



**Minutes of IQAC Meeting-2**

Venue : Board Room

Date & Time : 07-10-2021, 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 09-07-2021. The minutes of meeting were readout with a formal discussion and confirmed by the IQAC members.

**Agenda No. 2:** Promotion of research and innovation

The Principal stressed that faculties and students must be motivated to take up research and innovation activities and requested the Heads to pursue the same vigorously.

**Agenda No. 3:** Improving Campus greenery and Waste management

All members felt the need that campus should be made more lush and green with improved waste management system and effective monitoring of the same.

**Agenda No. 4:** Conduction of Guest Lectures / Industrial Visits / Workshops

The Principal urged all Heads to complete the conduction of Guest lectures, Industrial visits and workshops for all semesters in their respective departments.

**Agenda No. 5:** Review of Internal Assessment Performance

The Principal instructed the Heads to present report on syllabus coverage and internal assessment performance staff-wise for review.



Principal

**Dr. A. SARAVANAN**

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

PRINCIPAL

**SMK FOMRA INSTITUTE OF TECHNOLOGY**

Fomra Nagar, Rajiv Gandhi Salai, (OMR),

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



**Action Taken Report**

(For IQAC meeting held on 07-10-2021)

S. No	Agenda Item	Resolution	Action taken
1	Review of minutes of last IQAC meeting	Minutes of meeting confirmed.	Noted
2	Promotion of research and innovation	Heads to motivate student and faculties to pursue research and innovation activities	Faculties are mandated to publish one paper per semester in International Conference / Journal
3	Improving Campus greenery and Waste management	To improve the ambience of the college greatly	Suggestions by an horticulturist was implemented and awareness on waste management session was conducted for students by all departments.
4	Conduction of Guest Lectures / Industrial Visits / Workshops	Details of co-curricular activities conducted so far and its impact on students was presented	HoDs must ensure that one Guest lecture / Industrial visit / Workshop for each semester and must complete the same before model exams.
5	Review of Internal Assessment Performance	Syllabus coverage and IA performance subject-wise, staff-wise was presented by HoDs for review.	Timetable incharges were instructed to provide additional periods for tough / problematic subjects and coaching classes to be scheduled for slow learners.

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2/10/21

**Principal**

**Dr. A. SARAVANAN**

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

**PRINCIPAL**

**SMK FOMRA INSTITUTE OF TECHNOLOGY**

Porur Nagar, Rajiv Gandhi Salai, (OMR),

Chennai - 603 103.

Copy to

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

*(Faint stamp and handwritten text)*  
Dr. A. SARAVANAN  
Principal  
SMK FOMRA INSTITUTE OF TECHNOLOGY  
Porur Nagar, Rajiv Gandhi Salai, (OMR),  
Chennai - 603 103.