

SRI DURGADEVI POLYTECHNIC COLLEGE
RSM NAGAR, KAVARAI PETTAI
Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting

Date: 12.07.2023

Time: 10:00 AM to 12:00 PM

Venue: Seminar Hall

Chairman: Principal

Participants:

Dr. Lakshmanan. K	Principal/Convener
Er. Karthikeyan.S	Sr. Lecturer/Mech (Coordinator)
Dr. Palanichamy. M.S	Advisor/RMK group of institution
Mr. Ramakrishna Srinivasan. G	HOD/Basic Engineering
Er. Meganathan.K	HOD/Mechanical Engineering
Er. Sivaaadidyan.S	HOD/Electrical & Electronics Engineering
Er. Bagiyaraj.G	HOD Computer Engineering
Mrs. Deepa. P.S	Sr. Lecturer/Physics
Er. Sankaralingam. T	Sr. Lecturer/Mech
Mrs. Poonkuzhali.S	Sr. Lecturer/EEE
Mr. Nageswara Rao. M	Sr. Manager/ SDPC
Mr. Harikumar .K.G	Asst. Placement Officer/SDPC
Mr.Umapathy.N	Librarian/SDPC
Mr. Mathivanan. R	System Admin / SDPC
Mr. Muni Praveen	Student/Mech
Mr. Parvathareddy Jeshwanth	Student/Eee
Mr. Kesav Reddy	Student / Cse
Mr. Ravikumar.P	Vice President/Kamatchi Industries Pvt. Ltd.
Mr. Gowarthanan. V	L & T India Pvt. Ltd./Alumni
Mr. Gopi .R	Ford India Pvt. Ltd./Alumni

Agenda:

1. Review of previous year discussed points and action taken summary is discussed
2. Review of teaching learning process
3. Class committee meeting for this academic year
4. Result analysis report of the year 2022-2023
5. Department activity calendar
6. Implementation of Nanmudhalvan scheme
7. Making arrangement of lab facility for 2023 New regulation scheme
8. Arranging induction program for first year students
9. Planning of IV for first year students and Implant training for department students
10. Conducting technical symposium for inter polytechnic students
11. Forming various Arts club and conducting club activities program
12. Forming Quality audit team to improve students overall performance
13. Arranging communication and soft skill class for placement students
14. Parent faculty meeting
15. Any other matter

IQAC implementation in Sri Durgadevi Polytechnic College:

As per the guidance of our Beloved Chairman and Vice-chairman, IQAC is implemented in Sri Durgadevi Polytechnic College to improve the teaching and learning process, to make student as an industry ready employee.

Student Faculty Meetings:

It was decided to hold at least three student - faculty meetings (i.e. (i) at the beginning of semester (ii) before midterm break (iii) before the classes are suspended) to discuss the syllabus coverage, internal assessment as per DOTE guidelines and regulations, Student related activities in the department, and any other matter.

Result Analysis Report:

Result analysis for the academic session 2022-2023 to be submitted in the meeting and students performance is discussed and brainstorming session is conducted to get an idea to increase overall student pass percentage ratio.

Department Activity Calendar:

All departments must submit the detailed plan of department activities for the Current academic session 2023-2024 at the earliest.

Student Feedback to be sought after every such event in order to plan for the future

Departments/ committees must keep attendance records of student's participation in all talks/seminars/workshops/symposium

Implementation of Nan Mudhalvan scheme:

The Government of Tamilnadu introduced **Nanmudhalvan** Scheme in all polytechnic colleges to increase the student's efficiency in both technical and Softskills. Necessary arrangements are to be provided for the external resource persons to make that program a grand success.

Arranging Induction Program for First year students:

Motivational and universal human value class is planned to conduct for first year students admitted during the academic year 2023 -2024 as a induction Programe to impart moral value education among students.

Forming Quality audit team to Improve Student performance:

To increase the overall student performance in board exam, IQAC team decided to select efficient Staff from each department and allot them as a quality auditer to check other department overall activities and result performance to increase overall quality in concern departments.

Arranging Communication and Soft skill class for Placement students:

Effective Communication and Soft skill class is planned for placement students to achieve 100% placement during campus interview.

Conducting Technical Symposium for Inter Polytechnic students:

Making arrangements to conduct inter polytechnic technical symposium to impart recent technical developments in core area among students.

Industrial Visit and Implant Training:

Making arrangement for two industrial visit per academic year for the first year students to know about Industrial manufacturing atmosphere implementing quality principle like 5 S concept and Implant training for the department students to know about working knowledge.

IQAC Conference and Invited Lecture:

All departments shall organize a State level Inter Polytechnic College Conference and invited lectures/ symposium/ workshop in the next semester

Department page on website:

Each department should form a sub- committee to manage and update the department website page. It was decided to update the department website pages with the following information:

- Faculty information with their updated Curriculum Vitae (CV) in the prescribed format
- Course Syllabus

Industry- Academia interaction/linkage:

- A committee to be formed to enhance the Industry-academia linkage and collaborations for both faculty and students.
- It was decided to start short term skill enhancement courses for students to enhance their knowledge.

Alumni progression:

Faculty in-charge along with one member of department must ensure that the progression data of each student of the previous batches must be submitted through excel format specially designed to obtain the information about alumni progression.

Parent Faculty Meeting:

It was decided to conduct Parent -faculty meeting after completion of CAI, CAII and Model examination to create awareness about their ward's academic performance. The admin office shall provide the list of students along with the contact details of the parents. In this manner, advance information about the parent faculty meetings could be sent to parents in order to ensure greater participation.

The meeting ended with a vote of thanks.