

**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
DINDIGUL-624 622
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

CIRCULAR

Ref.: PSNACET / IQAC Meeting / 2017-2018 / 01

24/08/2017

It is proposed to convene the first IQAC meeting on 30/08/2017 at 03.00 PM in the IQAC office. All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Functioning of IQAC
- Organizing FDP
- Academic - Electives offering
- Quality publications by Faculty
- Sending more project proposals
- Internal audit of Internal evaluation
- Vote of thanks


Coordinator – IQAC


Principal & Chairperson-IQAC

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IQAC – Members & File

**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
DINDIGUL-624 622
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

MINUTES OF THE MEETING

Meeting No. : 01

Date & Time : 30/08/2017& 03:00 PM

Venue: IQAC Cell

The first meeting of IQAC was conducted on 30/08/2017, 03:00 PM to 04:30 PM at IQAC Cell.

The following members were present in the meeting.

SL.NO	ROLE	MEMBER	DESIGNATION
1	Chair person	Dr.N.Mahendran	Principal , PSNACET
2	Teachers to represent levels	1. Dr.V.Rajasekaran 2. Dr.S.Manimaran 3. Dr.k.Batri 4. Dr.S.Jeyakumar 5. Mr.N.M.Sri Prasanna	Prof & Head / EEE , PSNACET Prof & Head / MBA, PSNACET Prof / ECE, PSNACET ASP / Mech, PSNACET AP / English, PSNACET
3	One member from the management	Rtn.MPHF.R.S.K.Raguraam	Pro - Chairman, PSNACET
4	Few senior administrative officers	1.Mr.P.Chinnakalai 2.Mr.CA.Mohamed Sulthan Shahabudeen	Registrar / Admission, PSNACET Senior Finance Manager, PSNACET
5	One nominee from local society One nominee from student One nominee from alumini	Prof.Dhamodharam Cell:9894245330 Mr.Mohamed Akbar Cell : 9791521147 Mr.Abhara Moorthy Cell:9704444592	Chartered accountant (CA) / Coimbatore II Year - Mechanical Engineering 2016 – 2020 Batch Mechanical Engineering 1996 – 2000 Batch
6	One nominee from employers One nominee from industrialists One nominee from stakeholders	Mr.Praveen Cell:9486076615 Mr.Ganesh Cell:8056688844 Mr.Arumugam Cell 9965316717	HR/Cognizant Center,Coimbatore. M.D/Pandyan Foods,Madurai. Parent of Ms.vairaNaga,ECE/2015-2019 Batch
7	One of the senior teachers as the coordinator/director of the iqac	Dr.P.Jaganathan	Prof & Head / MCA

The Coordinator welcomed Chairperson and all the members of IQAC committee.

- The Chairperson informed everyone that the 'Letter of Intent' and other formalities have been fulfilled and the College has been given the go ahead for accreditation.
- The Coordinator briefed the objectives and functions of IQAC. He also expressed the need for centralized document repository.
- The IQAC Chairman highlights the Usage of E-learning – resources in preparing lectures.
- The members interacted with the Chairperson and Coordinator for establishing effective mechanism for the IQAC to focus on quality criteria.
- It was decided to have greater academic flexibility by the way of offering the electives and value added courses to the students on their choice.
- The IQAC has expressed the importance of publishing more number of articles by faculty members in high impact journals.
- The coordinator urged that the focus should be on 3 main aspects (a) Teaching-Learning (b) Research & Development (c) Extension Activities.
- It was also decided to send more number of project proposals to the funding agencies.
- Members have asked the IQAC to take steps to bring more awareness among faculty members in quality publications and writing more number of funded project proposals by the way of inviting eminent researchers to our campus for interactions.



Coordinator – IQAC



Principal & Chairperson-IQAC

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ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 30/08/2017 at IQAC Cell

Points Discussed	Action Taken
Faculty Development Program	Organized FDP on faculty focus for 5 days
Functioning of IQAC	The features of IQAC and its various activities are circulated
E-learning – resources	Made usage of online video lectures like NPTEL and SWAYAM
Internal Evaluation System	Developed a mechanism for internal evaluation audit
NBA Committee Visit	Reviewed the pros and cons of Expert visit from NBA Committee
Students Development Programme	Placement training was scheduled to all the final year students by the placement Officer Conduct of add-on courses like C Programming, Soft Computing, Spoken English to acquire additional knowledge


Coordinator – IQAC


Principal & Chairperson-IQAC

**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
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INTERNAL QUALITY ASSURANCE CELL (IQAC)**

CIRCULAR

Ref.: PSNACET / IQAC Meeting / 2017-2018 / 02

16/12/2017

It is proposed to convene the second IQAC meeting on 21/12/2017 at 10:30AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Students Database analyses
- Remedial classes/ Internal evaluation audit format
- Sending more project proposals
- Industrial visit
- NAAC external audit report discussion
- Vote of thanks


Coordinator – IQAC


Principal & Chairperson-IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)**

MINUTES OF THE MEETING

Meeting No. : 02

Date & Time : 21/12/2017 & 10:30 AM

Venue: IQAC hall

The second meeting of IQAC was conducted on 21/12/2017, 10:30 AM to 11:30 AM at IQAC cell. The following members were present in the meeting.

SL.NO	ROLE	MEMBER	DESIGNATION
1	Chair person	Dr.N.Mahendran	Principal , PSNACET
2	Teachers to represent levels	1. Dr.V.Rajasekaran 2. Dr.S.Manimaran 3. Dr.k.Batri 4. Dr.S.Jeyakumar 5. Mr.N.M.Sri Prasanna	Prof & Head / EEE , PSNACET Prof & Head / MBA, PSNACET Prof / ECE, PSNACET ASP / Mech, PSNACET AP / English, PSNACET
3	One member from the management	Rtn.MPHF.R.S.K.Raguraam	Pro - Chairman, PSNACET
4	Few senior administrative officers	1.Mr.P.Chinnakalai 2.Mr.CA.Mohamed Sulthan Shahabudeen	Registrar / Admission, PSNACET Senior Finance Manager, PSNACET
5	One nominee from local society One nominee from student One nominee from alumni	Prof.Dhamodharam Cell:9894245330 Mr.Mohamed Akbar Cell : 9791521147 Mr.Abhara Moorthy Cell:9704444592	Chartered accountant (CA) / Coimbatore II Year - Mechanical Engineering 2016 – 2020 Batch Mechanical Engineering 1996 – 2000 Batch
6	One nominee from employers One nominee from industrialists One nominee from stakeholders	Mr.Praveen Cell:9486076615 Mr.Ganesh Cell:8056688844 Mr.Arumugam Cell 9965316717	HR/Cognizant Center,Coimbatore. M.D/Pandyan Foods,Madurai. Parent of Ms.vairaNaga,ECE/2015-2019 Batch
7	One of the senior teachers as the coordinator/director of the iqac	Dr.P.Jaganathan	Prof & Head / MCA

The Coordinator welcomed the Chairperson and all the members of IQAC committee.

- A resolution was made by IQAC to clearly analyze the students based on gender, rural / urban, Government / Management Quota, Religion / caste, medium of language, economic status etc. to chart out modalities for effective catering to the diverse students' need.
- It was suggested to arrange remedial / special classes for slow / medium / fast learners among students.
- IQAC also suggested arranging more number of industrial visits for students.
- It was suggested that dissemination of knowledge should be encouraged through seminars. It was resolved that each department should organize technical seminar / workshops on recent tools and technologies based on the curriculum gap identified for the benefit of the students.
- IQAC Suggests to monitoring of students academic activities through Ecoleaide software.
- It was proposed to conduct more number of entrepreneur development programmes through ED cell. It was also suggested that ED has to evolve strategies to have more number of start-ups by our students.
- The Research Committee was requested to organize/supervise research-related activities in the college involving and benefitting both students and faculty.
- IQAC Chairperson proposed the External audit of NAAC preparedness by all the departments. by the external expert.
- Any other matter was also discussed


Coordinator – IQAC


Principal & Chairperson-IQAC

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ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 21/12//2017 at IQAC Cell

Points Discussed	Action Taken
Remedial Classes	Analyzed serial test performance of the students and scheduled for remedial classes in the last hour
Student Enrichment	GATE, TANCET coaching available through Digital library Soft skills training programs, Personality Development Programs
Ecoleaide software	Monitoring of students academic activities through Ecoleaide software includes attendance, serial test marks and university marks. Monitoring of students entering and leaving the hostel through Ecoleaide software. Maintaining separate files to record student activity
External audit of NAAC	Audited by the external expert Dr.M.G.Sethuraman, Director – IQAC, GRI - DU on 08/09/2016, 10/09/2016 and 30/09/2016. The Chairperson advised to effectively carry out the comments given by the external expert.


Coordinator – IQAC


Principal & Chairperson-IQAC

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CIRCULAR

Ref.: PSNACET / IQAC Meeting / 2017-2018 / 03

07/03/2018

It is proposed to convene the third IQAC meeting on 13/03/2018 at 11:30AM in the IQAC Hall. All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Annual IQAC Presentation
- University examination- student identification
- Parent-teacher meeting
- Mentoring system
- Placement tests
- Vote of thanks


Coordinator – IQAC


Principal & Chairperson-IQAC

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MINUTES OF THE MEETING

Meeting No. : 03

Date & Time : 13/03/2018 & 11:30AM

Venue: IQAC Hall

The Third meeting of IQAC was conducted on 13/03/2018, 11:30 AM to 12:30 AM at IQAC cell. The following members were present in the meeting.

SL.NO	ROLE	MEMBER	DESIGNATION
1	Chair person	Dr.N.Mahendran	Principal , PSNACET
2	Teachers to represent levels	1. Dr.V.Rajasekaran 2. Dr.S.Manimaran 3. Dr.k.Batri 4. Dr.S.Jeyakumar 5. Mr.N.M.Sri Prasanna	Prof & Head / EEE , PSNACET Prof & Head / MBA, PSNACET Prof / ECE, PSNACET ASP / Mech, PSNACET AP / English, PSNACET
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7	One of the senior teachers as the coordinator/director of the iqac	Dr.P.Jaganathan	Prof & Head / MCA

The IQAC Co-ordinator welcomed the gathering and briefed about the meeting agenda. The following points were deliberated in the meeting.

- The IQAC coordinator presented the IQAC Annual Report and reviewed the minutes of last meeting.
- The Principal advised all HoDs to insist their faculty members to categorize the students by Topper, Moderate and weak students. And organize special classes based on their category for the university examinations.
- The IQAC coordinator deliberated the roles and responsibilities of the tutors who are monitoring the progress of the students to improve the performance in the academic and placement levels.
- The IQAC coordinator proposed several plan of actions and proposals
- The placement director and various placement cell coordinators of the respective departments were requested to work on the placement opportunities and training programmes to be offered to the students.
- Principal insisted that all the eligible students for placement to attend SkillRack tests sincerely to get better placement in the reputed companies.
- The academic results of odd and even semesters of the year 2016-17 were discussed. The Principal appreciated all the faculty members who produced 90% and above results. He also insisted to motivate to high performing students and make them secure university rankings. He also asked all the head of the departments to arrange special classes for slow learners from the beginning of the semester


Coordinator – IQAC


Principal & Chairperson-IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)**

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 13/03//2018 at IQAC Cell

Points Discussed	Action Taken
Placement Activities	GATE, TANCET coaching available through Digital library Soft skills training programs, Personality Development Programs Enhancement of soft skill development program for the final year students by FACE Academy,Coimbatore CAREER AWARENESS PROGRAM was conducted by 2015 Batch ECE Alumni to all final year students
Program Organized	Fauna and Flora of our institution have been accounted and its hand – book was prepared and released by IQAC. DBT CTEP sponsored popular lecturer series for village people to upgrade and empower the agriculture in villages on 6th March 2018. Women’s day celebration on March 8, 2018, Talk by Ms.Chitra Ganapathy, Kadambavanam, Madurai, on Women Empowerment.
Action Plan of IQAC	The action plan of IQAC was submitted to higher management for approval.
Academic results	Strategy has been devised to produce more number of university results.
Student feedback analysis	IQAC has analyzed the feedback from the students every semester and based on the inputs necessary improvement measures were suggested.


Coordinator – IQAC


Principal & Chairperson-IQAC