

MEENAKSHI SUNDARARAJAN ENGINEERING COLLEGE
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


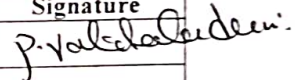

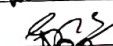



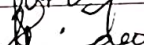
Venue: Online Meeting


Coordinator


Convener


Secretary

Circulated to:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr. B. Mani Kumar		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


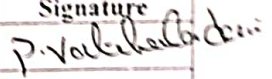


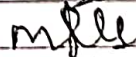



Meeting ended with a thank you note by Convener and next meeting will be conducted during December 2020.


Coordinator


Convener


Secretary

Members present:

S.NO	Name	Signature	S.NO	Name	Signature
1	Dr-Monica		8	Mrs-Vatchala 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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