



# **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: 2019-20**

**Meeting-02**



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## INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Cir/2019-20/02


Date: 20-01-2020

### CIRCULAR

The following will be the Agenda for the IQAC Meeting to be held on 22.01.2020 at 2.30 p.m. in the conference hall. All are requested to attend the same.

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

- Review the previous minutes of the meeting.
- NAAC expert team visit –Feedbacks
- To discuss the execution of academic & administrative activities for the even semester.
- Events - Alumni meet, sports day, parents-faculty meeting and annual day
- Training and Placement activities.
- Academic and Administrative Auditing.

  
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/2019-20/02

Date: 22.01.2020

## ATTENDANCE-IQAC

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	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. T.R. Chinnusamy	Principal	Chairperson	
<b>Teachers to represent all level</b>				
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.Gulasekarapandiyar	HOD-Civil	Member	
8.	Mr.S.S.Raju	AP-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	III Year- CSE	Member	
14.	Mr.T.Murugan	IV Year- MECH	Member	
15.	Mr.K.Kalaivanan	AE/TANGEDCO	Member	
<b>Nominee each from Employers /Industrialists / stakeholders</b>				
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	
<b>One of the senior teachers as the co-ordinator / Director of the IQAC</b>				
18.	Mr.K.Parthiban	AP-MECH	IQAC-Coordinator	

IQAC-Coordinator

Principal

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





Ref: AKTMCET/IQAC/MoM/2019-20/02

Date: 22.01.2020

## MINUTES OF MEETING

The following are the minutes of the 2<sup>nd</sup> IQAC meeting held on 22.01.2020 at 02.30 PM in Conference hall.

The following members were present:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
<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.T.R.Chinnusamy	Principal	Chairperson
<b>Teachers to represent all level</b>			
3.	Dr.P.Manikannan	HOD-EEE	Member
3.	Dr.A.Velmurugan	HOD-CSE	Member
4.	Mr.E.Balaji	HOD-MECH.	Member
5.	Mr.J.Jayakumar	HOD-S&H	Member
6.	Mr.S.Gulasekarapandiyar	HOD-Civil	Member
7.	Mr.S.S.Raju	AP-ECE	Member
<b>Senior Administrative Officers</b>			
8.	Mr.K.Manikandan	AP-MECH.	Member
9.	Mr.K.Sekar	AP-CSE	Member
10.	Mr.P.Ramachandran	AO/Office	Member
<b>Nominee each from local society, Students and Alumni</b>			
11.	Mr.P.Ramkumar	Lions Club Member	Member
12.	Ms.M.Pushpa	III Year- CSE	Member
13.	Mr.T.Murugan	IV Year- MECH	Member
14.	Mr.K.Kalaivanan	AE/TANGEDCO	Member
<b>Nominee each from Employers /Industrialists / stakeholders</b>			
15.	Mr. A.R.Palanisamy	Executive President Bannari Amman Sugar Limited, Coimbatore	Member
16.	Mr.T.Munusamy	F/O Ms.M.Pushpa III Year- CSE	Member
<b>One of the senior teachers as the co-ordinator / Director of the IQAC</b>			
17.	Mr.K.Parthiban	AP-MECH	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 the last meeting were reviewed. Also, the action taken report on the minutes of the previous IQAC meeting was presented by the IQAC coordinator and approved by the members.	IQAC Coordinator
2	The feedback about the NAAC expert team visit was received and discussed – criterion wise.	IQAC Coordinator
3	Farewell day is proposed to be conducted on the second week of February for all the departments.	All the Heads
	The alumni meet is scheduled on 26.01.2020 with the past three years' alumni students.	
	Parent-faculty meetings were conducted on 29.01.2020 for III-year students and 07.02.2020 for II-year students.	
	Discussed the mini-project and main project for the entire semester.	
	Planned to conduct a National Level symposium in March by the department of ECE and CSE.	
4	Academic and Administrative monitoring for the smooth conduct of activities is proposed by members	Members
5	The academic and administrative department's audit of the academic year 2019-2020 is planned and will be conducted during this month of January end.	All the staff Members
6	The annual day will be planned on 03.03.2020 and the sports day will be planned on 28.02.2020.	Principal
	Students' Admission for this Academic Year 2020-21 has been planned.	
7	Training and Placement activities are conducted as per the schedule.	Placement cell
8	Faculty members are motivated to apply the patent and write more research papers.	All the staff Members

  
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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 22.01.2020 during academic year 2019-20

S.No	Action Plan	Action Taken	Remarks
1	NAAC	The review meeting was conducted to verify the status of file preparation and data collection-criterion wise.	
2	Conduction of online FDPs, Seminar & Webinar	More than 40 faculty members have attended the FDP in various topics.	
3	Audit	Both academic and administrative department audits were conducted from 11.02.2020	
4	Research activities	More than 05 faculty members published their research works in international and national journals and conferences.	
5	Alumni	Alumni meet is conducted on 26.01.2020 with past three years alumni students.	
6	Parents Meeting	Parent-faculty meetings were conducted on 29.01.2020 for III-year students and 07.02.2020 for II-year students.	

  
IQAC-Coordinator

  
Principal

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