



A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
A.K.T Nagar, Neelamangalam, Kallakurichi, Tamilnadu - 606 213.
Tel :04151 - 223577 Email :aktengg@yahoo.in/Website :www.aktmct.in

IQAC-Regular Minutes of Meeting

Academic Year: 2018-19

Meeting-01



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INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Meeting/2018-19/01

Date: 23-08-2018

CIRCULAR

To comply with the National Assessment and Accreditation Council (NAAC) requirements, our institution's Internal Quality Assurance Cell (IQAC) is constituted on 03-05-2018. The composition of the IQAC is enclosed for your kind reference. The first meeting of IQAC will be held on 27-08-2018 at 10.00 am in the conference hall. All the IQAC members are requested to attend the meeting to discuss the following agenda.

Agenda of the Meeting:

- Roles & Responsibilities of IQAC
- NAAC -Seven Criteria and Key Indicators - In charges
- Formation & approval of various cells and committees
- To discuss the execution of academic & administrative units for the academic year 2018-19

IQAC-Coordinator

Principal

PRINCIPAL
A.K.T.MEMORIAL COLLEGE OF ENGG. & TECH
KALLAKURICHI

Encl: Composition of IQAC members

Copy to:

1. Principal
2. IQAC
3. All the HoDs
4. Office
5. File



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Ref: AKTMCT/IQAC/Meeting/2018-19/01

Date: 27-08-2018

ATTENDANCE-IQAC

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	Thiru.A.K.T.M.Rajendiran	Managing Director	Member	
Chairperson: Head of the Institution				
2.	Dr.V.Manonmani	Principal	Chairperson	
Teachers to represent all level				
3.	Mr.P.Manikannan	HOD-EEE	Member	
4.	Mr.S.Sakthimahesh	HOD-CSE	Member	
5.	Mr.E.Balaji	HOD-MECH.	Member	
6.	Mr.J.Jayakumar	HOD-S&H	Member	
7.	Mr.S.Gulasekarapandiyan	HOD-Civil	Member	
8.	Mr.S.S.Raju	HOD-ECE	Member	
Senior Administrative Officers				
9.	Mr.K.Manikandan	AP-MECH.	Member	
10.	Mr.K.Sekar	AP-CSE	Member	
11.	Mr.P.Ramachandran	AO/Office	Member	
Nominee each from local society, Students and Alumni				
12.	Mr.P.Ramkumar	Lions Club Member	Member	
13.	Ms.M.Pushpa	II Year-CSE	Member	
14.	Mr.T. Murugan	III Year-Mech	Member	
15.	Mr.K.Kalaivanan	AE/TANGEDCO	Member	
Nominee each from Employers /Industrialists / Stakeholders				
16.	Dr.R.Vijayareshwaran	Director, VI Micro Systems, Chennai	Member	
17.	Mr.T.Munusamy	F/o Ms.M.Pushpa II Year-CSE	Member	
One of the senior teachers as the co-ordinator / Director of the IQAC				
18.	Mr.K.Parthiban	AP-Mech	IQAC-Coordinator	

IQAC-Coordinator

Principal

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Ref: AKTMCET/IQAC/MoM/2018-19/01

Date: 27-08-2018

MINUTES OF MEETING

The following are the minutes of the first IQAC meeting held on 27-08-2018 at 10.00 am in Conference hall.

The following members were present:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	Thiru.A.K.T.M.Rajendiran	Managing Director	Member
Chairperson: Head of the Institution			
2.	Dr.V.Manonmani	Principal	Chairperson
Teachers to represent all level			
3.	Mr.P.Manikannan	HOD-EEE	Member
4.	Mr.S.Sakthimahesh	HOD-CSE	Member
5.	Mr.E.Balaji	HOD-MECH.	Member
6.	Mr.J.Jayakumar	HOD-S&H	Member
7.	Mr.S.Gulasekarapandiyam	HOD-Civil	Member
8.	Mr.S.S.Raju	HOD-ECE	Member
Senior Administrative Officers			
9	Mr.K.Manikandan	AP-MECH.	Member
10.	Mr.K.Sekar	AP-CSE	Member
11.	Mr.P.Ramachandran	AO/Office	Member
Nominee each from local society, Students and Alumni			
12.	Mr.P.Ramkumar	Lions Club Member	Member
13.	Ms. M.Pushpa	II Year-CSE	Member
14.	Mr.T. Murugan	III Year-Mech	Member
15.	Mr.K.Kalaivanan	AE/TANGEDCO	Member
Nominee each from Employers /Industrialists / stakeholders			
16.	Dr.R.Vijayareshwaran	Director, VI Micro Systems, Chennai	Member
17.	Mr.T.Munusamy	F/O Ms. M.Pushpa II Year-CSE	Member
One of the senior teachers as the co-ordinator / Director of the IQAC			
18	Mr.K.Parthiban	AP-Mech	IQAC-Coordinator

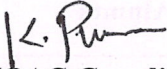


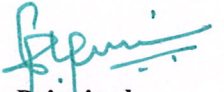
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The following points were discussed:

S.No	Points discussed	Responsibility /Remarks
1	Principal/Chairperson of IQAC welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting and gave their valuable suggestions for increasing a quality culture in the institution. Followed by the members present were introduced.	Principal
2	The functions and Objectives of IQAC and the Roles and Responsibilities of IQAC members were presented by Mr. K. Parthiban - IQAC Coordinator.	IQAC Coordinator
3	The team members have been formed as per NAAC - Criteria and Key indicators to fulfill the requirements of NAAC.	All Dept. Heads
4	Various cells like the R&D cell, Women Empowerment cell, NSS cell YRC cell, and Alumni Cell are constituted. Various committees such as sports committee, cultural committee, and transport committee are formed.	Management, Principal & IQAC coordinator
5	Reviewed execution of academic activities of even semester for the academic year 2018-19.	All Academic Heads


IQAC-Coordinator


Principal
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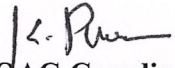
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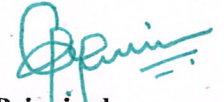
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IQAC - Action Taken Report for Academic Year 2018-19

The following actions were taken to implement the decisions of the first IQAC meeting was held on 27-08-2018 during academic year 2018-19.

S.No	Action Plan	Action Taken	Remarks
1	IQAC	IQAC was established and the composition of IQAC members was formed.	
2	NAAC – Criteria and Key Indicators	The faculty members were assigned incharges for fulfilling the NAAC requirements.	
3	Cells	Various Cells and Committees were constituted for the smooth functioning of the institution to improve the quality of the culture in the institution.	
4	Academic activities	The academic schedule has been prepared for the odd semester – Academic Year 2018-19.	


IQAC-Coordinator


Principal
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