



Indra Ganesan

COLLEGE OF ENGINEERING
Madurai Main Road (NH-45B), Manilkandam, Trichy-12.
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Ref: IGCE/NAAC/IQAC/Meeting-2

Date : 25-01-2020

Venue: Board Room, IGCE

Internal Quality Assurance Cell (IQAC): Minutes of the 2nd Meeting

1. The Principal, Dr.S.Bharathi Raja, welcomed all the members for the second meeting of Internal Quality Assurance Cell [IQAC] of Indra Ganesan College of Engineering [IGCE], Trichy.
2. He briefly explained the inception, milestone and progress of the College. Special mention about NIL malpractices in University examination, 2(f) status, Permanent affiliation, University approved Value Added Courses, Real-time projects, Publications, NSS, MoUs.
3. The Principal explained the successful implementation of Mentor system and approval of Value Added Courses from Anna University, as suggested in the previous meeting.
4. Dr.B.Thiagarajan, the IQAC Co-ordinator explained the importance of IQAC and role of stakeholders in strengthening the quality.
5. Dr.N.Vaijyanthi, the NAAC Co-ordinator explained the progress of NAAC work and mentioned the the approval of IIQA (Institutional Information for Quality Assessment) and subsequent permission by NAAC to upload 'Self Study Report' (SSR) on or before 14th February 2020.
6. As per the suggestions given by our members of IQAC in the previous meeting, the following actions were reported:
 - a) The use of Library and eJournals by our students and faculty members: Availability of eJournals in DELNET and possibility of remote access are communicated to all our students and faculty members by conducting awareness programme by the Librarian during 4.00 to 5.00 on daily basis till all were well informed.
 - b) Anna University initiated Value Added Courses are framed by all our departments and got approval for the courses applied by EEE and other departments are yet to receive the orders.
 - c) Mentor system is effectively practiced by all the faculty members and got good response from our students. A separate history card is introduced as supporting document.
 - d) New self appraisal criteria are framed concentrating more on research related activities is introduced to make our faculty members travel in the groove of research.



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The following points were suggested by the members for continuous improvement:

1. All the events happening in the College should be documented in a transparent system through IQAC. Event report should contain IQAC formatted permission letter, Invitation, Agenda, Resource person details, Participants details, feedback, photos, footnote, minutes of the meeting etc. All the above should be recorded in IQAC as file and also to be maintained in the concerned department/committee. The soft copy of the same should be sent to igcelqac@gmail.com and igcenaac2020@gmail.com
2. Photos should geo-tagged.
3. Internal audit should be fixed to check the proper documentation of all the events happened so far on monthly basis.
4. Glimpses of the events should be published in our Magazine "IG-Splash".
5. Student's feedback should be made online.
6. Consolidated points of Mentors' meeting should reach the Management through Principal and HoDs on monthly basis.
7. Digital board publishing the current events in the College may be arranged.
8. Placement training should be started from the II year onwards.
9. Students' involvement in various events should be by volunteering basis and not by compulsion
10. Display of important committees in prominent places for the awareness of the students.
11. More number of students from the nearby villages should be attracted for their higher studies.
12. Guidance for selection of theme and for doing the projects should be made available.
13. Communications skills should be developed, the correct way of Power point preparation and presentation should be taught.
14. All the information and events should be shared to the students on daily basis by the HODs.
15. Knowledge on fundamental concepts on various subjects should be updated frequently to make the students remember at all times.
16. Industrial visits should be arranged at least once in a semester.
17. Dedication in job should be educated to students
18. General knowledge should be imparted to students on daily basis during the class hours itself taking last 5 minutes or in between the class, if situation arises.



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19. Our work towards NAAC accreditation and its importance and the benefits for the students should be communicated clearly to the students, immediately.
20. Service oriented social activities should be increased.
21. Company specific training shall be practiced to cater the needs of the industry
22. Next meeting date is fixed on 13-07-2020 (Monday).

Vote of thanks:

Mr.S.Prasanna, AP/MBA proposed vote of thanks to all the members of IQAC.

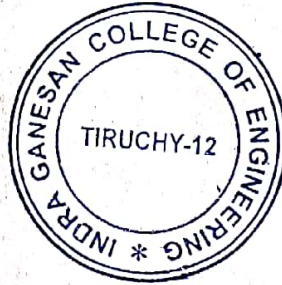

Dr. B. Thiagarajan
IQAC Coordinator


Dr. S. Bharathi Raja
PRINCIPAL

Copy of the minutes of the meeting is circulated to all the members of IQAC through email.
Copy to

1. Principal
2. IQAC File
3. All HoDs
4. IGCE - Website Incharge

DR. S. BHARATHI RAJA,
B.E., M.Tech., Ph.D.
PRINCIPAL
Indra Ganesan College of Engineering
Tiruchirappalli-620 012





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Second Meeting of Internal Quality Assurance Cell [IQAC]

Venue: Board Room

Attendance Sheet

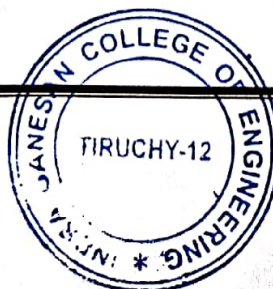
Date: 25.01-2020 Saturday

Time: 03.00 pm

S.No.	Name of the Member	Category	Signature
1	Dr.S.Bharathi Raja, Principal	Head of the Institution	
2	Dr.G.Balakrishnan, CSE	Professor	
3	Dr.N.Vaijyanthi, ECE	Professor	
4	Mr.S.Vimalathithan, CSE	Associate Professor	
5	Mr.D.P.Devan, IT	Associate Professor	
6	Mrs.R.Bhuvaneshwari, ECE	Assistant Professor (SG)	
7	Mr.S.Prasanna, MBA	Assistant Professor (SG)	
8	Mr.R.Ramesh Babu, Mech	Assistant Professor	
9	Ms.G.Bharani, Civil	Assistant Professor	
10	Er.G.Rajasekaran, Secretary	Management Representative	
11	Mr.G Kannapiran	Administrative Officer	
12	Mr.M Justin Antony	Librarian	
13	Mr.M Muthuvei	Physical Director	
14	Mr.K Kumar	Training & Placement Officer	
15	Mr.S Dhinesh Kumar	NSS Officer	
16	Dr.G.Malathy	Exam Cell Incharge	
17	Mr.Venkatraman	Local society	
18	Mr.R Naveen, III Year CSE	Student - Prefinal year-Male	
19	Ms.V Preethi, III year ECE	Student - Prefinal year-Female	
20	Ms.Kanniga Parameshwari 2013-2017 Batch	Alumni	
21	Mr.N.P.Sukumar, Managing Director, Acoustics Pvt Ltd, Trichy	Employer	
22	Mr.A Narayanan, General Manager-HR, SRF Limited, Viralimalai	Industrialist	
23	Mr.S Muthu Krishnan, F/o M Prakash, III Mech	Stakeholder - Parents	
24	Mrs.M Savithri M/o K Santhiya, III IT	Stakeholder - Parents	
25	Dr.B.Thiagarajan, Professor & Head, MBA	Coordinator	

IQAC Coordinator
Dr.B.THIGARAJAN

Establishment of IQAC



PRINCIPAL
Dr.S.BHARATHI RAJA

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PRINCIPAL
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Tiruchirappalli-620 012