



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: 2021-22

Meeting-01



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INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Cir/2021-22/01

Date: 05-11-2021

CIRCULAR

This is to inform you that the first meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2021-2022 will be held on 09-11-2021, 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
- Courses planning and delivery for students
- Academic and administrative audit-2019-2020
- Criterion wise data collection
- Preparation of files on criteria wise
- Research Activities
- Alumni Activity in each department
- Preparation of Annual report of IQAC

IQAC-Coordinator

Principal

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

Copy to:

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



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Ref: AKTMCET/IQAC/Meeting/2021-22/01

Date: 09-11-2021

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.	Dr.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.	Mr.M.Sandhuru	III Year- Civil	Member	
14.	Mr.A.Karthik	II Year-CSE	Member	
15.	Mr.K.Kalaivanan	AE/TANGEDCO	Member	
Nominee each from Employers /Industrialists / Stakeholders				
16.	Mr. Srinivasan	Spiderman PVC Pvt. Ltd. Chennai.	Member	
17.	Mr.R.Ayyasamy	F/O Mr.A.Karthik II Year-CSE	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/2021-22/01

Date: 09-11-2021

MINUTES OF MEETING

The following are the minutes of the 1st IQAC meeting held on 09-11-2021 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.	Dr.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.	Mr.M.Sandhuru	III Year- Civil	Member
14.	Mr.A.Karthik	II Year-CSE	Member
15.	Mr.K.Kalaivanan	AE/TANGEDCO	Member
Nominee each from Employers /Industrialists / Stakeholders			
16.	Mr. Srinivasan	Spiderman PVC Pvt. Ltd. Chennai.	Member
17.	Mr.R.Ayyasamy	F/O Mr.A.Karthik II Year-CSE	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	The IQAC coordinator welcomed all the members for the internal quality assurance cell meeting and the minutes of last meeting were reviewed. Also action taken report on the minutes of previous IQAC meeting was presented by IQAC coordinator and approved the by the members	IQAC Coordinator
2	Congratulated the team of AKTMCET staffs for their efficient works during COVID-19 pandemic situation.	Management
3	Online academic and administrative monitoring was suggested by members.	Members
4	A meeting of statutory and non-statutory committees was suggested.	Members
5	The academic and administrative department's audit of the academic year 2019-2020 is planned to be conducted during this month's end.	All the staff member
6	NAAC works were delegated to all heads to collect data on the criterion.	All the Heads
7	Due to the COVID-19 pandemic, academic classes are to be conducted as per the Anna University academic schedule in online mode.	Principal
8	Due to COVID-19, all the departments asked to organize online FDPs, Conferences, workshops, Seminars, and webinars for our faculty members, students, and also for outside institutions.	All the faculty members
9	Placement activities are to be conducted as per the schedule.	Placement cell
10	Faculty members were encouraged to submit research grant proposals.	All the faculty members

IQAC-Coordinator

Principal

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IQAC - Action Taken Report for Academic Year 2021-22

IQAC Coordinator reviewed and explained the action taken report of the previous IQAC meeting was held on 09.11.2021 during academic year 2021-22

S.No	Action Plan	Action Taken	Remarks
1	NAAC	The review meeting was conducted to verify the status of file preparation and data collection works on criteria.	
2	Conduction of FDPs, Seminar & Webinar	Conducted various FDPs, workshops, and seminars.	
3	Audit	Both academic and administrative department audits were conducted from 08.12.2021 to 10.12.2021	
4	Research activities	More than 05 faculty members published their research works in international and national journals and conferences.	

IQAC-Coordinator

Principal

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