P.S.R. ENGINEERING COLLEGE

(An Autonomous Institution, Affiliated to Anna University, Chennai)
Sevalpatti (P.O), Sivakasi -626140.
Tamilnadu

Minutes of 12th Meeting of Internal Quality Assurance Cell

Date: 15.06.19

Twelfth meeting of the Internal Quality Assurance Cell (IQAC) was held in the Board Room on 15th June, 2019 (Saturday) at 10.30 am under the chairmanship of Dr. B. G. Vishnuram, Principal, P.S.R. Engineering College.

Members Present:

Sl. No.	Name of the Member	Category	Signature
1.	Dr. B. G. Vishnuram	Principal & Chairman	
2.	Mr. R. Solaisamy	Managing Trustee	
3.	Dr. PL.K Palaniappan, Professor/ Mechanical, Thiagarajar College of Engineering, Madurai.	Academic Expert	
4.	Mr.R.Balakumar Consultant, Oracle India Pvt Ltd, Chennai.	Industry & Alumni Member	
5.	Dr.P.Marichamy	Dean & Co-chair	
6.	Dr. P. Pitchipoo, Professor / Mechanical	IQAC Coordinator	
7.	Dr.M.Shahul Hameed, Dean (Research) & Prof & Head /(Civil)	Member	
8.	Dr.K.Ruba Sounder, Prof & Head / CSE	Member	
9.	Dr. K. Valarmathi , Prof & Head / ECE	Member	
10.	Dr. R. Madavan Prof & Head / EEE	Member	
11.	Dr. H. Kanagasabapathy, Prof & Head /MECH	Member	
12.	Dr. K. Subramaniam , Prof & Head /BT	Member	
13.	Dr. P. Kannan Prof & Head / MBA	Member	

14.	Prof. D. Sriram Prof & Head / H&S	Member	
15.	Dr. S. Kalidass Controller of Examinations	Member	
16.	Dr. R .Kasi Raman Placement - Coordinator	Member	
17.	Mrs. R. Ramani, Secretary, PSR Alumni Association	Member	
18.	Ms. S. Sooriya II PG / AE	Student Member	
19.	Mr. M.J. Tholkappiyan IV/ MECH	Student Member	

The chairman welcomed all the members of IQAC for the meeting. Then, he outlined the agenda for discussion in the meeting.

Item No.1: Review on previous IQAC meeting

The minutes of previous meeting held on 06.04.2019 and its compliance have been reviewed. The IQAC coordinator presented the action taken report to the members.

Item No.2: NAAC preparation work

The chairman suggested to form groups criteria wise for the preparation of self-study report for submission to NAAC. He asked all the members to go through the revised guidelines and framework and the Standard Operating Procedure (SOP) in preparing the SSR, which will be circulated by IQAC.

Item No. 3: Conduction of Academic Audit by IQAC

IQAC coordinator proposed to conduct external academic audit during the middle of July.

Item No.4: Schedule of activities in Centre of Excellence

The Chairman briefed about the modules that are going to be conducted by the Centre of Excellence. He also asked the members to ensure the presence of the students during the course and examine the course module by the respective head of the departments. If any shortfall, that should be immediately communicated to the Principal for further corrective action.

Item No.5: Fixing of Target for quality parameters

The IQAC coordinator invited the suggestions of the members to revise and frame the target for quality parameters to be achieved by the departments and individuals. After discussion, the following quality parameters with target achievement have been finalized.

Quality Parameters	Department / Individual	Target (Minimum)
Organizing Guest Lecture for Students	Department	3 per semester
Organizing Conference (National / International)	Department	1 per year
Organizing Workshop for Students	Department	2 per semester
Organizing Technical Symposium	Department	1 per year
Organizing FDP / Summer School / Winter School	Department	1 per year
Organizing Skill Development Program for Technicians	Department	1 per year
Attending FDP / Summer School / Winter School (min. one week)	Each Faculty Member	1 per year
Attending Skill Development Program	Every Technician	1 per year
Publishing Papers in Scopus / Web of Science Indexed Journals	Each Faculty Member	1 per year
Attending Conference / seminar	Each Faculty Member	1 per semester
Attending NPTEL / MOOC Courses	Each Faculty Member	1 per year
Filing of Patent	Each Faculty Member	1 per year
Research Proposals	Department	3 per year
Other Funding Proposals (Conference / Seminar etc.,)	Department	3 per year
Copy Right of Material / Book Publication	Department	2 per year
Preparation and Uploading Video Lecture in YouTube	Each Faculty Member	1 per semester
In-plant Training (min. duration one week)	Every Students	1 per year (II & III Year)
Industrial Visit - Students	Department	1 per batch per year
Industrial Visit – Faculty	Each Faculty Member	1 per year
Internship / Field Project	Every Student	70% of final year strength
Participation in Co-curricular Activities / Competition	Every Student	1 per semester

He insisted all the members to submit the plan of activities for their respective departments in order to ensure the attainment of the target.

Item No.6: PSR Techno Hackathon

The Chairman informed the members about "PSR Techno Hackathon" a mega innovation competition has been planned in December'2019 with the support of PSR Alumni Association. He asked the Secretary of Alumni Association to initiate the preliminary work along with the Department of Computer Science and Engineering and Department of Management Studies.

Item No 7: Discussion and preparation of AQAR online submission

The IQAC coordinator requested all the members to submit the relevant data along with the supporting documents within a month for AQAR submission.

The meeting was concluded at 12.30 pm.

Coordinator, IQAC

Chairman, IQAC

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ACTION TAKEN REPORT FOR TWELFTH MEETING (15.06.2019) OF IQAC

Date: 11.10.2019

<table>
<tr><th>Item No.</th><th>Points discussed and decision taken in the meeting</th><th>Action Taken</th></tr>
<tr><td>1.</td><td>NAAC Preparation Work</td><td>Criteria wise groups were formed for the preparation of self-study report.
<table>
<tr><th>Criteria</th><th>In-charge</th></tr>
<tr><td>I</td><td>Dr. P. Pitchipoo, Prof / Mech</td></tr>
<tr><td>II</td><td>Dr. R. Madavan, Prof & Head / EEE</td></tr>
<tr><td>III</td><td>Dr. R. Vinoth, Asso. Prof / ECE</td></tr>
<tr><td>IV</td><td>Dr. K. Rubasoundar, Prof & Head / CSE</td></tr>
<tr><td>V</td><td>Mr. R. Arunkumnar, Asso. Prof / ECE</td></tr>
<tr><td>VI</td><td>Dr. P. Ranjithkumar, Asso. Prof / ECE</td></tr>
<tr><td>VII</td><td>Dr. M. Shahul Hameed, Prof & Head / CIVIL</td></tr>
</table>
Dr. P. Marichamy, Dean coordinates the naac preparation work.</td></tr>
<tr><td>2.</td><td>Conduction of Academic Audit by IQAC</td><td>• External Academic Audit was conducted on 19.07.2019</td></tr>
<tr><td>3.</td><td>Schedule of activities for Centre of Excellence</td><td>• Schedule of activities has been prepared and circulated.</td></tr>
<tr><td>4.</td><td>Fixing of target for quality parameters</td><td>• The quality parameters with target was circulated to all the members</td></tr>
<tr><td>5.</td><td>PSR Techno Hackathon</td><td>• Various committees have been formed for the Hackathon program
• The event is planned during the third week of December'2019</td></tr>
<tr><td>6.</td><td>Discussion and preparation of AQAR online submission</td><td>• AQAR for the year 2018-19 is being prepared for on-line submission to NAAC</td></tr>
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Coordinator, IQAC

Chairman, IQAC