

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

**CIRCULAR**

**Ref.: PSNACET / IQAC Meeting / 2018-2019 / 01**

**04/06/2018**

It is proposed to convene the first IQAC meeting on 11/06/2018 at 10:30 AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

**AGENDA**

- Welcome address
- Functioning of IQAC
- Organizing FDP
- NBA Committee Visit
- 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 : 11/06/2018 & 10:30AM**

**Venue: Board Room**

**Members Present**

S. No	ROLE	MEMBER	DESIGNATION
1.	Chair person	Dr.N.Mahendran	PRINCIPAL
2.	Teachers to represent levels	1.Dr.R.Kannan 2.Dr.D.Shanthi 3. Dr.A.Vincent Antony Kumar 4.Dr. V.Chitradevi 5. Mr.I.Athal	Prof & Head / Mech ,PSNACET Prof & Head / CSE, PSNACET Prof & Head / IT, PSNACET ASP / English, PSNACET AP / Maths, 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 II Year Mechanical Engineering 2017 – 2021 Batch ECE 1992 – 1996 Batch, PSNACET
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 coordinator briefed the functioning of IQAC. He also expressed the need of a centralized document repository.
- It was decided to organize a one-week faculty development programme – “Faculty Focus – 2018” in collaboration with NITTTTR, Chennai in this semester. In this faculty members with less than five years of experience are to be trained on micro teaching and other aspects of teacher focus.
- The members had a discussion for establishing effective mechanism for the IQAC to focus on quality criteria.
- Discussion was held to implement offering the electives and value- added courses as it was proposed in the previous meeting..
- The IQAC recommended publishing research papers at least one per year by faculty members in the SCOPUS / SCI / Web of Science indexed journals.
- It was also decided that all Science and Engineering Departments, MBA and MCA must increase the number of project proposals to AICTE and other bodies for getting more grants.
- It was decided to bring more number of MoU’s for the benefit of students
- It was decided to conduct an internal audit after every internal assessment to ensure correctness in evaluation and improve the evaluation system. Margin of error of plus or minus seven marks (7 marks) was fixed as the parameter for reasonable evaluation, HoDs are asked to counsel the evaluators if the margin of error is beyond this variation.

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC

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**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on **11/06/2018 at Board Room**

<b>Points Discussed</b>	<b>Action Taken</b>
Faculty Publication and Faculty Development Programme	Four Days Training Programme on FP-Logistics Management Information System (FP-LMIS) by CSE department was conducted between 10.10.18 to 13.10.18 Department of Information Technology conducted one day Workshop On Call For CODE on 10.9.2018
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
Quality Circle	IQAC has been formed quality circle for the evaluation of internal audit and AAA
NBA Committee Visit	The department of Civil and Mechanical are appealing Accreditation as their validity ends on 30/6/2018
Students Development Programme	Orientation programme on “IT Trends & Oppotunities”for First Year Students of IT was conducted on 26.11.2018  Placement training was scheduled to all the final year students by the placement Officer
MoU Signed	An MoU signed with E. I. T – Training & Rpo, Madurai on 23.10.2018

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**CIRCULAR**

**Ref.: PSNACET / IQAC Meeting / 2018-2019 / 02**

**17/12/2018**

It is proposed to convene the second IQAC meeting on 21/12/2018 at 10:30AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

**AGENDA**

- Welcome address
- Organizing quality related workshop
- Internal evaluation audit format
- Sending more project proposals
- Intra-departmental audit
- 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 : 21/12/2018 & 10:30AM**

**Venue: Board Room**

**Members Present**

<b>S.No</b>	<b>ROLE</b>	<b>MEMBER</b>	<b>DESIGNATION</b>
1.	Chair person	Dr.N.Mahendran	PRINCIPAL
2.	Teachers to represent levels	1.Dr.R.Kannan 2.Dr.D.Shanthi 3. Dr.A.Vincent Antony Kumar 4.Dr. V.Chitradevi 5. Mr.I.Athal	Prof & Head / Mech ,PSNACET Prof & Head / CSE, PSNACET Prof & Head / IT, PSNACET ASP / English, PSNACET AP / Maths, 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 II Year Mechanical Engineering 2017 – 2021 Batch ECE 1992 – 1996 Batch, PSNACET
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 coordinator briefed the improvements in the system after the implementation of recommended changes by IQAC, particularly the improvement in the internal evaluation system.
- He also expressed the need of organizing more quality enhancement workshops. In this connection, it is planned to send a proposal to NAAC for knowing the possibilities of funding in organizing the same.
- The members interacted as a continuation of previous meetings for measuring the quality criteria in an effective way, including student classification to accommodate different learning speeds of the students.
- As the internal audit format consumed more papers, it was decided to trim the format to make it more comfortable for analysis with less number of papers consumed.
- Formats for the data collection for the preparation of AQAR which have to be submitted to NAAC have been designed and distributed to the departments. Department coordinators are alerted in this regard and members of IQAC who are in-charges of various criteria were asked to ensure the accuracy of the data.
- It was decided to conduct an effective internal audit covering the documentation of various departments and the outcome based academic practices. In this regard, a circular need to be sent to the departments.
- IQAC coordinator suggests the Quality initiative in teaching and learning process must includes Activity based learning like Role Play, Quiz, etc.
- It was planned to collect the external funding proposal submitted by each departments.
- Students are encouraged to participate extra and co-curricular activities inside and outside campus.

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC

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**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on **21/12/2018 at Board Room**

Points Discussed	Action Taken
Faculty Publication and Faculty Development Programme	<ul style="list-style-type: none"> <li>✓ Upgradation Program on “Predictive Modelling using IBM SPSS was conducted from 07.01.19 to 10.01.19</li> <li>✓ Faculty Upgradation Program on “Enterprise Mobile Application Development using IBM Bluelight” by CSE department was conducted from 27.02.19 to 02.03.19</li> <li>✓ One day Seminar on “Block chain Principles &amp; Crypto Currencies” was conducted by IT department on 25.01.2019</li> </ul>
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 and analyzed
Administrative and Academic Audit	The AAA scheduled from 3/5/2018 to 5/5/2018 was collected and analyzed.
NBA Committee Visit	The strategy was proposed for the department of Civil and Mechanical Engineering for extension of Accreditation .
Students Development Programme	<ul style="list-style-type: none"> <li>✓ Orientation programme on “IT Trends &amp; Opportunities” for First Year Students of IT was conducted on 26.11.2018</li> <li>✓ Placement training was scheduled to all the final year students by the placement Officer</li> </ul>
MoU Signed	An MoU signed with E. I. T – Training & Rpo, Madurai on 23.10.2018

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC



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**CIRCULAR**

**Ref.: PSNACET / IQAC Meeting / 2018-2019 / 03**

**11/03/2019**

It is proposed to convene the third IQAC meeting on 27/03/2019 at 11:30AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

**AGENDA**

- Welcome address
- Annual IQAC Presentation
- NBA Committee Visit-26/5/2019
- Internal Audit evaluation and consolidation
- Academic and Administrative Audit
- Awareness programme by IQAC
- Research Publication
- Vote of thanks

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC

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**MINUTES OF THE MEETING**

**Meeting No. : 03**

**Date & Time : 27/03/2019 & 11:30AM**

**Venue: Board Room**

**Members Present**

S. No	ROLE	MEMBER	DESIGNATION
1.	Chair person	Dr.N.Mahendran	PRINCIPAL
2.	Teachers to represent levels	1.Dr.R.Kannan 2.Dr.D.Shanthi 3. Dr.A.Vincent Antony Kumar 4.Dr. V.Chitradevi 5. Mr.I.Athal	Prof & Head / Mech ,PSNACET Prof & Head / CSE, PSNACET Prof & Head / IT, PSNACET ASP / English, PSNACET AP / Maths, PSNACET
3.	One member from the management	Rtn.MPHF.R.S.K.Raguraam	Pro – Chairman , 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 about the meeting agenda. The following points were deliberated in the meeting.

- IQAC Coordinator proposed a faculty training and development coordinator for arranging the training and development programmes in consultation with IQAC.
- The IQAC Chairman informed that the department of Mechanical and Civil are undergoing NBA Committee Visit probably on May 2019.
- The IQAC coordinator presented the IQAC Annual Report and reviewed the minutes of last meeting.
- IQAC planned to conduct an awareness programme for 12<sup>th</sup> students under the title “What Next For” in the month of April 2019.
- IQAC planned to organize a motivational programme for faculty members in the fourth week of April -2019.
- Academic and Administrative Audit (AAA) reports received from all the designated auditors were analyzed and submitted to the top management.
- Regarding the submission of AQAR to NAAC was planned and discussed.
- Faculty members were advised to submit research papers before availing their vacation.
- The Principal advised all HoDs to motivate their faculty members to publish high impact articles in the SCOPUS indexed and reputable journals and also apply for grants towards obtaining Projects and to conduct FDP, STTP etc.

Coordinator – IQAC

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Principal & Chairperson-IQAC

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**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on **27/03/2019 at Board Room**

<b>Points Discussed</b>	<b>Action Taken</b>
Faculty Publication and Faculty Development Programme	<ul style="list-style-type: none"><li>✓ Motivational Faculty Programme was conducted by IQAC on 16.04.2019</li><li>✓ A Seminar on Infusing research attitude through patents and designs was conducted by EEE department on 29.04.2019</li><li>✓ Analyzed list of papers published by the faculty members</li></ul>
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 and analyzed
Administrative and Academic Audit	The AAA scheduled from 3/5/2018 to 5/5/2018 was collected and analyzed.
NBA Committee Visit	The strategy was proposed for the department of Civil and Mechanical Engineering for extension of Accreditation .
Students Development Program	WIPRO PRP(Project Readiness Program) was arranged to all final year students
Faculty training and development coordinator	IQAC Coordinator submitted the proposal to Management for further clarification/ Approval.

  
Coordinator – IQAC

  
Principal & Chairperson-IQAC