



**Dr. M.G.R.**  
**EDUCATIONAL AND RESEARCH INSTITUTE**  
**DEEMED TO BE UNIVERSITY**



UNIVERSITY COLLEGE OF ENGINEERING, TECHNOLOGY & MANAGEMENT  
(An ISO 9001:2015 Certified Institution)  
Pechay E.V.R. High Road, Madhavoyal, Chennai-95, Tamilnadu, India.

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF THE ACADEMIC YEAR 2021 – 2022 II QUARTERLY MEETING**

**VENUE:** Gmeet –<https://meet.google.com/yfo-oihg-bqp>      **MEETING DATE:** 27/12/2021

**TIME:** 11.15 A.M

**Chair Person:** Dr. S. Geethalakshmi, Vice Chancellor  
Chairperson – IQAC

**AGENDA:**

1. Quality Enhancement in curriculum and Development
2. Techniques/ Strategies used to measure student project quality.

Director- IQAC  
Dr. K. Balasubramanian

Vice Chancellor  
Dr. S. Geethalakshmi



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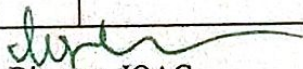
**MINUTES OF MEETING**

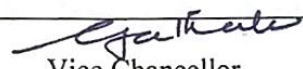
Vice Chancellor and Chairperson – IQAC Dr. S. Geethalakshmi started the 2021-2022 II Quarterly meeting with her brief note regarding the department wise output requirement and work towards the upliftment of the Institute. In the brief note the following points were discussed

- IQAC role in accreditations.
- The importance of tracking Department wise NAAC criteria Progress and asked the members to submit the report every month.
- Discussed on the difficulty faced in submitting documents for NAAC.
- IQAC to support and contribute the Department by training the Departments and identifying the Departmental Requirements.
- Faculty Heads - Identify and Nominate active IQAC Department co-ordinators

Followed by this the presentation was given by Director – IQAC Dr. K. Balasubramanian about the initiatives that are taken by IQAC and the outcome of the fixed agendas. The Benchmarks for III- Quarterly meet was also fixed.

S.No	Agenda Discussion topic in the 2021- 2022 II - Quarterly meeting	Discussion
1.	Quality Enhancement in curriculum and Development	Vice Chancellor and Chairperson – Dr.S.Geethalakshmi <ul style="list-style-type: none"><li>• Curriculum development to be supervised by Deans/ HoD's</li><li>• Medical, Nursing, Pharmacy – Curriculum framed by respective councils</li><li>• To ensure standard curriculum framework and Outcome Based Education is followed in Engineering, Arts and Science and Denovo courses.</li><li>• Availability of syllabus in the Institution's Website.</li><li>• Supportive materials, Curriculum, Content and creativity materials to be distributed to the faculties.</li></ul>

  
Director- IQAC  
Dr. K. Balasubramanian


  
Vice Chancellor  
Dr. S. Geethalakshmi

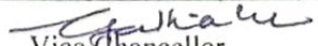


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	<p>IQAC Director – Dr. K. Balasubramanian</p> <ul style="list-style-type: none"><li>• Discussed about Various metrics like curriculum development &amp; pedagogy, skill development courses, Exposure visits, workshops, Seminars, conferences, certificate programs etc. followed by faculties and Departments that play a vital role in Quality Enrichment in Curriculum and Development.</li></ul>
	<p>Senior Director (Institution Governance Committee) - Mr. T.G. Balachandran</p> <ul style="list-style-type: none"><li>• Active learning like reciprocal questioning to be implemented in classrooms to enhance quality.</li></ul>
	<p>Addl. Registrar – Admin (Staffs &amp; Students) - Dr. V. Cyril raj</p> <ul style="list-style-type: none"><li>• Stressed on the Importance of Curriculum Development and Enrichment in NAAC accreditation.</li><li>• Ensure curriculum is enriched and updated with Institution's Vision and Mission.</li><li>• Ensure augment Program Introduction for better Job Opportunities and to improve the skill set.</li><li>• Syllabus upgradation to be done periodically. Criteria – I co-ordinators to ensure the implementation of curriculum enrichment.</li><li>• Department Heads to track the progress of the Department criterion wise.</li></ul>
	<p>Joint Registrar – OBE - Dr.Ganesan</p> <ul style="list-style-type: none"><li>• AICTE guidelines and respective council guidelines are followed in curriculum framing.</li><li>• Interdisciplinary learning is the need of the hour.</li><li>• LOCF is implemented the E&amp;T. LOCF is now implemented across all the faculties and Departments in the past 3 months.</li><li>• Curriculum revision is done every 4 years.</li></ul>
	<p>Dean E&amp;T – Dr.Ethiraj</p> <ul style="list-style-type: none"><li>• Curriculum development is carried out periodically based on the need of the students and Choice based elective courses in the curriculum provide an opportunity to the students have interdisciplinary</li></ul>

  
Director- IQAC  
Dr. K. Balasubramanian

  
Vice Chancellor  
Dr. S. Geethalakshmi




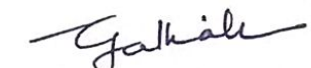
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		learning/ knowledge.
		Joint Registrar QS & PM - Dr. K. Senthil Kumar • Ensure need analysis is done before framing the syllabus.
2.	Techniques/ Strategies used to measure student project quality.	Director IQAC – Dr. K. Balasubramanian • Based on the Discussions in Quality circle meeting a rubric was framed to evaluate student's project which was circulated to Departments through Departmental IQAC co-ordinators. • It was observed that most of the faculties follow their own rubric for project evaluation in accordance with their council/ governing body regulations.
		Dean E&T - Dr. N. Ethiraj • Due to the pandemic, many students are not able to carry out projects in Industries. However, few students apply for Projects in Industries and carry out projects in Industries.
		Senior Director (Institution Governance Committee) - Mr. T.G. Balachandran • Projects to be applied under STRIDE scheme.
		Joint Registrar QS & PM - Dr. K. Senthil Kumar • To ensure more interdisciplinary projects are done and are published in SCOPUS indexed reputed journal.
		Dean Placement – Dr. C. Balakrishnan • Asked the HoD's and Faculty Heads to follow the format available in Industry Institute Planning cell for Projects/ Internships in the Industry and update the same to IIPC cell.

Director – IQAC concluded with the closing remarks where he mentioned that all the points that have been discussed will be taken to the higher authorities and necessary action plans will be implemented.

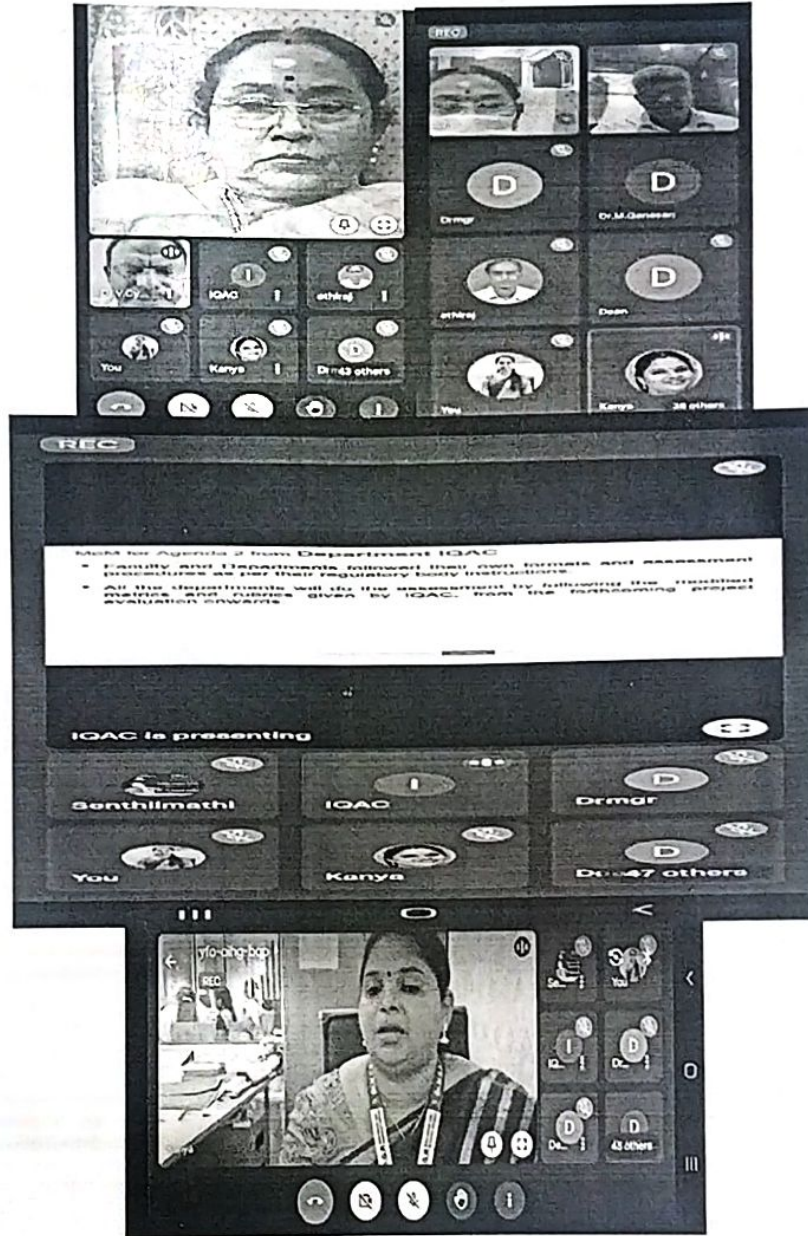
  
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Meeting Date and Time: 27/12/2021 @ 11.15 A.M

Members Present for the meeting collected through Google form collected during meeting

Name of the Faculty	Department	Designation
Dr. S. Geethalakshmi	Vice Chancellor	University
Dr. Ravichandran	Pro VC	University
Dr. C.B. Palanivelu	Registrar	University
Dr. V. Cyril Raj	Addl. Registrar – Admin ( Staffs & Students)	University
Gayathri G	Faculty in Dept of oral and Maxillofacial Surgery	Associate professor
Ms. Aparna K	Chemistry	Assistant Professor
Mrs. Sujitha Jebarose	Nursing	Assistant professor
Dr. M. Ganesan	Mechanical Engineering	Joint Registrar
Brindhaa ARS	Department	Student
Dr. Balakrishnan. C	IIPC	Dean
Dr. Keerthi Narayan V	Thai Moogambigai dental college and hospital	Assistant Professor
Dr. K. Sudhaman	E&T / ECE Department	Associate Professor & Deputy Head
DR. C. V. SENTHIL NATHAN	PHYSIOTHERAPY	PRINCIPAL
Dr. S. Bhuvaneswari	E&T/EEE	HoD
Dr. M. K. Karthikeyan.	Dental Surgery	Additional Principal and HOD
Dr. J. Revathy	Dept. of English	Assistant Professor
Dr. J. Sridevi	Management Studies/ Financial planning	Professor & IQAC-(i/c)
Dr. M. V. L. Kumari	H&S/ Physics	Assistant professor
Dr. N. Ethiraj	Engineering & Technology/Mechanical	Dean -E&T
Professor and Dean	Architecture	Dean
Saranya Dhanapal	Department of conservative dentistry and endodontics	Reader
Dr. Navina Ravindran	Dental/ Periodontics	Senior lecturer

  
Director- IQAC  
Dr. K. Balasubramanian

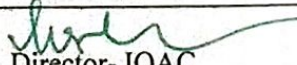
  
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Dr.S.VEENA @ KIRTHIKA	PHYSIOTHERAPY	JOINT REGISTRAR
Ms lyswaryaRaghavi	Hotel Management and Catering Technology	Assistant Professor - IQAC Coordinator
Ms.J.Jothi	English	Assistant Professor
C. Madhavi	Management	Professor
Dr.T.Johnson	Mathematics	Professor & Head
Dr.K.Sheela	Prosthodontics (Dental)	Reader
Mrs. Aditi Ganesh Athreya	Psychology	Assistant Professor
Dr.A.R.Arunachalam	H&S/CS	Dean(Academic)/HoD
Dr.KalpnaDevi.V	Faculty of Allied Health Sciences	Principal i/c
Dr.K.J.Sharmila	Biotechnology	Assistant Professor
Dr.M.Bagirathi	FOMS	Assistant Professor
Dr.S.VALLIAMMAI	H&S/ CHEMISTRY	HoD
Dr.N.Harikrishnan	Faculty of Pharmacy	Principal
Mr.T.Sivabalan	Mechanical Engineering	Assistant Professor
Mr.N.Lakshminarayanan	ECE	Assistant Professor
Prof.Dr. N. Rajeswari	Law	Professor
Dr. M. ChandrasenaRajeswaran	English	Professor and Head
Dr.G.Brindha	Faculty of management studies	Prof and head
Ms. V. SARALA DEVI	Computer Applications	Assistant Professor
Dr. K. Geetha	Faculty of Education	Principal
Dr. R. Jayam	Human Resource Management	Prof & Head
Dr Hema VH	Faculty of Nursing Dr MGR Educational Research institute	Principal
Dr. S. Valliammai	Chemistry	HoD
Dr.RajnishShitalBorkar	ACS Medical College and Hospital	Professor and HOD
Dr. G. Bhavani	Faculty of AHS	Associate professor
Vinothkumar R	Dental	Reader

  
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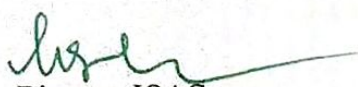
University with Graded Autonomy Status  
(An ISO 21001 : 2018 Certified Institution)  
Periyar E.V.R. High Road, Maduravoyal, Chennai-95, Tamilnadu, India.



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Ms.M.Mahmuda Begum	H & S / Fashion Design	HoD
Dr.P.SENTHAMIZH PAVAI	Faculty of Education	Assistant Professor
Dr.V. AGALYA	ECONOMICS	ASSISTANT PROFESSOR & HEAD
Dr.Sreedevi J	Dental	Senior lecturer
Mrs. M. Devi	Faculty of pharmacy	Assistant Professor
MS. D. Kavitha	French faculty	Assistant professor
DR.S. GEETHA	CSE	HEAD
Dr K Balasubramanian	IQAC	Director
Dr Depaa RA B	E&T Civil Engineering	Deputy HoD
Mrs. GOMATHI NAGAJOTHI	E&T, Civil	Deputy Dean
Dr.Amutha	Oral Pathology	Senior lecturer
Dr.N.Kanya	E&T/ HoD	Addl Dean E&T/ HoD IT
A. V. Sekhar	HMCT & De-Novo Courses	Senior HOD
Dr. N. S. Shubhashree	First Year E&T	Joint Registrar

  
Director- IQAC  
Dr. K. Balasubramanian

  
Vice Chancellor  
Dr. S. Geethalakshmi