

ACET/IQAC Meeting/2019-20/002

Date:27.12.2019

CIRCULAR

This is informed that the IQAC meeting is scheduled on 30.12.2019 at 11:30 am in the 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. Academic Progress
3. Instructions related to NAAC work
4. Placement Activities
5. NSS activities
6. R & D/ CII/IIC Activities



[Handwritten Signature]
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 gathering and briefed the meeting agenda.

Review of Previous Meeting:

- The IQAC coordinator read the action taken report of previous meeting with the principal's permission and members' confirmation.

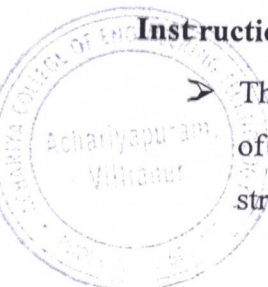
S.NO	POINTS DISCUSSED	ACTION TAKEN
1	Academic Activities	Student centric learning approaches, such as Group Discussion, Seminar and Peer Teaching were implemented. A team was assembled to conduct an internal audit aimed at monitoring academic activities
2	Development Activities for students	Different value-added courses are provided to enhance students' development
3	Placement Activities	MoU has been signed with companies to conduct various programs such as workshops and internships. This Memorandum of Understanding (MoU) is made and executed on 09.01.2020 with Cape Institute of Technology.
4	Faculty Development Activities	Faculty members were encouraged to participate in a variety of online/offline FDPs, workshops and certification courses.
5	Feedback analysis	Based on feedback from various stakeholders, technical seminars, guest lectures, and workshops were conducted. Additionally, students were placed in core companies with good packages.

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.

Instructions related to NAAC work:

- The IQAC coordinator gave instructions related to NAAC work, including the review of the institution's vision and mission, as well as the institutional organizational structure



M. V. S. R.
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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" 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 heads are advised to inaugurate various clubs for each department.
- 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.



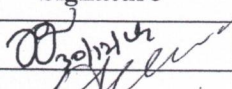
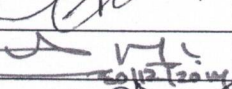
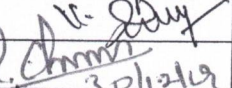

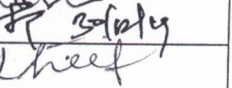
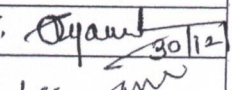
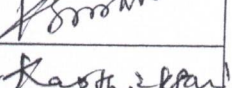
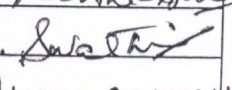
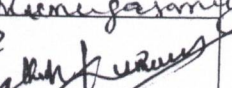
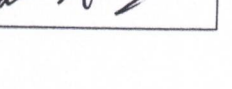
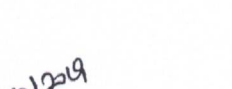



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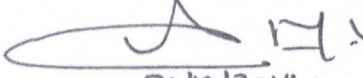
Minutes of the IQAC Meeting

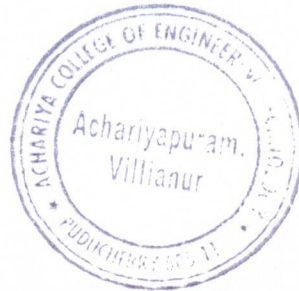
Date: 30.12.2019

Place: Principal Room

Members Attended:

S.NO	Name	Designation	Category	Signature
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	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. R. Thirumavalavan	Head & Assistant Professor	Member	
9	Ms. S. Syamala Gowri	Head & Assistant Professor	Member	
10	Mr. K. Sriram	Senior Administrative Officer	Member	
11	K. Karthick Govindaraj	Student	Member	
12	S. Swathi	Alumni	Member	
13	Mr. R. Arumugasamy	Parent	Member	
14	Mr. R. Sathishkumar	Managing Director, Ignite Labs Pvt Ltd.	Member	



30/12/2019
Coordinator- IQAC




30/12/2019
Chairperson

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