



### Minutes of the Meeting

Name of the meeting : Academic Administrative Audit  
Date of the meeting : 27/Nov/2019  
Time : 9.30 am to 4.30 pm  
Venue : Conference Hall

#### Agenda :

- Academic process and improvements
- Research process and improvements
- Industry Institute Interaction process and improvements
- Administrative process and improvements

#### Attended by:

1. Dr. V. Abhaikumar, Principal
2. Dr. N C Shivaprakash, Professor, IISc Bangalore
3. Dr K Narasimman, AU-TVSQC, Anna University
4. Prof R Mahadevan, ABET IDEAL SCHOLAR
5. Dr. M. Palaninatha Raja, Dean Planning & Development
6. Dr. Chockalingam, Registrar
7. Dr. S. J. Thiruvengadam, Dean Academics
8. Dr. S. Baskar, Dean R & D
9. Dr. N. Kamaraj, Dean Student
10. Dr. S. Mercy Shalinie, Dean III
11. Dr. T. Velrajan, HOD Civil
12. Dr. M. Saravanan , HOD EEE
13. Dr. S. Md. Mansoorroomi, Associate Professor, ECE
14. Dr. C. Deisy, HOD IT
15. Dr. P. Chitra, HOD CSE
16. Dr. S. Rajkumar, Assistant Professor, Chemistry
17. Ar. S. Karthikeya Raja, Associate Professor, Arch
18. Dr. A. M. Abirami, Assistant Professor, IT
19. Dr. S. Vijayalakshmi, Associate Professor, MCA
20. Dr. M. Kameswari, Associate Professor, Mathematics
21. Dr. M. Mahendran, Professor, Physics

#### Minutes of Meeting

- Opening Meeting initiated by Principal at 9.30 am
- Suggestions for process improvements in Academics, Research and Industry interaction discussed Benchmarking with IITs, NITs and other world class universities (12.15 to 3.00 pm)
- Department Visits scheduled – Civil, CSE, IT, Mechatronics and Architecture Departments
  - Mechatronics, Architecture - Dr. N C Shivaprakash
  - Civil - Dr K Narasimman
  - CSE, IT and Administration - Prof R Mahadevan
- Observations and Action Items discussed in Exit meeting (3.45 pm – 4.30 pm)



Action Items

S.No	Description	Responsibility
1.	Adoption of T-model for Mathematics courses as in IIT Hyderabad. Peer Mentoring process in IIT Madras can be adopted to improve the performance of Vernacular medium/Lateral entry students	Dean Academics
2.	Initiation for the Accreditation of MCA program	Dean Planning and Development & HD CA
3.	Target for Research Publications, sponsored projects for each Faculty/Department to be fixed, and monitored periodically	Dean Research and Development
4.	TCE series of lectures can be developed, given to TCE students as "Value Added Courses" for 10 hours. The course may include the content which is Not in syllabus	Dean Academics
5.	Online Courses from SWAYAM can be offered to Students. Terminal Examination may be conducted by the Institute for TE marks and the Course's assessment may be included for CA marks	Dean Academics
6.	AICTEs Margadharshan Mentoring Scheme can be used to improve Institutional Social Responsibility (ISR)	Principal
7.	Skill Development Courses and other Outreach programs may be organized for potential stakeholders. Center for Continuing Education (CCE) and Patent Cell to be established	Dean Industry Interface, All HoDs
8.	Programes like Open House for School children/Parents, Research Conclave and Industry Conclave can be organized as promotional activities	Principal and Deans
9.	Opportunity of offering Major/Minor degree can be explored with University and resolutions may be passed in ACM and GC meetings	Principal Dean Academics
10.	Lab Manual/Record template may be updated to include CO/PSO/PO attainment justification. Project / Student wise PSO/PO attainment has to be calculated Industry supported courses, Team-projects, Mini-projects, etc can be used separately for PO6, PO7 calculation	Dean Academics  Course Faculty
11.	IQAC team activities should be focused and strengthened <ul style="list-style-type: none"><li>- Processes and Document templates to be disseminated</li><li>- Intranet has to be developed for Data Collection and Projection, which enables AQAR submission to NAAC portal easily</li><li>- Should be a Facilitator for all processes</li><li>- Every quarter IQAC team has to meet, and track the milestones of each process. Effectiveness of processes has also to be measured. Trend charts have to be used</li><li>- IQAC to be added in Organization Structure</li></ul>	Dean Planning and Development & IQAC team

Prepared by *[Signature]*

Approved by *[Signature]*