

ACET/IQAC Meeting/2020-21/001

Date:03.06.2020

CIRCULAR

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 05-06-2020. at 3:00 p.m. through online. All the IQAC members are informed to attend the meeting without fail.

The Agenda for the Meeting:

1. Review of Previous Meeting
2. Work progress for the NAAC preparation
3. Online teaching
4. Updating of College website
5. Plan for proposal submission of Seminar
6. Faculty Development Programmes (FDP) / NPTEL

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



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ACHARIYAPURAM, VILLIANUR,
PUDUCHERRY 605 110

The minutes discussed as;

The IQAC coordinator welcomed the members through online and briefed the meeting agenda.

- Review of Previous Meeting**

S.NO	POINTS DISCUSSED	ACTION TAKEN
1	Academic Progress	-A schedule has been prepared for conducting seminars/workshops to enhance students' skills and knowledge. -Students have submitted the titles and team members of their skill projects. -Faculty members have implemented innovative teaching methodologies for students, such as using PowerPoint presentations and video lectures.
2	Instructions related to NAAC work	Review of NAAC work conducted for each department has been completed
3	Placement Activities	Skill training programs have been arranged for the students.
4	NSS activities	Tree plantation has been conducted on the campus to promote a greener environment
5	R & D/ CII/IIC Activities	Students have participated in various activities related to R&D activities and have initiated uploading their skill projects for CII contests

- Work progress for the NAAC preparation:**

- IQAC recommended to carry out the attainment of program and course outcomes.
- The IQAC coordinator informed that 2019,20,21 onwards a new format of the AQAR would apply, for this a training session would be organized for all criteria in charge.
- Additional concerns related to NAAC were raised and addressed as follows:
Enhancing awareness among students and other stakeholders about OBE is imperative. Providing comprehensive details regarding curriculum gaps is necessary, with a heightened focus required to identify these gaps effectively.



- **Online teaching**
 - The principal mentioned that in order to implement online teaching for our students, the faculty will receive training on utilizing the selected online platform by the college. All teachers will be registered as official users, enabling them to organize classes by generating links for their lectures.
 - Microsoft team was proposed as a platform to enhance the teaching-learning process significantly
 - In order to facilitate students' understanding of subjects, the principal emphasized the necessity and significance of preparing videos and power points for online classes and utilizing various creative approaches.
- **Updating of College website:**
 - IQAC recommended that need for updating information regarding courses, faculty, facilities, and events.
 - A timeline for the website update was established.
- **Plan for proposal submission of Seminar:**
 - Deliberated on the proposal regarding seminars and workshops for all departments.
 - A timeline for the events proposal was set, targeting completion within a month
- **Faculty Development Programmes (FDP) / NPTEL:**
 - The principal acknowledged the successful organization of Online FDPs and commended the positive feedback received from the online workshops.
 - It was unanimously agreed that faculty members should participate in webinars and FDPs to augment their knowledge, and also to organize webinars for students through co-curricular and extracurricular platforms.
 - NPTEL courses taken by Faculties and Students need to be improved

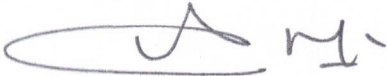


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Date: 05-06-2020

Members Attended:

S.NO	Name	Designation	Category
1	Dr. T. Ganapathy	Principal	Chairperson
2	Dr. J. Arawindhan	Chief Mentor	Managing Director
3	Mr. F. D. Anfinston	Head & Assistant Professor	Coordinator
4	Mr. V. Anandakumar	Head / AP & TPO	Co-Coordinator
5	Mr. P. Manibalan	Head & Assistant Professor	Member
6	Mrs. A. Kannaki @ Vasanthazhagu	Head & SAP	Member
7.	Mr. R. Thirumavalavan	Head & Assistant Professor	Member
8	Ms. S. Syamala Gowri	Head & Assistant Professor	Member
9	Mr. K. Sriram	Senior Administrative Officer	Member
10	S. Gajalakshmi	Student	Member
11	M. Umavathi	Alumni	Member
12	Mrs. Malar	Parent	Member
13	Mr. R. Sathishkumar	Managing Director, Ignite Labs Pvt Ltd	Member



Coordinator- IQAC


Chairperson

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