

ACET/IQAC Meeting/2018-19/001

Date: 04.06.2018

**CIRCULAR**

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 06.06.2018 at 11:00 am in the Board room. All the IQAC members are informed to attend the meeting without fail.

**Agenda for the Meeting:**

1. Introduction of IQAC members
2. Objectives of IQAC
3. Functions / Activities of IQAC

*[Handwritten Signature]*  
4/6/2018

**Principal**

**Copy forward to:**

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



*[Handwritten Signature]*  
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PUDUCHERRY 605 110

Dr. L. Ramachandran, the Chairperson, gave an overview of IQAC, outlining its purposes and significance.

**The minutes discussed as;**

- Dr. L. Ramachandran, the Chairperson, started the conversation regarding the goal of IQAC.
- The IQAC Coordinator, Mr. F.D. Anfinston, greeted each member of the group at the inaugural meeting. All the IQAC members introduced themselves.
- The impact of IQAC on academic excellence was explained by the IQAC Coordinator.
- The institution's quality policy was reviewed.
- All the activities related to academic, admission, administration, other extra-curricular were discussed.
- The objective and functions of IQAC were elaborated by the coordinator, and discussions were carried out. The list of all functions is given below

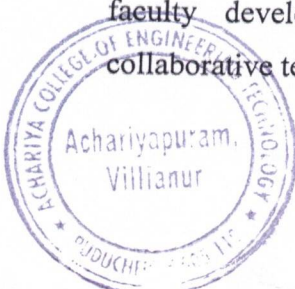
**Objective of IQAC:**

- To fulfil the vision and mission of the institute in the light of its quality policy.
- To establish a framework for purposeful, reliable, and proactive efforts aimed at enhancing both the academic and administrative effectiveness of the institution
- To promote quality culture and implementation of best practices.
- To implement sustainable Quality Management System to enhance quality in education

**Functions of IQAC:**

IQAC has planned to take various measures to ensure the quality functioning of the Institution as given below:

- Establishing and implementing quality benchmarks/standards for diverse academic and administrative functions within the institution.
- Creating a learner-centered environment to facilitate quality education and supporting faculty development to integrate necessary knowledge and technology for collaborative teaching and learning.



*M. Lakshmi*  
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- Soliciting feedback from students, parents, and stakeholders to assess the quality of institutional processes.
- Disseminating information regarding various quality standards in higher education.
- Hosting workshops and seminars both internally and externally focused on quality-related topics and fostering quality improvement through the promotion of quality circles.
- Documenting programs and activities aimed at enhancing quality standards.
- Serving as the central agency within the institution for coordinating quality-related initiatives, including the adoption and dissemination of best practices.
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Compiling the Annual Quality Assurance Report (AQAR) in accordance with NAAC guidelines and parameters for submission



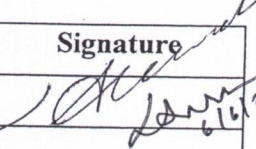
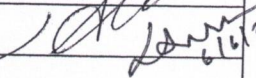
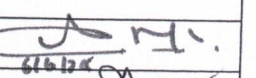
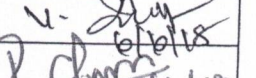

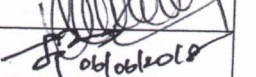
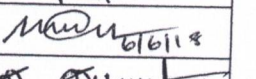
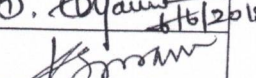
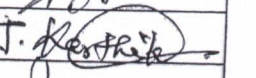
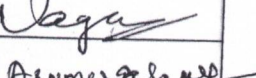
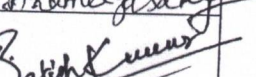
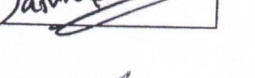
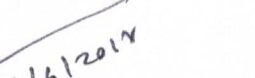

*for 15/11/14*  
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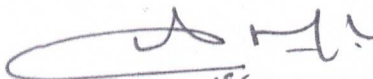
**Minutes of the IQAC Meeting**

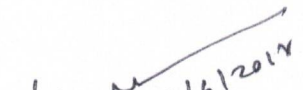
Date: 06.06.2018

Place: Board room

Members Attended:

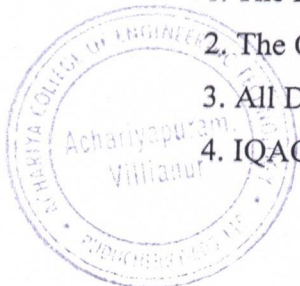
S.No	Name	Designation	Category	Signature
1	Dr. L. Ramachandran	Principal	Chairperson	
2	Dr. J. Arawindhan	Chief Mentor	Managing Director	
3	Mr. F.D. Anfinston	Head & Assistant Professor	Co-ordinator	
4	Mr. V. Anandakumar	Assistant Professor	Co-Coordinator	
5	Mr. R. Chandrasekaran	Head & Assistant Professor	Member	
6	Mrs. A. Kannaki @ Vasanthazhagu	Head & SAP	Member	
7	Dr. K. Thirumalaivasan	Head & Associate Professor	Member	
8	Mr. M. Thirumal	Head & Assistant Professor	Member	
9	Ms. S. Syamala Gowri	Head & Assistant Professor	Member	
10	Mr. K. Sriram	Senior Administrative Officer	Member	
11	J. Karthik	Student	Member	
12	Naga Prasanna Kumar	Alumni	Member	
13	Mr. R. Arumugasamy	Parent	Member	
14	Mr. R. Sathishkumar	Managing Director, Ignite Labs Pvt Ltd.	Member	


  
6/6/2018  
Coordinator- IQAC

  
6/6/2018  
Chairperson

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