



SRM Valliammai Engineering College

SRM Nagar, Kattankulathur – 603 203
(An Autonomous Institution)



Approved by AICTE | Affiliated to Anna University, Chennai
'A' Grade Accreditation by NAAC | NBA Accredited
ISO 9001:2015 Certified Institution

Lr. No.: SRMVEC/Circular/IQAC/2020/2

11.09.2020


IQAC MEETING CIRCULAR

All the Members of the IQAC are hereby informed that the Internal Quality Assurance Cell (IQAC) Meeting has been convened on 14-09-2020 (Monday) at 12.00 Noon through Microsoft Teams platform.

Agenda

- i. Review of Previous Minutes of Meeting
- ii. Review of Academics
- iii. Value Added Courses
- iv. Conduction of Virtual Labs
- v. Events during 2020-21
- vi. Effectiveness of "Online Teaching"
- vii. AQAR 2019-20
- viii. Any other points with the permission of Chair

All the members are cordially invited to attend the meeting in order to improve the quality of teaching –learning process of our Institution.


IQAC Coordinator


Principal

Copy to:

- i. The Director – for kind information
- ii. The Members of the IQAC
- iii. PA to Principal
- iv. IQAC File



SRM VALLIAMMAI ENGINEERING COLLEGE

S.R.M Nagar, Kattankulathur – 603203.

Internal Quality Assurance Cell (IQAC)



Minutes of the Meeting held on 14th September, 2020

The IQAC coordinator welcomed the members and initiated the proceedings. The following points were discussed in the meeting:

1. The previous minutes of meeting were reviewed and it is noted that the discussion points are in a progressive way.
2. The Vice Principal has been honoured as the proud recipient of Prof .K Sreenivasan Memorial Award 2020 by IETE was appreciated by the members of the committee.
3. It was appreciated that Dr.Radha Ganesh Kumar, HoD has received the 'Best Teacher Award' (Management) and Dr.S.Raja, AP & Dr.V.Selvalakshmi, AP of Department of Management Studies has received 'Young Researcher Award' from Universal Innovators Leadership Awards (UILA-2020) - in association with NIT Patna and University of Valladolid.
4. Mr.K.Guru, AP/MBA and IQAC Coordinator received the 'Best Young Faculty Award' from Novel Research Academy, Puducherry was shared and appreciated by the members of the committee.
5. The members of the committee appreciated Mrs.A.Umadevi, AP, Department of Management Studies has been certified by Microsoft as 'Microsoft Innovative Educator' and Dr.Gandhimathi, AP (OG), Department of Physics for having been conferred with Ph.D.
6. Dr.K.Elango, HoD – EEE was appreciated for having initiated and pursued the successful accomplishment of 500+ certificates in our Institution for the AICTE approved Energy Literacy Drive.
7. The social distancing among faculties should be strictly monitored. Staff were instructed to wear mask and use of sanitizer while entering the department.
8. To impart external knowledge among students, Value added course are conducted on new topics apart from their syllabus. It was appreciated for

- the successfully conducting of Online bridge Course for the students
9. Reputation management should be carried out before all the department/association activities, so that to improve brand image to public.
 10. The Vice Principal reminded all the HoDs to keep the College details updated in all possible media platforms always.
 11. The members of Research and Development were instructed to fetch more research funds.
 12. The HOD's were instructed to find out the lapses in teaching learning process through online and take steps for correcting the same then and there.
 13. The HoDs were asked to scrutinize and fine tune the e-content, materials prepared by the staff members for online classes and have a regular monitoring of the teaching methodology to ensure effective and innovative online teaching
 14. To retain the quality of outcome, it was suggested to have a random sampling of students' current test marks with previous semester marks for a comparison and analysis of the students' performance
 15. In connection with the online test pattern, the HoDs can take suitable measures to ensure the weightage of the MCQ question paper and take decisions about the restriction on the submission of test papers.
 16. Science and humanities and the HoDs of Cyber Security, Artificial Intelligence and Data Science were asked to organize the Board of Studies meeting and get the syllabus relevant to the new departments approved.
 17. All the HoDs were appreciated for reaching out to parents through online platforms. The importance of keeping the parents and students enlightened about the effort to be invested for online learning was emphasized.
 18. It was advised to schedule virtual online lab sessions from 22nd September 2020 to 26th September 2020. It was proposed to have another week of lab sessions at the end of the semester.
 19. The HoDs were asked to create the event list of their Department with convenience to conduct all the events on Microsoft Teams platform. There can be any number of events organized online. It was suggested to invite our Alumni for all suitable events. The event details need to be

- circulated through the Facebook, Instagram pages of our Institution.
20. It was emphasized to focus on enhancing the NIRF reviews of our Institution in various platforms. Staff need to focus more on research publications department wise.
 21. Staff were appreciated for participation in ATAL FDP and Enrolling NPTEL along with their regular academic schedule and suggested to impart knowledge on same in upcoming courses.
 22. HoD's were requested to organize data submission for AQAR for academic year 2019-20 to be uploaded online

S.No.	Issue Discussed	Responsibility	Due Date	Status
1	Random sampling of students' current test marks	HoDs	25 th September 2020	To be completed
2	Online Lab sessions	HoDs	26 th September 2020	To be completed
3	Department wise Event :list 2020-21	HoDs	1 st October 2020	To be completed
4	AQAR 2019-20 submission	IQAC coordinator	31 st October 2020	To be completed

The meeting was concluded to improve the quality sustenance and to promote our institution as the "Centre of Excellence".


Co-Ordinator


PRINCIPAL

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