Alumni Activities**

### **Resolution:**

All the HODs are requested to plan Alumni Talks and career guidance programs. Also the HODs are requested to maintain the alumni data base and maintain strong relationships with top ten alumni in the department.

## **Agenda – 14: Budget proposals**

### **Resolution:**

The members have reviewed the budget utilization for the FY 2021-22. And approved the Budget Proposals for the FY 2022-23.

## **Agenda – 15: Internal Academic audit**

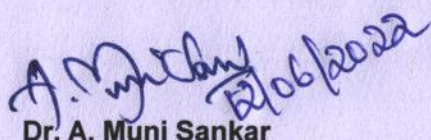
### **Resolution:**

IQAC Coordinator is informed to plan for internal Academic Audit with senior professors in the Institute and the members have approved various formats and process of internal Audit.

## **Agenda – 16: Any Other Item**

### **Resolution:**

The committee has advised to reconstitute various committees for smooth running of various academic and administrative works.

  
Dr. A. Muni Sankar

Coordinator, IQAC

  
Dr. K. Jayachandra

Principal & Chairman, IQAC