



# **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-02**



# 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.aktmct.in

## INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Meeting/2020-21/02

Date: 07-06-2021

### CIRCULAR

This is to inform you that the 2<sup>nd</sup> meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2020-21 will be held on 08-06-2021 at 10.00 am in 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
- Feedback mechanism
- Online examinations
- Research collaboration
- Laboratory equipment purchase as per AU 2021
- Competitive exams – National and International levels
- Faculty Development Programmes / Conference
- IQAC initiatives - AAA,
- Preparation for Environmental Audit

**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



# 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.aktmct.in

Ref: AKTMCET/IQAC/Meeting/2020-21/02

Date: 07-06-2021

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

IQAC-Coordinator

Principal  
PRINCIPAL

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



# 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.aktmct.in

Ref: AKTMCTE/IQAC/MoM/2020-21/02

Date: 07-06-2021

## MINUTES OF MEETING

The following are the minutes of the 2<sup>nd</sup> IQAC meeting held on 07-06-2021 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
<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.	Mr.P.Manikandan	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.Gulasekarapandian	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>Nominees each from local society, Students and Alumni</b>			
12.	Mr.P.Ramkumar	Lions Club Member	Member
13.	Mr.M.Sandhuru	II Year-Civil	Member
14.	Ms.S.R. Kiruba	IV Year-EEE	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.R.Mannankatti	F/o Mr.M.Sandhuru II Year-Civil	Member
<b>One of the senior teachers as the Co-ordinator / Director of the IQAC</b>			
18.	Dr.K.Ambujam	HOD-ECE	IQAC-Coordinator



# 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.aktmct.in

The following points were discussed:

S.No	Points discussed	Responsibility /Remarks
1	The 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. Also Principal said that the Tamilnadu Government SOP for Covid-19 needs to be strictly followed. Due to covid-19, academic classes and other activities are to be followed as per Anna University academic schedule in online mode.	Principal
2	IQAC Coordinator reviewed and explained the action taken report of the previous IQAC meeting held on 04-11-2020	IQAC Coordinator
3	The automatic feedback collection system has been implemented and suggested to collect feedback from stakeholders (Students Alumni, Faculty members, and Employers) about the curriculum and the responses have to be consolidated and analyzed.	All the Dept. Heads
4	Due to COVID-19, online examinations will be conducted for both theory and practical subjects as per the guidelines of Anna University and the Government of Tamilnadu. In connection with this, it is decided to conduct an orientation program for the faculty and the students to understand the procedure of online examination.	Exam Cell
5	For improving collaborative research and interdisciplinary research, Faculty members were motivated to update their knowledge by attending various research-related programs on cutting-edge technologies.	All the faculty member
6	All the heads were asked to submit the laboratory requirements as per Anna University regulation 2021.	All the Dept. Heads
7	To enhance the students' participation in National & International level competitive exams, it was decided to conduct an awareness program on competitive exams in the forthcoming academic year.	Training & Placement cell
8	The faculty members were motivated to attend more online Faculty Development Programmes/seminars and workshops in the Teaching and Learning process to enhance their teaching ability.	All the faculty members
9	To face environmental and energy audits, preparation has to be started with the objective of energy conservation on the campus.	Administrative Officer

**IQAC-Coordinator**

**Principal**

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



# 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.aktmcoet.in

## 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 07.06.2021 during academic year 2020-21

S.No	Action Plan	Action Taken	Remarks
1	Feedback collection form stakeholders	Feedbacks were collected from students, alumni, faculty, and employers about the design of the curriculum. The responses have been consolidated and analyzed	
2	Online examinations	As per Anna University guidelines, the orientation programme on online examinations was conducted by the exam cell coordinators on 09.06.2021	
3	Research Activities	Dr.T.Eswaran, ASP/EEE received Seminar grants from DRDO (Rs.20,000) in the title of "Recent Technological Development in Electric Vehicle (EV) System And Its Application In Defence."	
4	Laboratory	As per the 2021 Regulations, Heads submitted their laboratory requirements to place a purchase order.	
5	Awareness programme on Competitive exams	On -12-10-2021 an awareness program on Competitive exams such as GATE, GRE, IEE, UPSC & TNPSC, etc. was conducted for final and third years engineering students.	
6	FDP/Seminar/Workshop	There are 70 faculty members who have participated in the various FDPs and workshops.	
7	Environmental audit	The preparation work for environmental and energy audits has been completed	

  
IQAC-Coordinator

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