



JAI SHRIRAM ENGINEERING COLLEGE

TIRUPPUR – 638 660

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Recognized by UGC & Accredited by NAAC and NBA (CSE and ECE)



INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

Academic year: 2023-24

Meeting No.: 02

Date & Time: 08.12.2023 & 02.00 PM

Venue: Principal Office

Members Present:

Sl. No.	Name of the members	Designation	Role
1.	Dr.R.Thirumalai	Principal	IQAC Chairman
2.	Shri.M.Govindasamy	Chairman	Management Representative
3.	Mr.K.Chandrasekaran	Administrative Officer	Member
4.	Mr.G.Jayashankkar	Vice President – D & D ELGI Equipments Pvt. Ltd Coimbatore	External member
5.	Dr. U.S.Ragupathy	Professor/ Dept. of ECE & Director - Accreditation KPR Institute of Engineering & Technology, Coimbatore	External member
6.	Ms.Krithika Selvaraj	Manager HR RPM Performance Coatings Group, Coimbatore	External member
7.	Dr.J.Nandhini	Professor/ ECE & Vice-Principal	IQAC Convener
8.	Dr.S.Muthukumaran	Professor & HoD/ ECE	Member
9.	Dr.P.Megaladevi	Dean/MBA	Member
10.	Ms.A.Gokilavani	ASP & HoD/ CSE	Member
11.	Ms.P.Mallika	ASP & HoD/ AD	Member
12.	Dr.T.Suganthi	ASP & HoD/ FT	Member
13.	Dr.R.J.Golden Renjith Nimal	ASP & HoD/ Mech	Member
14.	Dr.S.Karthik	ASP & HoD/ Civil	Member
15.	Dr.N.Lakshmipriya	ASP & HoD/ EEE	Member
16.	Ms.P.Umapathy	AP & HoD/ S&H	Member
17.	Prof.N.Manoj	Placement Coordinator	Member
18.	Mr.V.Arivu Thiravida Selvan	AP/ Civil	Member
19.	Mr.J.Melvin Jones	AP/ Mech	Member
20.	Mr.K.S.Balasubramanium	Technical lead - CTS	Alumni Member

21.	Ms.R.Nandhini Devi	III Civil	Student Member
22.	Mr.S.Anilkumar	III Mech	Student Member

- Chairman of the IQAC welcomed the members of the IQAC and reviewed the previous meeting minutes and action taken report.
- 3 days FDP on Universal Human Values was organized to all the faculty members during 1st to 3rd of September 2023.
- Reaccreditation for NAAC process is initiated with IIQA submission on 27th September and SSR and DVV process is completed.
- AQAR for the academic year 2022-23 shall be submitted on or before 31.12.2023. All the coordinators are asked to verify the documents before uploading.
- Soft copy of the department accomplishments shall be audited from 12/12/2023.
- Remedial classes are going as per the plan and the same can be monitored by the HoDs. Remedial classes may be planned for the second-year students after their Internal 3 exams to support the students.
- Faculty members are asked to apply for proposals and mean while concentrate on the quality publications. Lists of faculty members are to be identified for attending conference in upcoming days. Two patents are granted and 9 patents are filed.
- Research coordinator is advised to confirm the date for the International Conference to be organized in our campus.
- Internal audit is planned from 12.12.2023 to 20.12.2023. Auditors are asked to complete the audit on time. Audit can be conducted in IQAC, IIPC, R&D, Club and cells. Before re audit, all the pending files have to be completed.
- Students are advised to undergo Internship during their semester holidays. Industries shall be identified through their department faculty members and IIPC.
- Final year students shall be motivated to publish their project work in reputed conferences along with ISBN number. Students shall be allowed to participate in external contests organized in State/ National level.
- Minutes and Action taken report of the class committee meetings are reviewed and informed the HoDs to address the grievances in timely manner.
- Value adding courses are completed for all third and final year students. Department HoDs shall plan for the first and second year students in upcoming days.
- IQAC has planned to organize the IPR awareness program to all the faculty members in association with R&D cell and gender equity program to all the students.
- The meeting ended with the vote of thanks

[Handwritten Signature]
IQAC Coordinator

[Handwritten Signature]
Principal

Copy to:

1. The Chairman and Vice – chairman for kind information
2. IQAC Members
3. HoD's for circulation among faculty members
4. Office & File