



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

IQAC-Regular Minutes of Meeting

Academic Year: 2019-20

Meeting-01



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

INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Cir/2019-20/01


Date: 24-06-2019

CIRCULAR

This is to inform you that the First meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2019-20 will be held on 28-06-2019, 10.00 am at the conference hall to monitor the progress and functioning of academic and administrative units. All the members are requested to attend the meeting.

Agenda of the Meeting:

- Review of the previous meeting minutes
- Academic schedule for odd semester 2019-2020
- Academic and administrative audit-2019-2020
- Criteria wise data collection
- Preparation of files on criteria wise
- Research Activities
- Alumni Association in each department
- Preparation of Annual report of IQAC


IQAC-Coordinator


Principal

Copy to:

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

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



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Ref: AKTMCT/IQAC/Meeting/att./2019-20/01

Date: 28-06-2019

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. T.R. Chinnusamy	Principal	Chairperson	
Teachers to represent all level				
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.Gulasekarapandiyan	HOD-Civil	Member	
8.	Mr.S.S.Raju	AP-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	III Year- CSE	Member	
14.	Mr.T.Murugan	IV Year- MECH	Member	
15.	Mr.K.Kalaivanan	AE/TANGEDCO	Member	
Nominee each from Employers /Industrialists / stakeholders				
16.	Mr. A.R.Palanisamy	Executive President Bannari Amman Sugar Limited, Coimbatore	Member	
17.	Mr.T.Munusamy	F/O Ms.M.Pushpa III Year- CSE	Member	
One of the senior teachers as the co-ordinator / Director of the IQAC				
18.	K.Parthiban	AP-MECH	IQAC-Coordinator	

IQAC-Coordinator

Principal
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Ref: AKTMCET/IQAC/MoM/2019-20/01

Date: 28-06-2019

MINUTES OF MEETING

The following are the minutes of the First IQAC meeting held on 28-06-2019 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.T.R. Chinnusamy	Principal	Chairperson
Teachers to represent all level			
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.Gulasekarapandiyan	HOD-Civil	Member
8.	Mr.S.S.Raju	AP-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	III Year- CSE	Member
14.	Mr.T.Murugan	IV Year- MECH	Member
15.	Mr.K.Kalaivanan	AE/TANGEDCO	Member
Nominee each from Employers /Industrialists / stakeholders			
16.	Mr. A.R.Palanisamy	Executive President Bannari Amman Sugar Limited, Coimbatore	Member
17.	Mr.T.Munusamy	F/O Ms.M.Pushpa III Year- CSE	Member
One of the senior teachers as the co-ordinator / Director of the IQAC			
18.	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 presided over the meeting and welcomed all the members of IQAC for giving their valuable suggestions for increasing the quality culture in the institution.	Principal
2	IQAC Coordinator reviewed and explained the action taken report of the previous IQAC meeting held on 10-01-2019.	IQAC Coordinator
3	Subject allocation, workload and timetable preparation to be completed.	All the Dept. Heads
4	The exam cell coordinator presented the proposed academic schedule for the odd semester 2019-2020 for members' approval.	Exam cell
5	To improve collaborative research and inter-disciplinary research, Faculty members were motivated to update their knowledge by attending various research-related programs on cutting-edge technologies.	All the faculty member
6	The methods of internal auditing and administrative auditing were discussed.	All the Dept. Heads
7	All the members of the NAAC should submit the updated file of the last semester.	All the faculty member
8	The annual report of the IQAC meeting will be prepared by the IQAC-Coordinator.	IQAC-Coordinator


IQAC-Coordinator


Principal

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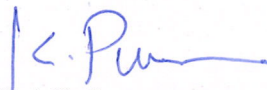
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IQAC - Action Taken Report for Academic Year 2019-20

IQAC Coordinator reviewed and explained the action taken report of the previous IQAC meeting was held on 28-06-2019 during the academic year 2019-2020

S.No	Action Plan	Action Taken	Remarks
1	Course allocation, lesson plan	Course allocation and lesson plans of all courses are collected by the head of the department.	
2	Academic calendar	As per Anna University guidelines, the academic calendar was prepared and distributed to all the Head of the Departments.	
3	Research Activities	More than 20 faculty members have attended the FDP in various topics.	
4	Internal auditing	Internal auditors are deputed among the department for conduct of internal audit.	
5	NAAC work	NAAC fills verification was performed by IQAC coordinator from nearby institution	
6	Annual report of IQAC	The annual report of the IQAC meeting was also submitted to the Principal office.	


IQAC-Coordinator


Principal
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