



# **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.aktmcet.in

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## **IQAC-Regular Minutes of Meeting**

**Academic Year: 2018-19**

**Meeting-02**



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## INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Cir/2018-19/02

Date: 11-02-2019

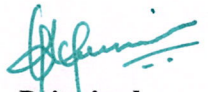
### CIRCULAR

This is to inform you that the meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2019-20 will be held on 13-02-2019 at 10.00 am at the conference hall to monitor the progress and functioning of academic and administrative activities. All the members are requested to attend the meeting.

#### **Agenda of the Meeting:**

- Review of the previous meeting minutes
- Student enrolment
- Research activities
- Purchase of furniture's, Laboratory equipment's and Library books
- Placement Training and Entrepreneurship activities
- NAAC initiatives

  
IQAC-Coordinator

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

#### **Copy to:**

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





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Tel : 04151 - 223577 Email : aktengg@yahoo.in/Website : www.aktmct.in

Ref: AKTMCET/IQAC/Meeting/2018-19/02

Date: 13-02-2019

## ATTENDANCE-IQAC

S.No	Name of the Member	Designation	Composition of IQAC Committee	Signature
<b>Member from the Management</b>				
1.	Thiru.A.K.T.M.Rajendiran	Managing Director	Member	
<b>Chairperson: Head of the Institution</b>				
2.	Dr.V.Manonmani	Principal	Chairperson	
<b>Teachers to represent all level</b>				
3.	Mr.P.Manikannan	HOD-EEE	Member	
4.	Dr.P.Rajaram	HOD-CSE	Member	
5.	Mr.E.Balaji	HOD-MECH	Member	
6.	Mr.J.Jayakumar	HOD-S&H	Member	
7.	Mr.S.Gulasekarapandiyar	HOD-Civil	Member	
8.	Mr.S.S.Raju	HOD-ECE	Member	
<b>Senior Administrative Officers</b>				
9.	Mr.K.Manikandan	AP-MECH	Member	
10.	Mr.K.Sekar	AP-CSE	Member	
11.	Mr.P.Ramachandran	AO/office	Member	
<b>Nominee each from local society, Students and Alumni</b>				
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	
<b>Nominee each from Employers /Industrialists /Stakeholders</b>				
16.	Dr.R.Vijayareshwaran	Director, VI Micro Systems, Chennai	Member	
17.	Mr.T.Munusamy	F/o Ms.M.Pushpa II Year-CSE	Member	
<b>One of the senior teachers as the Coordinator / Director of the IQAC</b>				
18.	K.Parthiban	AP-MECH	IQAC-Coordinator	

IQAC-Coordinator

Principal





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Ref: AKTMCET/IQAC/MoM/2018-19/02

## MINUTES OF MEETING

Academic Year : 2018-2019

Date : 13.02.2019

Timing : 10.00 am

Venue : Conference hall

### The Members of the Committee:

S.No	Name of the Member	Designation	Composition of IQAC Committee
<b>Member from the Management</b>			
1.	Thiru.A.K.T.M. Rajendiran	Managing Director	Member
<b>Chairperson: Head of the Institution</b>			
2.	Dr.V.Manonmani	Principal	Chairperson
<b>Teachers to represent all level</b>			
3.	Mr.P.Manikannan	HOD-EEE	Member
4.	Dr.P.Rajaram	HOD-CSE	Member
5.	Mr.E.Balaji	HOD-MECH	Member
6.	Mr.J.Jayakumar	HOD-S&H	Member
7.	Mr.S.Gulasekarapandiyar	HOD-Civil	Member
8.	Mr.S.S.Raju	HOD-ECE	Member
<b>Senior Administrative Officers</b>			
9.	Mr.K.Manikandan	AP-MECH	Member
10.	Mr.K.Sekar	AP-CSE	Member
11.	Mr.P.Ramachandran	AO/office	Member
<b>Nominee each from local society, Students and Alumni</b>			
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
<b>Nominee each from Employers /Industrialists / Stakeholders</b>			
16.	Dr.R.Vijayareshwaran	Director, VI Micro Systems, Chennai	Member
17.	Mr.T.Munusamy	F/O Ms. M,Pushpa II Year-CSE	Member
<b>One of the senior teachers as the Coordinator / Director of the IQAC</b>			
18.	K.Parthiban	AP-MECH	IQAC-Coordinator





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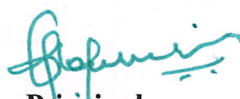
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The following points were discussed:

S.No	Points discussed	Responsibility /Remarks
1	Principal, welcomed all the members for the Internal Quality Assurance Cell (IQAC) meeting and briefed the progress of college academic and administrative activities and achievements.	Principal
2	Action taken report on the Minutes of the last IQAC meeting was presented by K.Parthiban-IQAC Coordinator.	IQAC Coordinator
3	All the department heads were asked to submit the status of the purchase order and arrival of equipment as per the AUR-2019.	All Dept. Heads
4	Periodical review meetings are to be conducted criteria-wise for both academic and administrative units.	Management, Principal & IQAC coordinator
5	All the departments are advised to plan and submit the proposal for conferences, workshops, and seminars.	All Academic Heads
6	Research activities must be carried out by the faculty and students to increase the research publications.	Research Coordinator
7	Discussed on implementation of academic activities and all the academic heads were asked to prepare an action plan for the upcoming semester.	All Academic Heads

  
IQAC-Coordinator

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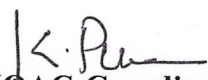
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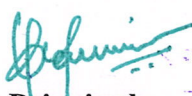
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## IQAC - Action Taken Report for Academic Year 2018-19

The following actions were taken to implement the decisions of the IQAC meeting was held on 13-02-2019 during academic year 2018-19.

S.No	Action Plan	Action Taken	Remarks
1	Purchase	The purchase order is placed	
2	NAAC	The schedule of the review meeting for NAAC was submitted by the IQAC coordinator.	
3	Conferences, seminar and workshops	Programs are conducted and event completion report is received	
4	Research Activities	One faculty member registered PhD in this year.	
5	Conduction of university lab examinations	As per the university guidelines, April/May 2019 examinations were conducted	

  
IQAC-Coordinator

  
Principal  
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