

## Minutes of the Meeting

**Title of the Meeting** : 1<sup>st</sup> Meeting of Internal Quality Assurance Cell

**Organized by** : Internal Quality Assurance Cell,  
SRM TRP Engineering College, Tiruchirappalli

**Date and Time of Meeting** : 12.04.2025, 10.00 AM

**Location of the Meeting** : Board Room, SRM TRP Engineering College

**Chairperson** : Dr. M. Siva Kumar, Principal

**Minutes Prepared by** : Dr. N. Lenin, Associate Dean-Ranking &  
Accreditation

**Members Present** :

S.No.	Name of the member	Designation	Role
1.	Dr. N. Sethuraman	Chief Director, SRM Group of Institutions, Tiruchirappalli.	Member from the Management
2.	Dr. N. Sambandam	Executive Director, SRM Group of Institutions, Tiruchirappalli.	Special Invitee
3.	Dr. K. Kathiravan	Director-Admission, SRM Group of Institutions, Tiruchirappalli.	Special Invitee
4.	Dr. R. Karthikeyan	Director-Research, SRM Group of Institutions, Tiruchirappalli.	Special Invitee
5.	Dr. G.Vairavel	Dean Academics and Educational Initiatives, SRM Group of Institutions, Tiruchirappalli.	Special Invitee
6.	Dr. R. Krishnamoorthy	Dean-Research,	Special Invitee

		SRM Group of Institutions, Tiruchirappalli.	
7.	Mr. B. Karthik Kumar	DGM – Finance, SRM Group of Institutions, Tiruchirappalli.	Special Invitee
8.	Dr. M. Prabhakar	Dean Administration, SRM Group of Institutions, Tiruchirappalli.	Senior Administrative Officer
9.	Dr. M. Siva Kumar	Principal, SRM TRP Engineering College, Tiruchirappalli.	Chair Person- IQAC
10.	Dr. S. Mary Saira Bhanu	Professor, Department of Computer Science & Engineering, National Institute of Technology, Tiruchirappalli.	Nominee from the Local Society
11.	Mr. M. Karthikeyan	Managing Director, M/s. Velmurugan Heavy Engg. P. Ltd., Trichy	Nominee from the Industrialists
12.	Mr. Prakash Raman	HR Head, HCL Technologies, Madurai.	Nominee from the Employers
13.	Ms. E. Vinodha	Assistant Manager, BMW TechWorks India, Chennai.	Nominee from the Alumni
14.	Mr. J. Taufiq	Mechanical Engg. (2023-27 Batch), SRM TRP Engineering College, Tiruchirappalli.	Nominee from the Students
15.	Dr. C. Ramesh Kannan	Professor & Vice Principal, SRM TRP Engineering College, Tiruchirappalli.	Teacher
16.	Dr. B. Ramasubramanian	Professor & Head, ECE, SRM TRP Engineering College, Tiruchirappalli.	Teacher
17.	Dr. G. Paul Raj	Professor & Head, Mech., SRM TRP Engineering College, Tiruchirappalli.	Teacher
18.	Dr. P. Sudhakaran	Professor & Head, CSE, SRM TRP Engineering College, Tiruchirappalli.	Teacher

19.	Dr. P. Flower Queen	Professor & Head, EEE, SRM TRP Engineering College, Tiruchirappalli.	Teacher
20.	Dr. S. Pitchaikani	Assistant Professor & Head, Civil, SRM TRP Engineering College, Tiruchirappalli.	Teacher
21.	Dr. K. Iyappan	Associate Professor, Maths, SRM TRP Engineering College, Tiruchirappalli.	Teacher
22.	Dr. P. Shymala Anto Mary	Assistant Professor, Maths, SRM TRP Engineering College, Tiruchirappalli.	Teacher
23.	Dr. N. Lenin	Professor & Associate Dean – Ranking & Accreditation, Coordinator IQAC, SRM TRP Engineering College, Tiruchirappalli.	Coordinator of the IQAC
24.	Dr. K. Uma Maheswari	Professor, Electronics and Communications Engineering,	Department Coordinator-IQAC
25.	Dr. G. Maheswaran	Assistant Professor, Electrical and Electronics Engineering, SRM TRP Engineering College, Tiruchirappalli.	Department Coordinator-IQAC
26.	Dr. K. Aghilesh	Assistant Professor, Civil Engineering, SRM TRP Engineering College, Tiruchirappalli.	Department Coordinator-IQAC
27.	Dr. S. Sabeetha Saraswathi	Associate Professor, Computer Science and Engineering, SRM TRP Engineering College, Tiruchirappalli.	Department Coordinator-IQAC
28.	Dr. R. Venkatesan	Professor, Mechanical Engineering, SRM TRP Engineering College, Tiruchirappalli.	Department Coordinator-IQAC
29.	Dr. M. Sangareswari	Assistant Professor, Chemistry, SRM TRP Engineering College, Tiruchirappalli.	First Year Coordinator-IQAC

**Members Absent** : **NIL**

**Agenda of the Meeting** :

<b>Agenda No.</b>	<b>Agenda</b>	<b>By Whom</b>
1.1	Welcome address	Dr. K. Uma Maheswari, Professor & Department Coordinator-IQAC, Electronics and Communications Engineering.
1.2	About the institution	Dr. M. Siva Kumar, Principal and Chair Person-IQAC
1.3	Significant achievements	
1.4	Constitution of IQAC	
1.5	Functions of IQAC	
1.6	Strategic plan	Dr. N. Lenin, Associate Dean-Ranking & Accreditation & Coordinator-IQAC
1.7	Strategic Implementation and Evaluation Process	
1.8	Future plan	
1.9	Vote of thanks	Dr. G. Maheswaran, Assistant Professor & Department Coordinator-IQAC, Electrical and Electronics Engineering.

**Agenda-wise Proceedings** :

### **1.1 Welcome Address**

Dr. K. Uma Maheswari welcomed the gathering.

### **1.2 About the Institution**

#### ***Presentation***

Dr. M. Siva Kumar, Principal, provided an overview of the institution, including academic programs, student strength, faculty resources, and the journey of SRM TRP Engineering College towards quality enhancement.

### **1.3 Significant Achievements**

#### ***Presentation***

Dr. M. Siva Kumar, Principal, shared the key accomplishments of the Institution to the members, including:

- NAAC Accreditation with A+ Grade (CGPA 3.26)
- NBA Accreditation for the programs namely Mechanical Engineering, Electronics and Communication Engineering, Computer Science and Engineering
- Sustainable Institutions of India, Titanium Band in Green Rankings 2025

- Diamond Band in OBE Rankings 2024
- Official signatory member of the SDG Accord

## **1.4 Constitution of IQAC**

### ***Presentation***

Dr. M. Siva Kumar, Principal, presented the formal structure and composition of the IQAC. The roles of internal and external members were explained, and the approved members were acknowledged.

## **1.5 Functions of IQAC**

### ***Presentation***

Dr. N. Lenin, Coordinator-IQAC, started the presentation by highlighting the importance of IQAC in driving institutional quality and continuous improvement. Explained the core responsibilities of IQAC, including:

- Vision and Mission of IQAC
- Functional bodies of the Institution
- Roles of IQAC
- Mechanism of functioning of IQAC

## **1.6 Strategic Plan**

### ***Presentation***

Dr. N. Lenin, Coordinator-IQAC, briefed the process adopted for preparing the strategic plan of the Institution to the members. The presentation included the benchmarking done with various regulatory, accreditation and ranking bodies for fixing the strategic plan. The details are as follows:

- Vision and Mission of the Institution
- Present status of the Institution regarding accreditations & rankings
- SWOC analysis of the Institution
- Benchmarking with NAAC requirements for getting highest grade
- Benchmarking with NBA-New SAR requirements for getting 6 years of accreditation
- Benchmarking with NIRF ranking requirements for securing a place in 1-100 band
- Benchmarking with KAPILA scheme for patent filing with financial support
- Benchmarking with Institute Innovation Council for getting 4 Star rating
- Benchmarking with the requirements for securing a place in Platinum band of OBE & Green Rankings

Further, the strategic plan with 5-year target and the target for the forthcoming AY 2025-26 with respect to the strategic goals namely Academic, Research, and Governance was briefed to the members by the Coordinator-IQAC.

## ***Discussion***

Dr. N. Sambandam, Executive Director and Special Invitee, suggested that 100% feedback should be collected from alumni with a focus on curriculum aspects. Mr. Prakash Raman, Nominee from Employers, emphasized that collecting comprehensive feedback is essential and recommended the use of AI tools to efficiently extract meaningful insights. Mr. M. Karthikeyan, Nominee from Industry, strongly supported the same recommendation. Dr. S. Mary Saira Bhanu, Nominee from Local Society, noted that instead of focusing solely on recent graduates, it would be more beneficial to obtain feedback from experienced alumni who can make constructive contributions toward curriculum enhancement. The Principal and the Coordinator-IQAC were accepted the suggestions given by the members.

Secondly, Mr. M. Karthikeyan, Nominee from Industry, observed that students often lack awareness about the purpose of industrial visits. He suggested that students should be briefed in advance about the company, its products, and services prior to the actual visit to ensure they gain meaningful insights and make the most of the experience. The Principal responded that this practice is already being followed at present. Students are required to submit a brief report based on reflective learning after each industrial visit. This approach not only allows students to articulate their learning experiences but also helps in enhancing their report writing skills.

Dr. R. Karthikeyan, Director – Research and Special Invitee, suggested that specific targets should be set for the incubation centre and start-up initiatives. He further recommended that the target for the average citation index be reviewed, with a greater emphasis placed on the quality of publications. The IQAC Coordinator duly noted these suggestions for further action.

## ***Summary***

Dr. N. Lenin, Coordinator-IQAC, presented the institution's strategic plan aligned with accreditation and ranking benchmarks. Members suggested increasing the count of alumni feedback collection, improving student awareness on industrial visits, and setting clear targets for research, incubation, and publication quality - all of which were acknowledged by the Principal and IQAC for implementation.

## **1.7 Strategic Implementation and Evaluation Process**

### ***Presentation***

Dr. N. Lenin, Coordinator-IQAC, provided a detailed overview of the process being followed for the implementation of the strategic plan and the outcomes achieved. He further explained the quantitative measures used to track progress and outcomes, which are documented through a Monthly Information System (MIS). He added that the Annual Quality Assurance Report (AQAR) would be prepared based on the MIS reports collected over the course of the year. The MIS report templates were presented to the members, and the members unanimously accepted the same. Further, the IQAC Coordinator briefed the members on other key activities of IQAC, including feedback collection, conduct of academic audits, and the organization of periodic IQAC meetings.

## *Discussion*

Dr. R. Karthikeyan, Director – Research and Special Invitee, suggested that a research audit be conducted to review and assess the research activities of the institution.

## *Summary*

Dr. N. Lenin, IQAC Coordinator, presented the strategic implementation process and outcome tracking through the Monthly Information System (MIS), which feeds into the AQAR. Members accepted the MIS framework, and Dr. R. Karthikeyan suggested introducing a research audit to evaluate institutional research performance.

## 1.8 Future Plans

### *Presentation*

The Coordinator-IQAC explained the future plan of the institution to the members and the members accepted the same.

## 1.9 Vote of Thanks

Dr. G. Maheswaran delivered the vote of thanks, acknowledging the IQAC members for their active participation and support in making the 1<sup>st</sup> IQAC Meeting a success.

## Action Plan

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S.No.	Task	Assigned to	Deadline
1.	Target revision in the strategic plan of alumni feedback collection	Principal & Coordinator-IQAC	30.04.2025
2.	Specific targets may set for the incubation centre and start-up initiatives	Principal & Coordinator-IQAC	30.04.2025
3.	Target revision for the average citation index	Principal & Coordinator-IQAC	30.04.2025
4.	Plan for the conduct of research audit	Principal & Coordinator-IQAC	15.05.2025

Tentative schedule of 2<sup>nd</sup> IQAC Meeting: June 28, 2025

N. Lenin  
15/04/25  
Prepared by  
Dr. N. LENIN  
Coordinator-IQAC

Approved by  
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