

Internal Quality Assurance Cell
PSN College of Engineering and Technology
Melathediyoor – 627 152

Minutes of the meeting of Internal Quality Assurance Cell held on 06.03.2018, 12.30 p.m. at Seminar Hall, Alumni Guest House.

The following members were present

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| 1. Dr.S. Balakumar | - | Chairperson |
| 2. Dr.P.Selvakumar | - | Administrative Representative |
| 3. Dr.X.Sahaya Shajan | - | Administrative Representative |
| 4. Dr.T.Ajith Bosco Raj | - | Administrative Representative |
| 5. Prof.C.Jeyanthi | - | Teacher Representative |
| 6. Dr.V.Jeyalakshmi | - | Teacher Representative |
| 7. Mr.T. Regu | - | Alumni Representative |
| 8. Ms.S.R.Kuthaleeshwari | - | Student Representative |
| 9. Mr.Prem Kumar | - | Stakeholder Representative |
| 10. Dr.C.Christopher Columbus | - | Coordinator |

The IQAC Coordinator placed the Action taken Report on the decision taken in the previous meeting. This was approved by the members.

The following agenda were discussed in the meeting

1. Organizing quality related workshops / Seminar

It is resolved that the following quality related workshops / Seminar / orientation programs are to be organized in the academic year 2018-2019.

- a. One orientation program conducted by IQAC during August 2018.
- b. Workshop on various teaching methodologies and setting university question papers.
- c. Seminar on preparing project proposal and submitting to finding agency per in indexed journal.

2. Discussion on various quality parameters of higher education

Various quality parameters on teaching, learning and evaluation, placement, training, utilization of resources available are discussed. It is resolved to have detailed discussion in the meeting of head of the departments and get inputs on these parameters. The detailed discussion about these parameters will be in the next IQAC meeting.

3. Devising of best practices in academic and research activities.

- a. Faculty members are motivated to publish their research articles in UGC listed Journals / Anna University Annexure-I list / Scopus Journals and SCI Journals.

- b. The technology related information like consultancy projects, patents and other details are routed through the Director (Technology Development).
- c. The research related information such as project proposal, publication of articles, Ph.D. admissions and research centre activities are routed through the Director (Research).

The meeting came to close at 1.30 p.m. with the vote of thanks by the coordinator.


9.3.18
Chairperson


Coordinator