

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

**CIRCULAR**


**Ref.: PSNACET / IQAC Meeting / 2019-2020 / 01**

**14/06/2019**

It is proposed to convene the first IQAC meeting on 19/06/2019 at 10:30AM in the Board Room.  
All the members of IQAC are requested to attend the meeting without fail.

**AGENDA**

- Welcome address
- NBA Committee Visit
- Organizing FDP
- Student Induction Programme
- Academic Plan
- Mentoring system
- Placement
- 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 : 19/06/2019 & 10:30AM**

**Venue: Board Room**

**Members Present**

SL.NO	ROLE	MEMBER	DESIGNATION
1	Chair person	Dr. D. Vasudevan	Principal,PSNACET
2	Teachers to represent levels	1.Dr.V.E.Jayanthi 2.Dr.G.Athisha 3.Dr.K.Mahadevan 4.Dr.K.Dhanalakshmi 5.Dr.P.Jegathessan	Prof & Head / BME,PSNACET Prof & Head / ECE,PSNACET Prof/ EEE,PSNACET Prof/ CSE,PSNACET AP / Physics,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	Dr.ArulDas Cell:965595227 Mr.Antony Simson Cell: 9791923304 Mr.Anbu Cell:9842150190	Director/Automic, Madurai  III Year-Mechanical Engineering 2017 – 2021 Batch ECE 1992 – 1996 Batch
6	One nominee from employers One nominee from industrialists One nominee from stakeholders	Mr.Ananatha Krishnan Cell:9176340571 Mr.Sukumar Cell:9842144838 Mrs. R.Padmavathi Cell: 9894480042	HR/WIPRO,Chennai  M.D/AnilFoods,Dindigul  Parent of Ms.Priyadharshini / IT 2018 - 2022
7	One of the senior teachers as the coordinator/director of the iqac	Dr.P.Jaganathan	Prof & Head / MCA,PSNACET

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

- The exit meeting and feedback on Expert committee from NBA for the departments Mechanical and Civil visited college on 26.05.2019 was discussed in depth.
- The NBA visit for the department of BME is on first week of August 2019. The strategy and the processing was discussed.
- IQAC Chairman asked all the Heads of the departments to arrange special classes for slow learners from the beginning of the semester.
- The IQAC coordinator proposed to conduct more number of Quality enhancement programme for faculty members in future emerging technologies like data science, cloud, etc.,
- IQAC proposed for Student Induction Programme for the forth coming first year students of the academic year 2019-20
- The plan of action for the academic year 2019-20 was drawn as follows:
  - To follow academic schedule effectively
  - To conduct more number of workshops and seminars
  - Insisting the faculty to use ICT tools effectively for teaching learning process.
  - Enhancing the classroom facilities.
  - Making Placement Training Schedule for final year students.
- IQAC Chairman informed to other heads to follow the mentoring system effectively and asked to form Anti-ragging squad for the academic year 2019-20.
- As per the suggestions the Industrial visit for this academic year can be scheduled in the month of august for all the departments.

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC

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**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on **19/06/2019 at Board Room**

<b>Points Discussed</b>	<b>Action Taken</b>
NBA Committee Visit	The feedback given by the NBA Committee has been implemented in Outcome based education
Special Classes	Students are categorized by Slow learners and Fast learners by conducting test and interviews while entering in first semester itself. Based on classes has been assigned.
Student Induction Program	The first year Student Induction Programme has been finalized to conduct on First and second week of August 2019.
Anti-ragging squad	Anti-ragging squad team has been formed. The team has assigned the schedule to monitor the same.
Action Plan	All the departments has been prepared and submitted  1. Academic schedule  2. Lesson plan  3. Course Materials  4. Placement schedule
Workshop	A Quality Enhancement through self- Evaluation programme was conducted on 24.06.2019 for Faculty members

  
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Principal & Chairperson-IQAC

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**CIRCULAR**

**Ref.: PSNACET / IQAC Meeting / 2019-2020 / 02**


**07/09/2019**

It is proposed to convene the second IQAC meeting on 17/09/2019 at 10:30AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

**AGENDA**

- Welcome address
- NAB Committee visit
- Review of university results
- Change of internal evaluation audit format
- AQAR preparation
- Certification course
- Intra-departmental audit (AAA)
- Vote of thanks

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC

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**MINUTES OF THE MEETING**

**Meeting No. : 02**

**Date & Time : 17/09/2019 & 10:30AM**


**Venue: Board Room**

**Members Present**

SL.NO	ROLE	MEMBER	DESIGNATION
1	Chair person	Dr. D. Vasudevan	Principal,PSNACET
2	Teachers to represent levels	1.Dr.V.E.Jayanthi 2.Dr.G.Athisha 3.Dr.K.Mahadevan 4.Dr.K.Dhanalakshmi 5.Dr.P.Jegathessan	Prof & Head / BME,PSNACET Prof & Head / ECE,PSNACET Prof/ EEE,PSNACET Prof/ CSE,PSNACET AP / Physics,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	Dr.ArulDas Cell:965595227 Mr.Antony Simson Cell: 9791923304 Mr.Anbu Cell:9842150190	Director/Automic, Madurai  III Year-Mechanical Engineering 2017 – 2021 Batch ECE 1992 – 1996 Batch
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7	One of the senior teachers as the coordinator/director of the iqac	Dr.P.Jaganathan	Prof & Head / MCA,PSNACET

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

- Discussion on NBA Expert committee visit for the department Bio Medical Engineering between 2.8.2019 to 4.8.2019.
- The meeting reviewed the analysis of university results for the April/ May 2019 examinations. Self assessment report has been collected.
- The IQAC coordinator presented the format of Evaluation of Internal examinations and audit report to all the officials and finalized after their approval. Hence, all the HoDs were requested to send the internal exam audit report within five days after the completion of all the internal exams.
- The meeting reviewed the implementation of changes recommended by IQAC, particularly the improvement in the internal evaluation system.
- The IQAC coordinator discussed regarding the conduct of certification programme to the students in all the departments.
- The IQAC Chairman insisted the faculty members to enhance the research activity by increasing the research publications and project proposals.
- The IQAC coordinator initiated the process to carry out Academic and Administrative Audit (AAA). In this regard, he presented the format prepared for AAA and got approved by the committee. A detailed schedule has been prepared.
- Formats for the data collection for the preparation of AQAR to be submitted to NAAC had been distributed to the departments. Department coordinators were asked to take extra-care in this regard and members of IQAC who are in-charges of various criterion were asked to ensure the correctness of the data at all stages.

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC

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**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on **17/09/2019 at Board Room**

<b>Points Discussed</b>	<b>Action Taken</b>
NBA Committee Visit	Feedback received from the NBA Expert committee visited for the department of Bio Medical Engineering between 2.8.2019 to 4.8.2019 was analyzed in depth.
University Result	Departments have submitted the overall pass percentage and Self-Assessment Report were analyzed.
Internal Evaluation System	The evaluation form has been circulated to all departments. After completion of serial test the evaluated score sheet has been submitted back to IQAC
Research Activity	Faculty members are asked to submit one SCI journal before December 2019.
Academic and Administrative Audit (AAA).	The report of Academic and Administrative Audit of all departments conducted on 2/5/2019-7/5/2019 was consolidated and analyzed.
AQAR	The annual Quality Report has been finalized for the academic year 2018-19 along with NAAC criterion Incharge.

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC



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**CIRCULAR**

**Ref.: PSNACET / IQAC Meeting / 2019-2020 / 03**

**03/02/2020**

It is proposed to convene the third IQAC meeting on 10/02/2020 at 11:30AM in the IQAC Cell.  
All the members of IQAC are requested to attend the meeting without fail.

**AGENDA**

- Welcome address
- Annual IQAC Presentation
- Internal Audit evaluation
- Research Publication
- Faculty development programme
- Vote of thanks

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC

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**MINUTES OF THE MEETING**

**Meeting No. : 03**

**Date & Time : 10/02/2020 & 11:30AM**

**Venue: IQAC Cell**

**Members Present**

SL.NO	ROLE	MEMBER	DESIGNATION
1	Chair person	Dr. D. Vasudevan	Principal,PSNACET
2	Teachers to represent levels	1.Dr.V.E.Jayanthi 2.Dr.G.Athisha 3.Dr.K.Mahadevan 4.Dr.K.Dhanalakshmi 5.Dr.P.Jegathessan	Prof & Head / BME,PSNACET Prof & Head / ECE,PSNACET Prof/ EEE,PSNACET Prof/ CSE,PSNACET AP / Physics,PSNACET
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7	One of the senior teachers as the coordinator/director of the iqac	Dr.P.Jaganathan	Prof & Head / MCA,PSNACET

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

- The IQAC coordinator presented the IQAC Annual Report for the last year 2018-2019.
- Reviewed the minutes of the IQAC last meeting.
- IQAC coordinator consolidated the internal audit forms of various departments.
- All the departments are asked to submit the faculty publication details for the academic year 2019-20.
- The members requested to conduct an awareness programme on NAAC Accreditation Process. And creating awareness on all criteria to be done by IQAC Head.
- Academic and Administrative Audit (AAA) report received from all the designated auditors, analyzed and submitted to the top management.
- Faculty members are asked to improve their proficiency by taking MOOC courses, attending FTP, STTP and workshop
- The IQAC Chairman advised all HOD's to insist their faculty members to publish high impact articles in the SCOPUS indexed and reputed journals and apply for funding towards obtaining Projects, FDP, STTP etc.
- As a part of staff welfare scheme, IQAC requested the Head of the Institution to arrange for a staff tour during May/ June 2020.



Coordinator – IQAC



Principal & Chairperson-IQAC

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**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on **10/02/2020 at IQAC Cell**

<b>Points Discussed</b>	<b>Action Taken</b>
Internal Evaluation System	IQAC collected and consolidated the internal forms submitted by all the departments.
Faculty Publications	It was decided to insist the faculty members to submit research papers before availing their vacation.
Faculty Development Programme	Faculty Members improved their proficiency by taking MOOC courses, attending FTP,STTP and workshop
Students Development Programme	<ul style="list-style-type: none"><li>✓ Four days Hands on training Programme on</li><li>✓ Robotic Process Automation on 2.7.2019</li><li>✓ One day workshop on ‘Aspiring for GATE 2020’ on 12.09.2019</li><li>✓ The department of CSE organized Career guidelines on Armed Forces on 10.2.2020</li><li>✓ Hand on training on “PCB Layout Design</li><li>✓ etching and soldering the circuits”was conducted by ECE on 11.2.2020</li><li>✓ Conducted soft skill and placement training programme for all the final year students</li></ul>

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC