

## TERMS OF REFERENCE (IQAC)

Year : 2021

Name of the Committee: Internal Quality Assurance Cell (IQAC)

Scope: To ensure quality measures for institutional functioning.

No. of Members: 11-14

Composition of the IQACs:

- a) Principal - Chairperson
- b) Senior teachers and one senior administrative official - Member
- c) Two external experts on Quality Management/ Industry/Local Community – Member
- d) Director / Coordinator – Member Secretary

Responsibilities:

- Develop Strategic Plan of the Institution
- Identify quality benchmarks/parameters
- Facilitate and create learner-centric environment
- Faculty transformation to adopt participatory teaching - learning
- Review of feedback response (stakeholders) on quality
- Organize inter and intra institutional workshops, seminars on quality related themes
- Documentation of activities leading to quality improvement
- Develop and maintain institutional database through MIS
- Prepare Annual Quality Assurance Report (AQAR)

No. of Meetings: Minimum 2 per year



Principal  
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Kodambakkam, Chennai – 600 024

CIRCULAR

2/12/2019

The Internal Quality Assurance Cell (IQAC) meeting will be held on 10/12/2019 to discuss the following

Agenda:

1. Introductory note
2. NAAC
3. Quality initiatives
4. Academic and administrative initiatives
5. Staff and students' development
6. Strategic plan
7. Management Information System(MIS)
8. Any other matters

Time: 2.00 PM


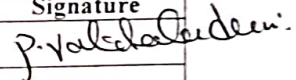

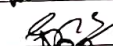



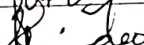
Venue: Online Meeting

  
Coordinator

  
Convener

  
Secretary

Circulated to:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr. B. Mani Jeyaraj		8	Mrs. Vatchala Devi	
2	Dr. L. Ramjeyam		9		
3	Mr. Siji		10		
4	Ms. P. Sundara Bala		11		
5	Dr. A. Kanimozhi		12		
6	Dr. K. Balasubramanian				
7	Mrs. Ramadevi				



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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

10/12/2019

Coordinator welcome the members to the meeting and following are discussed:

1. Introductory note
  - a. Secretary announced the IQAC formation. She addressed the members to identify new initiatives for the continuous development of quality.
  - b. She appreciated the effort put in by IQA team for NBA accreditation process for applied program.
2. NAAC
  - a. Dean Academics presented the objectives of the IQAC and quality initiatives in institution
  - b. Various criteria's of NAAC were presented by HOD's
  - c. Discussed on qualitative metrics and suggestions on associated evidence
  - d. Discussed on quantitative metrics and suggestion on related proof
  - e. Instructed HOD to update on the various quality initiatives like NBA, NAAC.
3. Quality initiatives
  - a. Requested the coordinators of various cell / committee to update the actions taken for improvement, identify new formats and parameters (if any) for tracking quality measures.
4. Academic and administrative initiatives
  - a. Discussed on the academic initiatives such as learner centric system, experiential learning methods, invited talks on quality improvement
  - b. Best practices in campus is listed by the members like, E-cube, Commander System of decentralization of functions to students, well planned internal examination system, delivery of course through outcome based education, Excellent add on courses for career
5. Staff and students' development
  - a. Faculty encouraged to attend FDP and involve in research and consultancy activities
  - b. Students should strive well to achieve good marks in academics
  - c. Students to be encouraged to participate in co-curricular and extracurricular activities / competitions/ events
6. Strategic plan
  - a. Ten thrust areas in the strategy plan are reviewed



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- b. Parameters to thrust areas to be monitored and action to be taken for improvement
7. Management Information System(MIS)
  - a. Staff in charges are requested to update MIS regularly. Update the formats required for forthcoming years
8. Any other matters
  - a. Monitor and audit NBA, NAAC documents in regular intervals


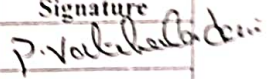


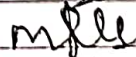



Meeting ended with a thank you note by Convener and next meeting will be conducted during December 2020.

  
Coordinator

  
Convener

  
Secretary

Members present:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr-Monica		8	Mrs-Vatehala Devi	
2	D.A.KANIMOZHI		9		
3	Sji		10		
4	SOUNDARA BARS		11		
5	K. Balasubramanian		12		
6	Dr. L. Ramajeyan				
7	V. Ramadevi				



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11/6/2020

The Internal Quality Assurance Cell (IQAC) meeting will be held on 20/6/2020 to discuss the following

Agenda:


1. Review on previous meeting and Action taken
2. Curricular Aspects
3. Teaching Learning and Evaluation
4. Staff and Research development
5. Student services
6. Community services
7. Management Information System(MIS)
8. Alumni
9. Any other matters

Time: 2.00 PM

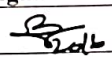
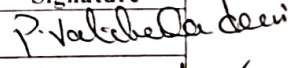
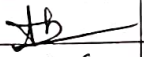
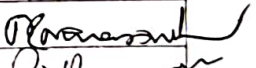

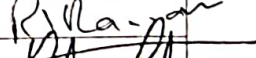

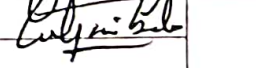

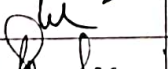

Venue: Online Meeting

  
Coordinator

  
Convener

  
Secretary

Circulated to:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr-Monice		8	Mrs. Vatchala Devi	
2	Dr. A. Kanthoathi		9	TR. NARASIMHAN	
3	Siji		10	VIJAYA RAMESH	
4	SOUNDARABANDU		11	C.V. GOVIL SANKAR	
5	K. Balasubramanian		12		
6	Dr. Lakshmanan				
7	Mrs. Rama Devi				



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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

20/6/2020


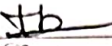

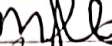
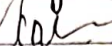


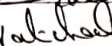
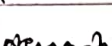

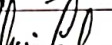
Coordinator welcome the members to the meeting and following were discussed:

1. Review on previous meeting and Action taken
  - a. Action taken
    - i. Allotted NAAC criteria wise in charges and initiated the quality measures
    - ii. Best practices implementation is monitored
    - iii. SBI projects –innovative project implemented by students
    - iv. Students encouraged to participate in competitions and events
    - v. Identified and included in formats the necessary changes in parameters , to improve in thrust areas
  - b. The minutes of previous meeting was reviewed and approved.
2. Curricular Aspects
  - a. Suggested to include active learning assignments, projects, workshops, Industrial visits, etc in course delivery
  - b. Departments may be requested to identify the topics for add-on courses
  - c. Environment / ethics related courses can be encouraged to open Elective and Electives
3. Teaching Learning and Evaluation
  - a. Teaching of course should follow outcome based education
  - b. Internal examination schedule, guidelines, question paper setting and answer paper evaluation are reviewed for forthcoming academic year
4. Staff and Research Development
  - a. Staff members to be encouraged to attend online (Swayam, NPTEL, IIT Bombay , etc) and offline FDP's.
  - b. Staff may be advised to use ICT tools
  - c. Motivate Staff for research publications in reputed journal and file patents.
  - d. Encourage Staff to involve in industry projects and consultancy works.
5. Student services
  - a. Advise students to score more marks in Internal assessments
  - b. Motivate students to develop innovative projects for SBI through IIC of the Institution.
  - c. Encourage to participate in competitions like technical symposium, project challenge competitions.
  - d. Encourage to participate in extracurricular activities
6. Community services
  - a. Students to be motivated to participate in NSS, Lions club and other community service activities
7. Management Information System(MIS)



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Members Presents :

S.NO	Name	Signature	S.NO	Name	Signature
1.	Dr. Monica				
2.	D.A. KANIMOZHI				
3.	Sri				
4.	SOUNDARA BALS				
5.	K. Balasubramanian				
6.	Dr. K. Ramajeyan				
7.	Mrs. Romadevi				
8.	Mrs. Vatchale Devi				
9.	T.R. Narasimhan				
10.	VISHVA ANJUBARAN				
11.	C.V. GURU SANKAR				

  
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CIRCULAR

5/12/2020

The Internal Quality Assurance Cell (IQAC) meeting will be held on 12/12/2020 to discuss the following

Agenda:

1. Review on previous meeting and Action taken
2. Industry- institute interaction
3. Infrastructure facilities
4. Internal Quality Assurance System(IQAS)
5. Training and placement cell
6. Management Information System(MIS)
7. Any other matters

Time: 2.00 PM


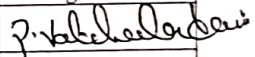

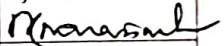



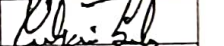



Venue: Seminar hall, Ground Floor MSEC

  
Coordinator

  
Convener

  
Secretary

Circulated to:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr. Monica		8	Mrs. Vatchale Devi	
2	Dr. A.KANI MOSTH		9	G.R. Narayanan	
3	Siji		10	VIJAYA JESWAR	
4	Soundararaja.S		11	C.V. Gowu SANKAR	
5	K. Balakrishnan		12		
6	Dr. L. Ramajeyan				
7	Mr. Rama Devi				

  
Principal

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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

12/12/2020

Coordinator welcome the members to the meeting and following were discussed:

1. Review on previous meeting and Action taken
  - a. Action taken-
    - i. Most of the open elective and electives were choose as guided
    - ii. OBE practices and learner centric methods followed
    - iii. Faculty encouraged to attend one week FDP's to improve knowledge
  - b. The minutes of previous meeting was reviewed and approved.
2. Industry- institute interaction
  - a. Improve number of MOU's
  - b. Encourage Students to do real time / industry sponsored projects
  - c. Motivate students to attend internship in industry/ organization
3. Infrastructure facilities
  - a. Request staff in-charges to prepare for the requirement of equipment and other items for new regulations/ program
4. Internal Quality Assurance System(IQAS)
  - a. Discussed tentative audit schedule and finalize the areas for audit(content).
  - b. The department to analyze collected stake holder's feedback.
  - c. Suggested the following key points for improvement
    - i. Conduct IQAC orientation program for quality improvement
    - ii. Collaborative initiatives with other institutes
5. Training and placement cell
  - a. Collect the schedule for training from placement cell
  - b. Placement drives guidelines and tentative schedules to be communicated to students and faculty
6. Management Information System(MIS)
  - a. Request the Staff in charges to update MIS
7. Any other matters
  - a. Assign Staff for Preparation of NAAC-SSR
  - b. Discussed the criteria wise details to be filled in NAAC application.

Meeting ended with a thank you note by coordinator and next meeting will be conducted during June 2022.

  
Coordinator

  
Convener

  
Secretary

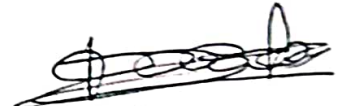
  
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- a. Request the Staff in charges to update the database for MIS
8. Alumni
  - a. Alumni meetings schedules were reviewed and confirmed (conduct online meet)
  - b. Alumni experience sharing sessions with students to be organized
9. Any other matters
  - a. NAAC audit to be conducted during the month of November / December
  - b. NBA audit to be conducted for CIVIL, CSE, ECE, Mechanical.
  - c. EEE and IT department are requested to prepare for NBA.
  - d. Encourage to participate in
    - NIRF - Research and development
    - CII - Industry Interaction
    - ARIA - Entrepreneur, Patent and Innovation
    - IIC - Innovation

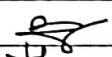
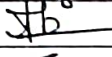

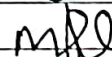
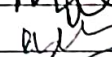
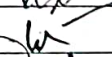
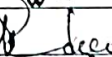
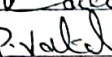
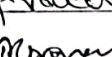
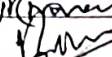
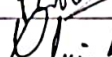
Meeting ended with a thank you note by coordinator and next meeting will be conducted during December 2020.

  
Coordinator

  
Convener

  
Secretary

Members present:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr. Monica				
2	Dr. A. KANI MOZHI				
3	Siji				
4	SOUNDARARAJAN S				
5	K.P. Subramanian				
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