



### Minutes of IQAC Meeting-1

Venue : Board Room

Date & Time : 09-07-2021, 2 pm

The following members were present:

1	Dr. A. Saravanan, Principal	6	Mrs. C. Pearlin, HoD / CIVIL
2	Dr. P. Ramesh, Dean Administration	7	Mrs. R. Selvi, AP / CSE
3	Mr. J. Srinivasan, HoD / BME	8	Dr. P. Arunachalam, HoD / S&H
4	Mr. G. Gandhi Jabakumar, HoD / CSE	9	Mr. S.K. Vijai Anand, AP / CSE
5	Mr. R. Ashok Kumar, HoD / MECH		

**Agenda No. 1:** To review and confirm the minutes of last meeting

The last IQAC meeting was held on 25-01-2021. The minutes of meeting were readout with a formal discussion and confirmed by the IQAC members.

**Agenda No. 2:** Analysis of Student Satisfaction Survey 2020-21

The Student Satisfaction Survey obtained for the academic year 2020-21 was presented by the Coordinator. All members had a fair and transparent discussion on the issue.

**Agenda No. 3:** Academic Calendar for Odd Semester

The Principal informed the members the need to plan for activities for the upcoming odd semester for higher semester students for preparation of academic calendar.

**Agenda No. 4:** Conduction of Covid-19 Vaccination Camp

The Principal informed that the college management is keen on conducting Covid-19 vaccination camp for the benefit of students, staffs and people from adjoining Thaiyur village

**Agenda No. 5:** Strengthening teaching learning and academic processes

The Principal informed that all faculties must follow the policy of outcome based education. He insisted the Heads to monitor the same for subject-handling faculties.

**Principal**

**Dr. A. SARAVANAN**

M.Tech., Ph.D. MIE, MISTE, MIAENG

**PRINCIPAL**

**SMK FOMRA INSTITUTE OF TECHNOLOGY**

Fomra Nagar, Rajiv Gandhi Salai, (OMR),

IT Highway, Kelambakkam, Chennai - 603 103.



**SMK FOMRA**  
INSTITUTE OF TECHNOLOGY  
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



**Action Taken Report**

(For IQAC meeting held on 09-07-2021)

S. No	Agenda Item	Resolution	Action taken
1	Review of minutes of last IQAC meeting	Minutes of meeting confirmed.	Noted
2	Analysis of Student Satisfaction Survey 2020-21	Responses for each questionnaire and suggestions discussed in-depth	Vendor machine has been placed. Skill-based value added courses to be included for final years
3	Academic Calendar for Odd Semester	Calendar to be prepared in line with academic and assessment schedule of Anna university	Instructions given to HoDs to provide schedule of departmental co-curricular activities to academic coordinator
4	Conduction of Covid-19 Vaccination Camp	All should put up their hands unitedly in the fight against Covid-19	Covid-19 vaccination camp will be conducted in the last week of September.
5	Strengthening teaching learning and academic processes	Faculties to follow Outcome-based education	Awareness session on OBE was conducted for new faculties. Faculties were mandated to use ICT tools and innovative teaching methods.

*[Handwritten Signature]*  
9/7/21

Principal

**Dr. A. SARAVANAN**

M.Tech., Ph.D. MIE, MISTE, MIAENG

PRINCIPAL

SMK FOMRA INSTITUTE OF TECHNOLOGY  
Fomra Nagar, Rajiv Gandhi Salai, (OMR),  
IT Highway, Kelambakkam, Chennai - 603 103.

Copy to

1. The Chairman/Correspondent/Joint-Correspondent
2. IQAC Members

*[Faint, illegible text]*