

**MINUTES OF THE SPECIAL ONLINE IQAC MEETING
HELD ON OCTOBER 07, 2020
Chair: Dr. K.A. Mohamed Junaid, Principal and IQAC Convener**

Members Attended: (As in the Annexure)

1. Principal's updates on the institutional activities:

- Principal, the convener of IQAC chaired the meeting and welcomed all the participants of the special IQAC meeting.
- Then Principal briefly summarized the various Teaching-Learning, R&D, and Social activities carried out by RMKEC through the online virtual platforms during the lockdown period of the present pandemic situation.
- Principal informed that 13 IQAC meetings were conducted till 29/2/2020. The MoMs of the 13 IQAC Meetings are available in the college website.
- NAAC instructed to conduct IQAC meeting after the pandemic ends and insisted the physical presence of all the members hence decided to conduct IQAC meeting after the college reopens.
- Special IQAC meeting was held on 1/7/2020 with Mr.J.Venkatesh, an External Member of IQAC. The MoM of the Special Meeting (1/7/2020) is available in the college website.
- Principal informed Dr. Sandra Johnson to prepare AQAR 2019-20 in the in the revised Accreditation Framework (RAF) format and the department coordinators are instructed to collect the details needed for the AQAR.

2. Review of the plan of actions proposed in the last IQAC meeting and the current status:

Principal enquired about the following points which has been quoted in the previous IQAC meeting.

No	Agenda Items	Responsibility	Target Date of completion or status review
1	AQAR preparation for 2019 to 2020; AQAR Criteria in-charges to be nominated. To be submitted in the Revised Accreditation Framework (RAF) format. (Last date of submission is not announced by NAAC in view of the COVID-19; but preparations can start)	Dr. Sandra Johnson, AQAR Coordinator	October 30, 2020
2	Establishing BIM Lab / CoE	HOD / Civil	November 15, 2020
3	Establishing the Calibration Center and Industrial Instrumentation Lab	HOD / EIE	November 15, 2020
4	Update on Energy Auditing Consultancy Centre (eg funding, training, roadshows to industries, etc)	HOD/Mech and HOD/EEE	November 15, 2020
5	Electric Vehicle Technology: Status of the Conference/ Workshop planned	HOD/Mech and HOD/EEE	November 15, 2020
6	Alumni meet through online	Ms. D. Jothi	November 15, 2020

7	Suggested to form farmers' club and use NABARD funding agencies for getting funds for ISR projects (or any other ISR activities which can be done during lockdown)	Mr. Ravi Kumar / Dr.S.D.Uma Maheswari	November 15, 2020
8	Any new courses to be initiated for UG and PG starting academic year 2021 – 2022 and the AICTE / Anna University procedures to be initiated.	Principal	November 15, 2020
9	R&D and Consultancy brochures	All HODs	November 15, 2020
10	Mentoring of other institutions for NAAC accreditation.	Dr.M.Somasundaram	November 30, 2020

- HoD/Civil stated that the establishment of BIM lab is in process and the vendors are finalized based on the approval of Management.
- HoD/EEE stated that the energy audit course has been conducted as one-week program in the month of June 2020 (June 01 to June 06, 2020) and the consultancy work has to be initiated.
- HoD/EEE and HoD/MECH stated that the conference on E-Vehicle has been completed on April 22 ,2019.
- Principal mentioned about the approval of two new courses- CS &BS and AI&DS under UG programmes by AU and process of establishing PG course on full stack Engineering.
- Dr. M.Somasundaram spoke to the NAAC coordinators of the following colleges. Each one informed that the preparation of the SSR is put on hold due to lockdown. They will resume after the lockdown is over.
 - Agni College of Technology
 - Jeppiaar Institute of Technology
 - Karpagam Institute of Technology.

3. Proposed new initiatives :

No	Agenda Items	Responsibility
1	Suggested to form farmers' club and use NABARD funding agencies for getting funds for ISR projects (or any other ISR activities which can be done during lockdown)	Mr. Ravi Kumar / Dr. S.D.Uma Maheswari
2	College Branding and 25 th Year events	Actions to be taken based on the suggestions given by Mr.J.Venkatesh
3	Any new courses to be initiated for UG and PG starting academic year 2021 – 2022 and the AICTE / Anna University procedures to be initiated.	Principal

Members Attended:

1. Dr. K.A. Mohamed Junaid - Principal
2. Dr. S. Pavai Madheswari - Academic Coordinator & HoD / S&H
3. Dr. Binu Sukumar – HoD / CE
4. Dr. T. Sethukarasi – HoD / CSE
5. Dr. Geetha Ramadas – HoD / EEE
6. Dr. Suresh.T – HoD / ECE
7. Dr. T. Gnanasekaran – HoD / EIE
8. Dr. M. Sheerin Banu – HoD / IT
9. Dr. K.R. Senthil Kumar – HoD / Mech
10. Dr. S. Vijayalakshmi – Prof / EIE, MoM Co-Ordinator
11. Dr. M.Somasundaram – Prof / ECE, IQAC Coordinator
12. Dr. G.Mahendran – ASP / Mech, IQAC member