

ACET/IQAC Meeting/2021-22/001

Date: 02.09.2021

**CIRCULAR**

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 03.09.2021. at 3:00 p.m at Principal Room. All the IQAC members are informed to attend the meeting without fail.

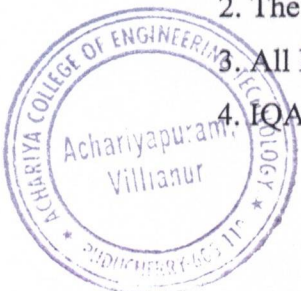
**The Agenda for the Meeting:**

1. Review of Previous Meeting
2. Activities Related to Extension
3. NAAC activities
4. Faculty Growth and Accomplishments
5. Activities for Placement.
6. Feedback Analysis

*ms*  
02/09/21  
**Principal**

**Copy forward to:**

1. The Honorable Managing Director for your gracious disclosure
2. The Office superintendent
3. All Dept HOD's
4. IQAC Committee members & File



*ms*  
**PRINCIPAL**  
ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY  
ACHARIYAPURAM, VILLIANUR,  
PUDUCHERRY 605 110

The minutes discussed as;

The IQAC coordinator welcomed the members present through online for the meeting

• **Review of previous meeting:**

S.NO	POINTS DISCUSSED	ACTION TAKEN
1	Work progress for the NAAC preparation	Review of NAAC work conducted for each department has been completed
2	Updating of College website	All conducted events were posted on the website, and the schedule for upcoming events is displayed
3	Plan for proposal submission of Seminar	The proposal regarding seminars and workshops for all departments has been initiated and communicated to the relevant parties.
4	Faculty Development Programmes (FDP) / NPTEL	Measures were taken for the conducting of online FDPs, and staff attended more FDPs from external sources.  Most students showed interest in participating and registering for online certification courses.

• **Activities Related to Extension- Students:**

- The Head of Departments (HoDs) were instructed to support students in using skill courses, and the principal suggested that they focus on preparing for competitive exams and skill development activities.
- Ensuring student online internships at various institutions during winter and summer programs is a priority.
- Making NPTEL participation mandatory for all students and faculty members, with compensation provided upon successful completion of courses.
- The Value-Added Courses are planned for this semester as
  - Surveying practice and plotting
  - Embedded System
  - Automation interfacing with Arduino
  - Entrepreneurship and Social Responsibility



*M. Suresh*  
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- **NAAC activities**

- The Memorandum of Understanding (MoU) is made and executed on 24.02.2021 with St. Xavier's Catholic College of Engineering for NBA and NAAC activities.
- Planned frequent interactions in the form of workshops to create data formats, collect and verify data, and prepare necessary write-ups.
- Planned to conduct one day workshop for NAAC core committee to explain the criteria wise details.
- The department-level procedure for NAAC work was examined by the IQAC coordinator, along with the conversations amongst the coordinators.

- **Faculty Growth and Accomplishments**

- The principal underlined the need and relevance of creating videos and power presentations and employing a variety of innovative techniques in order to make subjects easier for pupils to understand.
- Faculty members were encouraged to attend seminars, faculty development programs (FDPs), webinars, and conferences for their professional growth.
- IQAC recommends that faculty members for NPTEL certificate course, Conferences and journal publications.


- **Activities for Placement:**

- The placement coordinator insisted on carrying out activities related to student placement.
- To utilize the alumni network for strengthening the student placement
- To map the objective of the MOUs with the programs conducted in the college for the betterment of the student's community.

- **Feedback analysis:**

- IQAC recommended taking feedback from various stakeholders such as alumni, professionals, students, and employers.
- With input from various stakeholders, the solution will be implemented in the future.



  
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**Date:** 03.09.2021

**Venue:** Principal Room

Members Attended:

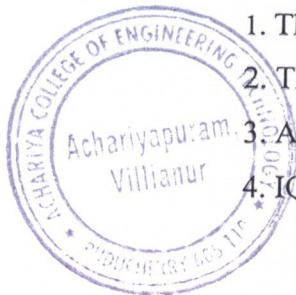
S.NO	Name	Designation	Category	Signature
1	Dr. S. Gurulingam	Principal	Chairperson	<i>[Signature]</i>
2	Dr. J. Arawindhan	Chief Mentor	Managing Director	<i>[Signature]</i>
3	Mr. F.D. Anfinston	Head & SAP	Coordinator	<i>[Signature]</i> 31/9/21
4	Mr. V. Anandakumar	Head (SAP) & TPO	Co-Coordinator	<i>[Signature]</i> 31/9/21
5	Mr. S. Rajendra Prasad	Head & Assistant Professor	Member	<i>[Signature]</i> 31/9/21
6	Ms. A. Kannaki @ Vasanthazhagu	Head & Associate Professor	Member	<i>[Signature]</i>
7	Dr. G. Anand	Head & Associate Professor	Member	<i>[Signature]</i> 3-9/2021
8	Ms. S. Syamala Gowri	Head & SAP	Member	<i>[Signature]</i> 03/09/21
9	Mr. K. Sriram	Senior Administrative Officer	Member	<i>[Signature]</i>
10	G. Manimozhi	Student	Member	<i>[Signature]</i>
11	P. Vasudevan	Alumni	Member	<i>[Signature]</i>
12	Mrs. Malar	Parent	Member	<i>[Signature]</i>
13	Mr. R. Sathishkumar	Managing Director, Ignite Labs Pvt Ltd.	Member	<i>[Signature]</i>

*[Signature]*  
31/9/21  
Coordinator- IQAC

*[Signature]*  
31/9/21  
Principal / Chairperson

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*[Signature]*  
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