



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: 2020-21

Meeting-01



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INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Meeting/2020-21/01

Date: 02-11-2020

CIRCULAR

This is to inform you that the First meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2020-21 will be held on 04-11-2020 at 10.00 am in the conference hall to monitor the progress of the NAAC accreditation process. All the members are requested to attend the meeting.

Agenda of the Meeting:

- Value Added/Add on courses for students.
- Feedback mechanism
- Student enrolment and profile.
- Online coaching classes for slow learners (due to COVID-19).
- Mechanism of internal & external assessment.
- Research publications.
- To conduct and participate in online programs related to research.
- Subscription of e-resources (Books, & Journals).
- ICT, Soft skills, Communication skills, & Life skills.
- Mechanism for submission of online and offline student grievances.
- Carrier counseling.
- Online FDP/ Conference/workshops/seminars.
- Bio-diversity environment

IQAC-Coordinator

Principal

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

Copy to:

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



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Ref: AKTMCET/IQAC/Meeting/2020-21/01

Date: 04-11-2020

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.A.Velmurugan	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	
Nominees each from local society, Students and Alumni				
12.	Mr.P.Ramkumar	Lions Club Member	Member	
13.	Ms.M.Pushpa	IV Year-CSE	Member	
14.	Mr.M.Sandhuru	II Year-Civil	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.R.Mannankatti	F/o Mr.M.Sandhuru II Year-Civil	Member	
One of the senior teachers as the Co-ordinator / Director of the IQAC				
18.	Dr.K.Ambujam	HOD-ECE	IQAC-Coordinator	

IQAC-Coordinator

Principal

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Ref: AKTMCET/IQAC/MoM/2020-21/01

Date: 04-11-2020

MINUTES OF MEETING-IQAC

The following are the minutes of the First IQAC meeting held on 04-11-2020 at 10.00 am in Conference hall.

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.A.Velmurugan	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	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
Nominees each from local society, Students and Alumni			
12.	Mr.P.Ramkumar	Lions Club Member	Member
13.	Ms.M.Pushpa	IV Year-CSE	Member
14.	Mr.M.Sandhuru	II Year-Civil	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.R.Mannankatti	F/o Mr.M.Sandhuru II Year-Civil	Member
One of the senior teachers as the Co-ordinator / Director of the IQAC			
18.	Dr.K.Ambujam	HOD-ECE	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 08-01-2020.	IQAC Coordinator
3	IQAC-Coordinator directed to conduct add- on courses online for the 2nd, 3rd, and final year students of all the departments during this COVID-19 lockdown period.	All the Dept. Heads
	Students'/Parents feedbacks were analyzed. All the Department heads were asked to resolve and close the dissatisfaction comments through timely actions. Also, Feedbacks from class committee meetings were analyzed.	All the Dept. Heads
4	All the department heads are asked to arrange additional online special classes for the students to clear their arrears in the upcoming semester.	All the Dept. Heads
5	The faculty members were motivated to publish research papers in reputed journals every year and to update themselves for their academic career growth.	All the faculty member
	Faculty members are asked to participate in online webinars/seminars and workshops related to cutting-edge technology to develop their research skills	
	IQAC-Chairperson suggested that the Ph.D. holders get supervisor recognition from the university for guiding internal faculty and students and developing research activities.	All the Doctorates
6	The Librarian was asked to subscribe to e-resources (Books, & Journals) for the next academic year.	Librarian
7	To develop student's communication and presentation skills, it was decided to conduct a paper presentation on recent technical topics through online mode.	All the Dept. Heads
	All the Department heads were asked to give more priority to student's grievances. Both online and offline grievances were analyzed.	



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S.No	Points discussed	Responsibility /Remarks
8	IQAC coordinator suggested that the faculty members to participate in Faculty Development Programme on Teaching and Learning process to enhance their teaching ability.	All the faculty members
	IQAC is planned to conduct FDP on the Andragogical approach in the teaching-learning process.	IQAC Coordinator
9	To maintain a biodiversity environment in the institution, rainwater harvest pits have to be renovated.	Administrative Officer
10	Faculty members are motivated to apply for research grants.	All the faculty members

IQAC-Coordinator

Principal

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IQAC - Action Taken Report for Academic Year 2020-21

IQAC Coordinator reviewed and explained the action taken report of the previous IQAC meeting was held on 04.11.2020 during academic year 2020-21

S.No	Action Plan	Action Taken	Remarks
1	Add on Courses	A total of 03 add-on courses were conducted for second, third, and final-year students.	
2	Feedbacks	Student/parent feedback and class committee meeting feedback were reviewed and Concerned HoDs were asked to take necessary steps.	
3	Special Class	Special coaching classes were conducted for slow learners and all the department heads were asked to maintain their schedules.	
4	Research Activities	There are 05 research papers published by faculty members. Mr.P.Sivaprakasam AP/EEE published a patent in the title of "Automated Hygiene Fluid Dispensing Device."	
5	FDP/Seminar/Workshop	There are 60 faculty members who have participated in the various FDPs and workshops.	
6	Library	E-resources are subscribed for the next academic year 2021-2022	
7	Presentation Skills	Totally 02 events have been conducted to develop students' communication and presentation skills.	
8	Students Grievances	It was decided that every week suggestion box will be opened to collect students' grievances and take necessary steps. A separate tab was created on the college website for the process of online students' grievances.	
9	Biodiversity	All the rainwater harvest pits were renovated.	

IQAC-Coordinator

Principal