ACET/IQAC Meeting/2021-22/002   Date: 06.04.2022

<u>CIRCULAR</u>

Internal Quality Assurance Cell (IQAC) meeting is scheduled on 08.04.2022. at 2:00 p.m at Board Room. All the IQAC members are informed to attend the meeting without fail.

The Agenda for the Meeting:

1. Review of Previous Meeting
2. Academic Progress
3. NAAC related activities
4. Placement Activities
5. NSS activities
6. R & D/ CII/IIC Activities

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

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The minutes discussed as;

The IQAC coordinator welcomed the members present for the meeting.

- **Review of previous meeting:**

S.NO	POINTS DISCUSSED	ACTION TAKEN
1	Activities Related to Extension	Value-added courses were conducted department-wise to improve students' skills.
2	Activities for Placement	Various skill programs were conducted to improve placement opportunities.
3	NAAC activities	The detailed review of all documents was carried out, and discussions about future work took place. Faculties attended a workshop related to NAAC.
4	Faculty Growth and Accomplishments	Measures were taken for the conducting of FDPs, and staff attended more FDPs from external sources. Most Staffs showed interest in participating for online certification courses.
5	Feedback Analysis	Based on feedback from various stakeholders, organized industrial visits, providing programming for 3D printing and implemented soft skill training program.

- **Academic Progress:**

  ➢ IQAC recommended that faculty members undergo classes using taxonomy.

  ➢ Various seminars/workshops have been organized to enhance students' skills and knowledge.

  ➢ Students are encouraged to carry out skill projects to enhance their technical skills.

  ➢ IQAC recommended that faculty members follow innovative teaching methodologies for students.

  ➢ As an extension of academic planning, various skill programs for students such as Communication Skills (Active Listening, Business Planning), Stress Communication, and Soft Skills (Email Etiquette) are planned to be conducted.

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Placement Activities:

➢ Offering supplementary placement training to students can enhance their interview readiness.

➢ The planning for special efforts, such as organizing various training programs like "Personality Development and Aptitude Tests" and "How to Crack the Gate Exam," for students was discussed

➢ Coding skills were planned for final and pre-final year students. A placement drive was organized for students.

➢ The HOD, along with the placement coordinator, planned to identify various industrial contacts within different departments and arrange MoUs with them.

NSS activities:

➢ Plans were made for tree plantation on the campus to promote a greener environment

➢ Plan for blood donation camp discussed

➢ Plans were made for external cleanliness, including the cleanliness of the temple premises.

R & D/ CII/IIC Activities:

➢ The faculty of the department should encourage students to participate in all contests and inter-institutional events.

➢ Students are encouraged to undertake skill projects to participate in CII contests.

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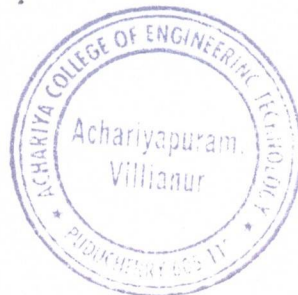ACHARIYAPURAM, VILLIANUR,
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ACET
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Date: 08.04.2022

Venue: Board Room

Members Attended:

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

Coordinator- IQAC

Principal / Chairperson

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