



**Minutes of IQAC Meeting - 4**

Venue : Board Room

Date & Time : 13.03.2020, 3 pm

**Agenda:**

1. Review and confirm the minutes of last meeting
2. Review of Odd Semester Results
3. ICT Tools in Teaching-Learning
4. Review of eco-friendly measures
5. Strengthen student associations
6. Any other matter with the permission of the Chair

S. No	Name	Designation
1	Dr. K. Krishnakumar, Principal	Chairman
2	Mr. P. Ramesh, Dean Administration	Senior Administrative Officer
3	Mr. J. Srinivasan, AP / BME	Internal Member – Senior Teacher
4	Mr. G. Gandhi Jabakumar, HoD / CSE	Internal Member – Senior Teacher
5	Mr. Joe Mueth S Deepak, HoD / MECH	Internal Member – Senior Teacher
6	Mr. M. Velmurugan, HoD / CIVIL	Internal Member – Senior Teacher
7	Mrs. Padmapriya, HoD / EEE	Internal Member – Senior Teacher
8	Mr. Gnana Arun Johnson, HoD / ECE	Internal Member – Senior Teacher
9.	Mr. Sanjay	Campus Manager
10.	Mrs. K. Kala, HoD / BME	NAAC Coordinator
11	Mr. S.K. Vijai Anand, AP / CSE	IQAC Coordinator

**Points Discussed:**

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

The coordinator read the minutes of last meeting and the minutes were reviewed and passed by the members.

**Agenda No. 2:** Review of Odd Semester Results

**Resolution:** The various heads presented the in-depth analysis of anna university odd semester examination results and the pass percentages of class-wise, subject-wise and faculty-wise. Measures have been suggested to improve overall pass percentage of the institution.



**SMK FOMRA**  
INSTITUTE OF TECHNOLOGY  
KELAMBAKKAM, CHENNAI



**Agenda No. 3:** ICT Tools in Teaching-Learning

**Resolution:** The members suggested that with Covid-19 pandemic raging, faculties should learn and familiarize themselves with ICT tools for teaching and evaluation on different platforms. Students were also encouraged to register for courses / internship online.

**Agenda No. 4:** Review of eco-friendly measures

**Resolution:** A review of eco-friendly measures in the campus such as clean and green environment, solar panel for reduction in consumption of electrical energy, rain-water harvesting for stable underground water levels, replacement of fluorescent tube lights with highly efficient LEDs, reducing print-outs by reviewing e-reports, etc.

**Agenda No. 5:** Strengthen student associations

**Resolution:** The members discussed various activities to make the student associations proactive and motivate them to participate in various quiz, paper presentation and other technical events. An inter-departmental competition on variety of events was decided to be conducted before their model exams.



**IQAC Coordinator**

Copy to

1. The Chairman
2. The Correspondent
3. The Joint-Correspondent
4. The members of IQAC

