



PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2022 – 23/Meeting/01

Date: 01.08.2022

Circular

Internal Quality Assurance Cell has scheduled 25th IQAC meeting on **08.08.2022 (Monday)**. All the members of the IQAC are requested to attend the meeting.

The agenda for the meeting is given below:

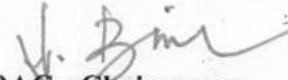
S.No.	Agenda
1	Review and confirmation of minutes of last IQAC Meeting
2	Action taken report on the proposals of the last meeting.
3	Initiatives proposed by IQAC
4	Submission of mandatory disclosure to AICTE and Anna university affiliation process
5	Review of result analysis
6	Discussion on Curriculum gap
7	Review of Research and consultancy works
8	Confirmation of academic calendar
9	Conduction of Academic and administrative audit
10	Any other matters

Date of the meeting: 08.08.2022

Time: 12.30pm

Venue: Board Room


IQAC Coordinator


IQAC - Chairperson

Copy to:

1. The Chairman
2. Principal
3. All the members of IQAC
4. Administrative Officer



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

Date of Meeting : 08.08.2022
Time : 12.30 p.m.
Venue : Board Room
Meeting headed by : Dr.V.Bindhu
Principal
PPG Institute of Technology

Members Present:

S.No	Name	Designation as per IQAC
1.	Dr.V.Bindhu. Principal	Chair Person
2.	Dr.P.Sathiaseelan Director	Member - Teacher
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
5.	Mrs.B.Shuriya HoD/CSE	Member - Teacher
6.	Mrs.S.Vanitha HoD/BME	Member - Teacher
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
10.	Dr.K.Myilsamy HoD/Mechanical, AIT	Member - Local Society
11.	Mr.D.Balaguru Assistant Director MSME – TPDC Coimbatore	Member - Industrialist
12.	Mr.Pavithran	Member - Alumni
13.	Mr.R.Deepakraj III/BME	Member - Student
14.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator



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Agenda 1: Review and confirmation of minutes of last IQAC Meeting

The minutes of previous IQAC meeting were readout with a formal discussion and confirmed by the IQAC members.

Resolution: Resolved to approve the minutes of the previous meeting held on 23.02.2022.

Agenda 2: Action taken report on the proposals of the last meeting.

The report of actions taken for the previous minutes of the meeting was submitted by the IQAC coordinator

Resolution: Resolved to approve the action taken for previous minutes of meeting.

Agenda 3: Initiatives proposed by IQAC

Dr.D.Nithyaprakash, Coordinator, IQAC presented initiatives taken by IQAC for quality improvement

- Innovative practices in teaching – learning were implemented
- Identified the skills gaps or areas where additional training and education could benefit students and enhance their academic experience as per regulation 2021. The list of value added courses for AY 2022 – 23 were presented.

Resolution: Resolved to record the initiatives taken by IQAC

Agenda 4: Submission of mandatory disclosure to AICTE and Anna university affiliation process.

The mandatory disclosure for AY 2022-23 has been successfully submitted to AICTE. The process of applying for continuous affiliation to Anna University for AY 2022-23 is currently underway.

Agenda 5: Review of university result

The Heads of Departments (HoDs) presented the university result analysis of senior students, and the factors contributing to their poor performance were discussed. The principal recommended obtaining question paper analysis from faculty members and conducting a review of the same to address the issue.

Resolution: Resolved to record the results and agreed to review the question paper analysis.

Agenda 6: Discussion on Curriculum gap

Principal insisted to conduct more industry based training programs, internships and organizing industrial visits.

Resolution: Members of the meeting resolved to conduct more programs.



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Agenda 7: Review of Research and consultancy works

The principal instructed the Heads of Departments (HoDs) to increase research and consulting projects. He mentioned that engaging in these activities would significantly influence the performance appraisal.

Resolution: It was decided that the Heads of Departments (HoDs) should commence research and consultancy projects, with an acknowledgment of their positive impact on the appraisal process.

Agenda 8: Confirmation of academic calendar

The proposed academic calendar for AY 2022 – 23 was presented. Each aspects, including semester start and end dates, examination periods, and holidays, was thoroughly discussed

Resolution: It was resolved to confirm the academic calendar

Agenda 9: Conduction of Academic and administrative audit

The IQAC coordinator informed that academic and administrative audit for odd semester has planned during the month of November 2022.

Resolution: The members approved the proposed month for audit.



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Attendance Sheet

S.No	Name	Designation as per IQAC	Signature
1.	Dr.V.Bindhu Principal	Chair Person	V. Bindhu
2.	Dr.P.Sathiaseelan Director	Member - Teacher	P. Sathiaseelan
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	D. Rajeswari
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	S. Selvakumar
5.	Mrs.B.Shuriya HoD/CSE	Member - Teacher	B. Shuriya
6.	Mrs.S.Vanitha HoD/BME	Member - Teacher	S. Vanitha
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher	B. Shanmugam
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher	C. Magesh
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer	R. Dhakishanamoorthy
10.	Dr.K.Myilsamy HoD/Mechanical, AIT	Member - Local Society	K. Myilsamy
11.	Mr.D.Balaguru Assistant Director MSME - TPDC Coimbatore	Member - Industrialist	D. Balaguru
12.	Mr.Pavithran	Member - Alumni	P. Pavithran
13.	Mr.R.Deepakraj III Year /BME	Member - Student	R. Deepakraj
14.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator	D. Nithyaprakash



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 23.05.2022

Agenda	Action Taken	Responsibility
Review and confirmation of minutes of last IQAC Meeting	Noted	-
Submission of mandatory disclosure to AICTE and Anna university affiliation process.	The mandatory disclosure to AICTE has been submitted and accepted. The affiliation process with Anna University has been successfully completed, and affiliation for the academic year 2022-23 has been approved.	Principal Office
Discussion regarding university question papers and feedback from the students	The faculty members stressed the importance of creating a university question paper analysis. In case there are questions that fall outside the syllabus, they recommended contacting the exam cell coordinator.	Faculty Members
Discussion on curricular/co-curricular activities conducted during even semester	All the departments organized various co-curricular activities. <ul style="list-style-type: none">• No. of value added courses conducted - 3• No. of seminars organized – 15• No. of Workshop – 1• No. of Conference - 1	HoDs and Faculty members
Discussion on Human resource requirement for AY 2022-23	New faculty members were recruited to fill the specific positions as needed	Principal and HoDs
Conduction of Academic and Administrative Audit.	External audit conducted on 31.05.2022	IQAC Coordinator
Review of feedback collected for even semester from the stake holders	Action taken report submitted to IQAC	All HoDs


IQAC Coordinator


IQAC Chairperson



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2022 – 23/Meeting/02

Date: 05.12.2022

Circular

Internal Quality Assurance Cell has scheduled 26th IQAC meeting on **12.12.2022 (Monday)**. All the members of the IQAC are requested to attend the meeting.

The agenda for the meeting is given below:

S.No.	Agenda
1	Review and confirmation of minutes of last IQAC Meeting
2	Action taken report on the proposals of the last meeting.
3	Submission of mandatory disclosure to AICTE and Anna university affiliation process
4	Discussion on AQAR submission
5	Discussion on Academic and Administrative audit.
6	Review of class committee meeting held during odd semester.
7	Review of internal assessment test performance of senior students
8	Utilization of ICT tools
9	Review of feedback collected for odd semester from the stake holders
10	Any other matters

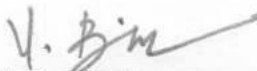
Action taken report on the proposals of the last meeting.

Date of the meeting: 12.12.2022

Time: 11.30 a.m.

Venue: Board Room


IQAC Coordinator


IQAC - Chairperson

Copy to:

1. The Chairman
2. Principal
3. All the members of IQAC
4. Administrative Officer



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

Date of Meeting : 12.12.2022
Time : 11.30 a.m.
Venue : Board Room
Meeting headed by : Dr.V.Bindhu
Principal
PPG Institute of Technology

Members Present:

S.No	Name	Designation as per IQAC
1.	Dr.V.Bindhu Principal	Chair Person
2.	Dr.P.Sathiaseelan Director	Member - Teacher
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
5.	Mrs.B.Shuriya HoD/CSE	Member - Teacher
6.	Mrs.S.Vanitha HoD/BME	Member - Teacher
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
10.	Dr.K.Myilsamy HoD/Mechanical, AIT	Member - Local Society
11.	Mr.D.Balaguru, Assistant Director MSME - TPDC Coimbatore	Member - Industrialist
12.	Mr.Pavithran	Member - Alumni
13.	Mr.R.Deepakraj III/BME	Member - Student
14.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator



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Agenda 1: Review and confirmation of minutes of last IQAC Meeting

The minutes of previous IQAC meeting were readout with a formal discussion and confirmed by the IQAC members.

Resolution: Resolved to approve the minutes of the previous meeting held on 08.08.2022

Agenda 2: Action taken report on the proposals of the last meeting.

The report of actions taken for the previous minutes of the meeting was submitted by the IQAC coordinator

Resolution: Resolved to approve the action taken for previous minutes of meeting.

Agenda 3: Submission of mandatory disclosure to AICTE and Anna university affiliation process. Application for continuous affiliation for AY 2022-23 to Anna University has been approved.

Resolution: The completion of the mandatory disclosure submission and the successful approval of continuous affiliation for the academic year 2022-23 with Anna University is noted and accepted.

Agenda 4: Discussion on AQAR submission

The principal urged the Heads of Departments (HoDs) to furnish the required documents to the Internal Quality Assurance Cell (IQAC) for the submission of the Annual Quality Assurance Report (AQAR).

Resolution: It was decided that the Heads of Departments (HoDs) will promptly provide the necessary documents to the Internal Quality Assurance Cell (IQAC)

Agenda 5: Conduction of Academic and Administrative audit

IQAC coordinator informed that external academic audit is scheduled on 16.12.2022.

The principal instructed the HoDs to keep the documents ready for the smooth conduction of the audit.

Resolution: Members of the meeting agreed to prepare the documents for the audit.

Agenda 6: Review of class committee meeting held during this semester.

The Heads of Departments (HoDs) had a discussion about the department-wise class committee meetings that took place. They also talked about the actions taken based on the feedback received during these meetings.

Resolution: Resolved to record the minutes of class committee meeting.

Agenda 7: Review of internal assessment test performance of senior students.

The performance of senior students in the internal assessment test was presented by the respective HoDs of the department. Furthermore, the details of remedial classes conducted



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for slow learners were also presented. The HoDs were informed to submit the details of the remedial classes to the IQAC cell.

Resolution: It was resolved that the Heads of Departments (HoDs) will continue to monitor and report on the performance of senior students in the internal assessment tests, and they are further instructed to submit the details of remedial classes conducted for slow learners to the Internal Quality Assurance Cell (IQAC) for ongoing assessment and improvement.

Agenda 8: Utilization of ICT tools.

The Principal informed the HoDs to instruct their faculty members to use ICT tools to deliver their lectures.

The Heads of Departments (HoDs) requested additional projectors, and the principal responded by stating that 10 projectors would be provided within the next week.

Resolution: It was resolved to fulfill the request of the Heads of Departments (HoDs) for more projectors by providing 10 projectors within the next week, as informed by the principal.

Agenda 9: Review of feedback collected for odd semester from the stake holders

The Heads of Departments convened to review feedback from stakeholders and provided an overview of the action plan developed in response to the collected input.

Resolution: Resolved to record the feedback and action plan.



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Attendance Sheet

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1.	Dr.V.Bindhu Principal	Chair Person	V.B.L
2.	Dr.P.Sathiaseelan Director	Member - Teacher	D.Sathiaseelan
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	D.Rajeswari
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	S.Selvakumar
5.	Mrs.B.Shuriya HoD/CSE	Member - Teacher	B.Shuriya
6.	Mrs.S.Vanitha HoD/BME	Member - Teacher	S.Vanitha
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12.	Mr.Pavithran	Member - Alumni	P.Pavithran
13.	Mr.R.Deepakraj III Year /BME	Member - Student	R.Deepakraj
14.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator	D.Nithyaprakash



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 08.08.2022

Agenda	Action Taken	Responsibility
Review and confirmation of minutes of last IQAC Meeting	Noted	-
Submission of mandatory disclosure to AICTE and Anna university affiliation process.	The mandatory disclosure to AICTE was submitted and subsequently accepted by AICTE. The Anna University affiliation process has been successfully completed, and affiliation was approved for the academic year 2022-23.	Principal Office
Discussion on Curriculum gap	The students have been actively involved in internship programs, and field projects are planned for the upcoming semester. Additionally, seminars have been organized to keep students informed about the latest trends in their respective departments.	HoDs and Faculty members
Conduction of Academic and administrative audit	Internal academic and administrative audit was conducted from 28.11.2022 to 05.12.2022.	IQAC coordinator


IQAC Coordinator


IQAC Chairperson



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2022 – 23/Meeting/03

Date: 01.02.2023

Circular

Internal Quality Assurance Cell has scheduled 27th IQAC meeting on **08.02.2023 (Wednesday)**. All the members of the IQAC are requested to attend the meeting.

The agenda for the meeting is given below:

S.No.	Agenda
1	Review and confirmation of minutes of last IQAC Meeting
2	Action taken report on the proposals of the last meeting.
3	Submission of mandatory disclosure to AICTE and Anna university affiliation process.
4	Conduction of Academic and Administrative Audit
5	Review of preparation on NAAC 2 nd cycle of certification
6	Review of co-curricular activities
7	Review of Faculty development activity
8	Review on MoU signed
9	Review of ERP implementation
10	Review on e-books & e journals uses and subscription
11	Review of internal assessment test performance of first year students.
12	Any other matters

Date of the meeting: 08.02.2023

Time: 11.30 a.m.

Venue: Board Room


IQAC Coordinator


IQAC - Chairperson

Copy to:

1. The Chairman
2. Principal
3. All the members of IQAC
4. Administrative Officer

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

Date of Meeting : 08.02.2023
Time : 11.30 a.m.
Venue : Board Room
Meeting headed by : Dr.V.Bindhu
Principal
PPG Institute of Technology

Members Present:

S.No	Name	Designation as per IQAC
1.	Dr.V.Bindhu Principal	Chair Person
2.	Dr.P.Sathiaseelan Director	Member - Teacher
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
5.	Mrs.B.Shuriya HoD/CSE	Member - Teacher
6.	Mrs.S.Vanitha HoD/BME	Member - Teacher
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
9.	Mr.R.Dhakistanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
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11.	Mr.D.Balaguru Assistant Director MSME – TPDC Coimbatore	Member - Industrialist
12.	Mr.Pavithran	Member - Alumni
13.	Mr.R.Deepakraj III/BME	Member - Student
4.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator



Agenda 1: Review and confirmation of minutes of last IQAC Meeting

The minutes of the previous IQAC meeting were presented and formally discussed during the meeting, and they were subsequently confirmed by the IQAC members.

Resolution: Resolved to approve the minutes of the previous meeting held on 12.12.2022

Agenda 2: Action taken report on the proposals of the last meeting.

The report of actions taken for the previous minutes of the meeting was submitted by the IQAC coordinator

Resolution: Resolved to approve the action taken for previous minutes of meeting.

Agenda 3: Submission of mandatory disclosure to AICTE and Anna university affiliation process.

Mandatory disclosure to AICTE for AY 2023-24 is in progress. Application for continuous affiliation for AY 2023-24 to Anna University will be submitted through university web portal.

Resolution: The completion of the mandatory disclosure submission and submission continuous affiliation for the academic year 2022-23 with Anna University is noted and accepted.

Agenda 4: Conduction of Academic and Administrative Audit

IQAC coordinator informed that internal academic and administrative audit for even semester planned during third week of May 2023.

Resolution: Resolved to record the month of audit.

Agenda 5: Review of preparation on NAAC 2nd cycle of certification

The Principal provided an overview of the topics discussed during the Governing Council meeting held on January 20, 2023, specifically focusing on the submission of the Self-Study Report (SSR). She informed that the governing council members scheduled the submission of the SSR for November 2023.

Resolution: Resolved to submit SSR on November 2023

Agenda 6: Review of co-curricular activities.

Heads of the departments presented the details of value added courses and seminars conducted during ODD semester.



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The Principal provided an overview of the discussion held during the Governing Council meeting regarding the implementation of value-added courses. She instructed the Heads of Departments (HoDs) to organize one value-added course per semester and encouraged them to select topics related to recent trends for seminars.

Resolution: Resolved to record the activities.

Agenda 7: Review of Faculty development activity

Heads of the departments presented the programs attended by the faculty.

The principal briefed the discussion held during the governing council meeting regarding NPTEL courses. She informed that as per the discussion in general council meeting, it is mandatory for faculty to complete one courses from NPTEL courses in their respective domain.

The members of the meeting nominated Dr.Ramadevi Govindhannair as in charge of Institutional chapter – NPTEL.

Resolution: Resolved to record the activities.

Agenda 8: Review of MoU signed.

A review of the activities carried out in collaboration with various companies across different departments has been conducted. During this review, it was determined that there is a need to reinforce these activities further. In light of this, the Training and Placement (T&P) Coordinator, along with all the Heads of Departments (HODs), have been advised to take the requisite measures to enhance the internship opportunities for our students, as well as to organize more industrial visits and tours. This initiative aims to provide students with practical exposure and enrich their educational experience.

The Principal discussed the suggestions presented by the members at the Governing Council meeting held on January 20, 2023, regarding the activities to be carried out in collaboration with the partnered industries.

Resolution: Resolved to record the activities.

Agenda 9: Review of ERP implementation

The Heads of the departments had a discussion regarding the reports generated from the Learning Management System (LMS). The principal then shared information about this discussion during the Governing Council meeting and suggested the implementation of a POs-COs mapping module.

Resolution: It was resolved that the details of reports generated from the Learning Management System (LMS) will be further reviewed by the Heads of Departments.



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Additionally, the recommendation made by the principal regarding the implementation of the POs-COs mapping module will be considered for future actions.

Agenda 10: Review on e-books & e journals uses and subscription

The subscription of ongoing e-books and e-journals through Delnet has been reviewed and approved for further renewal for the Session 2022-23. The proposal was approved by the IQAC.

Resolution: Members of the meeting accepted and approved.

Agenda 11: Review of internal assessment test performance of first year students.

The Head of the Department (HoD) of Science and Humanities presented the internal test performance of first-year students and subsequently compiled a list of slow learners.

Resolution: Members of the meeting accepted and approved.

Agenda 12: Any other matters

The principal conveyed information to the gathering regarding the resolution passed during the Governing Council meeting held on January 20, 2023, for new recruitments. She provided clear instructions to the Heads of Departments (HoDs) to prepare the necessary positions in accordance with established norms.

The resolution passed in the Governing Council meeting on January 20, 2023, related to new recruitments is acknowledged and accepted.



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4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	
5.	Mrs.B.Shuriya HoD/CSE	Member - Teacher	
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7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher	
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher	
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14.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator	



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 12.12.2022

Agenda	Action Taken	Responsibility
Review and confirmation of minutes of last IQAC Meeting	Noted	-
Submission mandatory disclosure to AICTE and Anna university affiliation process.	The mandatory disclosure to AICTE was submitted and subsequently accepted by AICTE. The Anna University affiliation process has been successfully completed, and affiliation for the academic year 2022-23 was approved.	Principal Office
Discussion on AQAR submission	AQAR submission in progress.	IQAC coordinator
Conduction of Academic and Administrative audit	External academic and administrative audit conducted on 16.12.2022	IQAC coordinator
Review of class committee meeting held during odd semester.	The minutes of the class committee meetings and the corresponding action taken reports are submitted to the IQAC.	HoDs ad class advisors
Review of internal assessment test performance of senior students	Remedial classes were scheduled for weak students.	HoDs and Faculty members
Review of feedback collected for odd semester from the stake holders	Action taken for feedback collected from the stake holders submitted to the IQAC cell	All HoDs.


IQAC Coordinator


IQAC Chairperson



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2022 – 23/Meeting/04

Date: 08.05.2023

Circular

Internal Quality Assurance Cell has scheduled 28th IQAC meeting on **15.05.2023 (Monday)**. All the members of the IQAC are requested to attend the meeting.

The agenda for the meeting is given below:

S.No.	Agenda
1	Review and confirmation of minutes of last IQAC Meeting
2	Action taken report on the proposals of the last meeting.
3	Submission of mandatory disclosure to AICTE and Anna university affiliation process.
4	Review of NAAC Criteria wise completion.
5	Discussion on preparation of academic and institutional calendar.
6	Discussion on Human resource requirement for AY 2023-24
7	Conduction of academic and administrative Audit
8	Review of feedback collected for even semester from the stake holders
9	Any other matters

Date of the meeting: 15.05.2023

Time: 12.30pm

Venue: Board Room


IQAC Coordinator


IQAC - Chairperson

Copy to:

1. The Chairman
2. Principal
3. All the members of IQAC
4. Administrative Officer



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting

Date of Meeting : 15.05.2023
Time : 12.30 p.m.
Venue : Board Room
Meeting headed by : Dr.V.Bindhu
Principal
PPG Institute of Technology

Members Present:

S.No	Name	Designation as per IQAC
1.	Dr.V.Bindhu Principal	Chair Person
2.	Dr.P.Sathiaseelan Director	Member - Teacher
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
5.	Mrs.B.Shuriya HoD/CSE	Member - Teacher
6.	Mrs.S.Vanitha HoD/BME	Member - Teacher
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
10.	Dr.K.Myilsamy HoD/Mechanical, AIT	Member - Local Society
11.	Mr.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist
12.	Mr.Pavithran	Member - Alumni
13.	Mr.R.Deepakraj - III/BME	Member - Student
4.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator



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Agenda 1: Review and confirmation of minutes of last IQAC Meeting

The minutes of previous IQAC meeting were readout with a formal discussion and confirmed by the IQAC members.

Resolution: Minutes of meeting confirmed.

Agenda 2: Action taken report on the proposals of the last meeting.

The report of actions taken for the previous minutes of the meeting was submitted by the IQAC coordinator

Resolution: Resolved to approve the action taken for previous minutes of meeting.

Agenda 3: Submission mandatory disclosure to AICTE and Anna university affiliation process.

The mandatory disclosure to AICTE for the academic year 2023-24 has been approved. Additionally, an application for continuous affiliation for the academic year 2023-24 to Anna University has been submitted.

Agenda 4: Review of NAAC Criteria wise completion

The committee responsible for NAAC criteria discussed the progress in their NAAC-related work. The principal emphasized the importance of working together in a coordinated manner and completing the process as quickly as possible.

Resolution: It was resolved that the NAAC criteria committee will focus on improving coordination and expediting the NAAC process, in line with the principal's insistence, to achieve the desired outcomes effectively.

Agenda 5: Discussion on preparation of academic and institutional calendar

Principal informed the HoDs to prepare the academic calendar before the commencement of academic year 2023-24.

Resolution: Members of the meeting accepted.

Agenda 6: Discussion on Human resource requirement for AY 2023-24

The principal conveyed that, based on the recommendations of the governing council members, the Heads of Departments (HoDs) should create the workload plan for the upcoming semester. They are also instructed to submit proposals for the recruitment of new faculty members if necessary.



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Resolution: Members of the meeting accepted and approved.

Agenda 7: Conduction of academic and administrative Audit

The IQAC coordinator has notified that an external audit has scheduled on May 31, 2023. The principal has instructed the Heads of Departments (HoDs) to have all the necessary documents prepared and ready for the audit.

Resolution: It was resolved that the Heads of Departments (HoDs) will ensure that all required documents are prepared and readily available for the upcoming internal and external audits, as directed by the principal.

Agenda 8: Review of feedback collected for even semester from the stake holders
The department heads talked about the feedback they got from stakeholders and explained the plan for what they're going to do based on that feedback.

Resolution: Resolved to record the action plan for feedback from the stake holders.



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ATTENDANCE SHEET

S.No	Name	Designation as per IQAC	Signature
1.	Dr.V.Bindhu Principal	Chair Person	V.B.L
2.	Dr.P.Sathiaseelan Director	Member - Teacher	P. Sathiaseelan
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	D. Rajeswari
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	S. Selvakumar
5.	Mrs.B.Shuriya HoD/CSE	Member - Teacher	B. Shuriya
6.	Mrs.S.Vanitha HoD/BME	Member - Teacher	S. Vanitha
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher	B. Shanmugam
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher	C. Magesh
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer	R. Dhakishanamoorthy
10.	Dr.K.Myilsamy HoD/Mechanical, AIT	Member - Local Society	K. Myilsamy
11.	Mr.D.Balaguru Assistant Director MSME – TPDC Coimbatore	Member - Industrialist	D. Balaguru
12.	Mr.Pavithran	Member - Alumni	P. Pavithran
13.	Mr.R.Deepakraj III Year /BME	Member - Student	R. Deepakraj
14.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator	D. Nithyaprakash



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 08.02.2023

Agenda	Action Taken	Responsibility
Review and confirmation of minutes of last IQAC Meeting	Noted	-
Submission mandatory disclosure to AICTE and Anna university affiliation process.	The mandatory disclosure to AICTE was submitted and subsequently accepted by AICTE. The Anna University affiliation process has been successfully completed, and affiliation for the academic year 2022-23 was granted.	Principal Office
Conduction of Academic and Administrative Audit	Internal academic and administrative audit from 22.05.2023 to 29.05.2023	IQAC coordinator
Review of Co- curricular activities	All departments conducted various co-curricular activities. No. of value added courses conducted - 6 nos. No. of Seminars conducted – 14 No. of workshops conducted - 02	HoDs and Faculty Members
Review on MoU signed	All the departments conducted activities through various companies, and the details of these activities have been submitted to the IQAC cell, Total no, of MoUs signed during this academic year - 14	HoDs
Review on e-books & e journals uses and subscription	Librarian submitted proposal for extension of subscriptions. .	Librarian
Review of internal assessment test performance of first year students.	Weak students were given remedial classes.	HoDs and Faculty Members


IQAC Coordinator


IQAC - Chairperson