



# DMI ENGINEERING COLLEGE

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**BROTHERHOOD TRUST**

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Approved by AICTE File No: 07/08/TN/E&T/2009/21

Affiliated to Anna University-Chennai.

## **Internal Quality Assurance Cell (IQAC) 2018-2019(ODD SEM)**



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Approved by AICTE File No: 07/08/TN/E&T/2009/21

Affiliated to Anna University-Chennai.

Date: 04.06.2018

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

The first Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 (ODD Semester) will be conducted on 07.06.2018 at 10:30 am in the Conference Hall with the following agenda being discussed. All the IQAC members are requested to attend the meeting.

### AGENDA

- To prepare academic calendar for the year 2018-2019 (ODD Semester).
- To improve the teaching and learning methods.
- To conduct seminars for faculties on PSOs, COs and POs.
- To organize induction program for first year.
- To organize FDP's to improve the academic outcomes.
- To motivate staff members to publish research papers in reputed journals.
- To launch value added courses for students to enhance their knowledge.
- To train students to be placed in reputed companies.

Copy to:

1. Administrator
2. All HODs
3. IQAC Members
4. Office



  
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Affiliated to Anna University-Chennai.

Date:07.06.2018

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF MEETING (IQAC)**

The first meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2018-2019 (ODD Semester) was conducted on 07.06.2018 at 10:30am in the Conference Hall. The agenda given in the circular were discussed.

**Attendees:**

Sl:No	NAME OF THE IQAC MEMBER	DESIGNATION	IQAC DESTINATION
1.	Rev.Sr.J.Josphine	Administrator	Member- Management
2.	Dr.A.Albert Raj	Professor & Principal	Chairperson-Head of the Institution
3.	Dr.P.Jose	Associate Professor/CSE	IQAC Coordinator
4.	Rev.Sr.I.Arockia Mary	Correspondent	Member- Management
5.	Dr.M.A.Leo Vijilious	Director of DFT Group of Institutions	Member- Management
6.	Mr.C.Mahil Loo Christopher	Assistant Professor/MECH	IQAC Member
7.	Mrs.N.S.Benila	Assistant Professor/ECE	Senior Faculty Member
8.	Mrs.R.D.S.Terese Sheeba	Assistant Professor/ECE	Senior Faculty Member
9.	Mr.Binu Packia Anand	Assistant Professor/EEE	Senior Faculty Member
10.	Mr.J.Jeba Jenkin	Assistant Professor/CIVIL	Senior Faculty Member
11.	Mrs.Rekha.S	Assistant Professor/S&H	IQAC Member
12.	Mrs.T.Thanka Geetha	Assistant Professor/ECE	IQAC Member
13.	Mrs.Sahaya Selin Rose	Assistant Professor/CIVIL	IQAC Member
14.	Mr.B.Ananda Raj	Local Society	IQAC Member
15.	Mr.Micheal Ajin	Alumni	IQAC Member
16.	Ms.Priya.M	Student/ECE	Student Representative
17.	Mr.Micheal Joyal.C	Student/CSE	Student Representative
18.	Mr.Sathyan.R	Father of Vignesh.S/EEE	Parent
19.	Mr.Jothinath	CEO-Jothinath windmill Industry	IQAC Member /Industrial Expert



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The meeting commenced with the principal's opening remarks highlighting the significance of the Internal Quality Assurance Cell (IQAC) and its functions. The IQAC Coordinator extended a warm welcome to all the members attending the IQAC meeting.

### POINTS DISCUSSED:

- 1) Long discussion on the academic calendar, academic schedule and quality initiative program for the upcoming academic year 2018-2019 (ODD SEMESTER).
- 2) To improve academic results, the following activities may be followed.
  - Special coaching will be given to slow learners.
  - Schedule for internal test has been proposed.
  - Question paper for internal test should be framed by the respective subject coordinators. The scrutiny of the question paper will be examined by respective HOD's.
  - Important questions will be given to students two days before the test and coaching class will be conducted in the first 2 hours of the test day and the test will be in the 3<sup>rd</sup> and 4<sup>th</sup> hour.
- 3) To improve teaching and learning methods:
  - Both faculties and students should attend NPTEL courses which facilitates their professional growth and knowledge updates.
  - Faculties are advised to attend 2 FDPs compulsorily per semester.
  - It was advised to take into account that specific details of the regulation 2017 syllabus might differ based on program and department. It was strongly recommended to refer Anna University website for further clarification.
- 4) Faculty members are urged to synchronize their teaching approaches with the COs (Course Outcomes) and POs (Program Outcomes) specified by Anna University.
- 5) Bridge course for the newcomers is planned to offer them guidance and create a warm and inclusive atmosphere.
- 6) The add-on courses are designed to provide knowledge beyond the curriculum and make our students more capable when looking for a job.
- 7) All faculties are motivated to present their paper in international conference.
- 8) Providing students with training to enhance their employability and making them placed in reputed companies.



  
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2	Dr.A.Albert Raj	Professor & Principal	Chairperson-Head of the Institution	A
3	Dr.P.Jose	Associate Professor/CSE	IQAC Coordinator	Jose
4	Rev.Sr.I.Arockia Mary	Correspondent	Member-Management	Vidam
5	Dr.M.A.Leo Vijilious	Director of DFT Group of Institutions	Member-Management	Leo
6	Mr.C.Mahil Loo Christopher	Assistant Professor/Mechanical	IQAC Member	Christopher
7	Mrs.N.S.Benila	Assistant Professor/ECE	Senior Faculty Member	Benila
8	Mrs.R.D.S.Terese Sheeba	Assistant Professor/ECE	Senior Faculty Member	Sheeba
9	Mr.BinuPackiaAnand	Assistant Professor/EEE	Senior Faculty Member	Binu
10	Mr.J.Jeba Jenkin	Assistant Professor/CIVIL	Senior Faculty Member	Jeba
11	Mrs.Rekha.S	Assistant Professor/S&H	IQAC Member	Rekha
12	Mrs.T.Thanka Geetha	Assistant Professor/ECE	IQAC Member	Geetha
13	Mrs.Sahaya Selin Rose	Assistant Professor/CIVIL	IQAC Member	Selin
14	Mr.B.AnandaRaj	Local Society	IQAC Member	Ananda
15	Mr.MichealAjin	Alumni	IQAC Member	Micheal
16	Ms.Priya.M	Student/ECE	Student Representative	M. Priya
17	Mr.Micheal Joyal.C	Student/CSE	Student Representative	Micheal Joyal
18	Mr.Sathyan.R	Father of Vignesh.S/EEE	Parent	Sathyan
19	Mr.Jothinath	CEO-Jothinath windmill Industry	IQAC Member /Industrial Expert	Jothinath



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Date: 07.12.2018

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

Action taken report on the suggestions of the IQAC meeting held on 07.12.2018. Based on the suggestions given by the IQAC, the following actions were taken:

SUGGESTIONS	ACTION TAKEN
To prepare academic calendar for the year 2018-2019 (ODD Semester).	<ul style="list-style-type: none"><li>The faculties from all the department provided their lesson plans, department event schedules and course materials. The activities were incorporated in the academic calendar and it was circulated among faculties and students.</li></ul>
To improve academic results	<ul style="list-style-type: none"><li>Slow learners are identified through weekly test.</li><li>Faculties are asked to take question paper in a manner of 80% direct questions and 20% reflective questions.</li></ul>
To improve teaching and learning methods	<ul style="list-style-type: none"><li>Faculties and students attended various online courses.</li><li>Various faculties attended FDPs in various other colleges.</li></ul>
To organize FDPs, seminar and workshop	<ul style="list-style-type: none"><li>FDPs, workshop and seminar were successfully conducted by all departments.</li></ul>
To organize first year induction program	<ul style="list-style-type: none"><li>From 27/08/2018 to 29/08/2018 the department of science and humanities has organized an induction program with the aim of providing newcomers with offering guidance and welcoming and inclusive environment.</li></ul>
Add-on course	<ul style="list-style-type: none"><li>A total of nine add-on course of various topics was successfully conducted by all the departments.</li></ul>
To increase publication of faculties	<ul style="list-style-type: none"><li>Research articles authored by faculties from various departments was published in reputed journals</li></ul>



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5	Dr.M.A.Leo Vijilious	Director of DFT Group of Institutions	Member- Management	M. A. Leo Vijilious
6	Mr.C.Mahil Loo Christopher	Assistant Professor/Mechanical	IQAC Member	C. Mahil Loo Christopher
7	Mrs.N.S.Benila	Assistant Professor/ECE	Senior Faculty Member	N. S. Benila
8	Mrs.R.D.S.Terese Sheeba	Assistant Professor/ECE	Senior Faculty Member	R. D. S. Terese Sheeba
9	Mr.Binu Packia Anand	Assistant Professor/EEE	Senior Faculty Member	B. Packia Anand
10	Mr.J.Jeba Jenkin	Assistant Professor/CIVIL	Senior Faculty Member	J. J. Jeba Jenkin
11	Mrs.Rekha.S	Assistant Professor/S&H	IQAC Member	Rekha.S
12	Mrs.T.Thanka Geetha	Assistant Professor/ECE	IQAC Member	T. Thanka Geetha
13	Mrs.Sahaya Selin Rose	Assistant Professor/CIVIL	IQAC Member	S. Selin Rose
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18	Mr.Sathyan.R	Father of Vignesh.S/EEE	Parent	S. Sathyan
19	Mr.Jothinath	CEO-Jothinath windmill Industry	IQAC Member /Industrial Expert	J. Jothinath

**IQAC COORDINATOR**



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## Internal Quality Assurance Cell (IQAC) 2018-2019(EVEN SEM)





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Date: 04.01.2019

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

The second Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 (EVEN Semester) will be conducted on 07.01.2019 at 10:30 am in the Conference Hall with the following agenda being discussed. All the IQAC members are requested to attend the meeting.

### AGENDA

- Review of previous meeting
- Academic calendar for the year 2018-2019 (EVEN Semester)
- To organize FDPs to improve the academic outcomes.
- To motivate staff members to publish research papers in reputed journals.
- To conduct value added courses for students to enhance their knowledge.
- To organize placement training and train them to be placed in reputed companies.
- To motivate students to participate in various contests via symposium, project contest and hackathons.
- To sign MoU with companies..

  
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Date:07.01.2019

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF MEETING (IQAC)**

The second meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2018-2019 (EVEN Semester) was conducted on 07.01.2019 at 10:30am in the Conference Hall. The agenda items given in the circular were discussed.

**Attendees:**

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The meeting commenced with the principal's opening remarks highlighting the significance of the Internal Quality Assurance Cell (IQAC) and its functions. The IQAC Coordinator extended a warm welcome to all the members attending the IQAC meeting.

**POINTS DISCUSSED:**

- The previous meeting points were discussed in detail.
- Faculties are encouraged to attend FDPs and both students and faculties are encouraged to attend NPTEL courses.
- Value added courses should be conducted in such a way that they will boost students' skills and increase their chance of employability.
- Faculties are advised to encourage students to attend various events hosted by other colleges.
- The implementation of MoU's with various companies was established, aiming to benefit students by bridging gap between academic and industrial requirements.
- Faculties are advised to concentrate more on Final Year Projects.
- Heads of various departments are motivated to conduct events that allow alumni to interact and build strong relationships.
- To facilitate the organization of internships for students, providing them with valuable experience.
- To enhance specific skills and to assist students in finding jobs opportunities.



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Affiliated to Anna University-Chennai.

Date: 03.05.2019

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT

Action taken report on the suggestions of the IQAC meeting held on 03.05.2019. Based on the suggestions given by the IQAC, the following actions were taken:

SUGGESTIONS	ACTION TAKEN
To prepare academic calendar for the year 2018-2019 (EVEN Sem).	<ul style="list-style-type: none"><li>The staff members from all the departments provided their course plan and academic schedule. These activities were incorporated in the academic calendar and the calendar was circulated among faculties and students.</li></ul>
To organize FDPs and attend NPTEL	<ul style="list-style-type: none"><li>FDPs were successfully conducted by all the departments</li></ul>
Add on course	<ul style="list-style-type: none"><li>A total of add on courses were conducted successfully by various departments.</li></ul>
Signing of MoU	<ul style="list-style-type: none"><li>Various companies signed MoU's with our institution.</li></ul>
Final year project work	<ul style="list-style-type: none"><li>Our final year students actively engaged in a range of projects which was created for enhancing society.</li></ul>
Alumni meet	<ul style="list-style-type: none"><li>Alumni interaction was organized on</li></ul>
Internship for students	<ul style="list-style-type: none"><li>Internships were arranged for students to enable them to gain practical knowledge in diverse companies.</li></ul>
Training and Placement activities	<ul style="list-style-type: none"><li>A number of training programs were conducted.</li><li>A number of companies were invited for placement to our institution and a number of students were placed in various companies.</li></ul>



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Affiliated to Anna University-Chennai.

To motivate students and faculties to present paper in international conferences	<ul style="list-style-type: none"><li>• Faculties from various departments presented papers in various international conferences.</li></ul>
To make placed in reputed companies	<ul style="list-style-type: none"><li>• Placement training program was conducted for the students to elevate their industry expectations from</li></ul>

Sl:No	NAME OF THE IQAC MEMBER	DESIGNATION	IQAC DESTINATION	SIGNATURE
1	Rev.Sr.J.Josphine	Administrator	Member-Management	G. Josphine
2	Dr.A.Albert Raj	Professor & Principal	Chairperson-Head of the Institution	A
3	Dr.P.Jose	Associate Professor/CSE	IQAC Coordinator	P. Jose
4	Rev.Sr.I.Arockia Mary	Correspondent	Member-Management	I. Arockia Mary
5	Dr.M.A.Leo Vijilious	Director of DFT Group of Institutions	Member-Management	M. A. Leo Vijilious
6	Mr.C.Mahil Loo Christopher	Assistant Professor/Mechanical	IQAC Member	C. Mahil Loo Christopher
7	Mrs.N.S.Benila	Assistant Professor/ECE	Senior Faculty Member	N. S. Benila
8	Mrs.R.D.S.Terese Sheeba	Assistant Professor/ECE	Senior Faculty Member	R. D. S. Terese Sheeba
9	Mr.BinuPackiaAnand	Assistant Professor/EEE	Senior Faculty Member	B. Packia Anand
10	Mr.J.Jeba Jenkin	Assistant Professor/CIVIL	Senior Faculty Member	J. J. Jenkin
11	Mrs.Rekha.S	Assistant Professor/S&H	IQAC Member	R. Rekha
12	Mrs.T.Thanka Geetha	Assistant Professor/ECE	IQAC Member	T. Thanka Geetha
13	Mrs.Sahaya Selin Rose	Assistant Professor/CIVIL	IQAC Member	S. Selin Rose
14	Mr.B.AnandaRaj	Local Society	IQAC Member	B. Ananda Raj
15	Mr.MichealAjin	Alumni	IQAC Member	M. Micheal Ajin



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16	Ms.Priya.M	Student/ECE	Student Representative	M.Priya.
17	Mr.Micheal Joyal.C	Student/CSE	Student Representative	Micheal Joyal
18	Mr.Sathyan.V	Father of Vignesh.S/EEE	Parent	Sathyan
19	Mr.Jothinath	CEO-Jothinath windmill Industry	IQAC Member /Industrial Expert	Jothinath

  
IQAC COORDINATOR



  
PRINCIPAL

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