

ACET/IQAC Meeting/2022-23/002

Date:17.02.2023

**CIRCULAR**

This is informed that the IQAC (Internal Quality Assurance Cell) meeting is scheduled on 20.02.2023 at 10:00 am in the Board room. All the IQAC members are requested to attend the meeting without fail.

**The Agenda for the Meeting:**

1. Review of previous IQAC
2. Academic Activities
3. Feedback analysis
4. Quality enhancement initiatives
5. Placement activities
6. General discussions

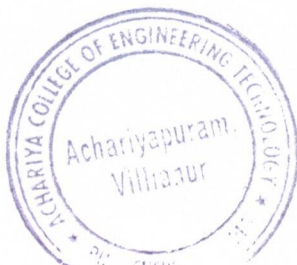
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Principal

PRINCIPAL

ACHARIYA COLLEGE OF ENGINEERING TECHNOLOGY  
Achariyapuram, Villianur  
Puducherry.

**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



*[Handwritten Signature]*  
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PUDUCHERRY - 605 110

**Minutes of the IQAC Meeting**

**Date:** 20.02.2023

**Place:** Board room

**Members Attended:** All

**Members Absent:** -

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> 20/2/23
4	Mr. V. Anandakumar	Head (SAP) & TPO	Co-Coordinator	<i>[Signature]</i> 20/2/23
5	Mr. S. Rajendra Prasad	Head & Assistant Professor	Member	<i>[Signature]</i> 20/2/2023
6	Mrs A. Kannaki @ Vasanthazhagu	Head & Associate Professor	Member	<i>[Signature]</i>
7	Dr. G. Anand	Head & Associate Professor	Member	<i>[Signature]</i> 20/2/23
8	Ms. S. Syamala Gowri	Head & SAP	Member	<i>[Signature]</i> 20/02/23
9	Mr. K. Sriram	Senior Administrative Officer	Member	<i>[Signature]</i>
10	A. Punnasara	Student	Member	<i>[Signature]</i>
11	P. Narendiran	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]*  
20/2/23  
**Coordinator- IQAC**

*[Signature]*  
20/2/23  
**Principal / Chairperson**



*[Signature]*  
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The IQAC Coordinator greeted the attendees and proposed discussing the meeting agenda

The minutes discussed as;

### Review of previous IQAC

- The IQAC revisited past activities, examining their outcomes to underscore achievements and identify areas for enhancement.
- Conducted various value-added courses for student's enhancement.
- Faculties attended 20 FDPs, 3 conferences, various workshops, seminars and webinars.

### Academic Activities:

- The principal strongly advised all departments to strictly adhere to their work plans for timely completion of the syllabus, with Heads of Departments expected to enforce this directive.
- Heads of Departments are responsible for ensuring the effective implementation of the department's roadmap.
- Faculty members are expected to utilize innovative teaching methodologies to handle the classes.
- The various skill development programs are planned for this semester
  - Cryptocurrency
  - Silver Tongued Speaker
  - 6G Wireless Technology
  - Cross cultural communication
  - Drone Technology

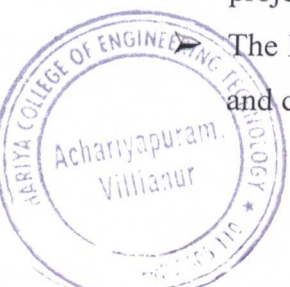
### Feedback analysis:

- The Heads of Departments (HODs) were instructed to collect feedback from students for all subjects using a feedback form.
- The IQAC recommended the establishment of a class committee to solicit feedback and address general issues raised by students.

### Quality enhancement initiatives:

- The IQAC recommends that faculty encourage students to undertake innovative projects in various domains

The IQAC advises faculty to promote student participation in symposiums, webinars, and certification courses.



*M. S. S. S.*  
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- The IQAC recommends that faculty members attend various workshops, webinars, Faculty Development Programs (FDPs) and certification courses.
- Identify and support slow learners to ensure their successful completion of all subjects, and arrange for remedial classes as needed.
- The value-added courses are planned for this semester as,

S.NO	Department	Title
1	CIVIL	Design of Building by Using Revit
2	CSE	Basics of Python
3	ECE	Digital Design using Cadence
4	EEE	Design and Implementation of DC Power Supply
5	MECH	IoT in Manufacturing Industries
6	S&H	IOT - Applications

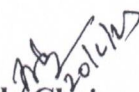
**Placement activities:**

- Collaboration with companies that have signed Memorandums of Understanding (MoUs) is aimed at facilitating internship and placement opportunities for student training
- The IQAC coordinator recommended that department heads and placement coordinators motivate students to actively engage in training sessions.

**General discussions:**

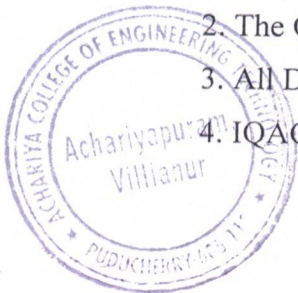
- The team was advised to organize departmental and club activities, ensuring their completion prior to the university exams


  
20/2/23  
Coordinator- IQAC

  
Principal / Chairperson  
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