

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

CIRCULAR

Ref.: PSNACET / IQAC Meeting / 2020-2021 / 01


03/06/2020

It is proposed to convene the first IQAC meeting on 12/06/2020 at 11:00AM in the online mode.
All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Academic Plan
- Virtual/ Online classes
- Online courses for students
- Awareness programme on Covid 19
- Student Induction Programme
- 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 – 624622

IQAC Minutes of the meeting 03/06/2020

Meeting No. : 01

Date & Time : 12/06/2020 & 11:00AM

Virtual Mode

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.Vijaya 4.Dr.K.Arul Jayaraj 5.Dr.Ignatius Navis Karthika	Prof & Head / BME,PSNACET Prof & Head / ECE,PSNACET Prof & Head / Chem,PSNACET ASP / ECE,PSNACET AP / Chem,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	Mr.s.Balasubramanian Cell:9443164390 Mr.Akash Cell: 8329147439 Mr.Ayothimoorthy Cell:9704444592	Dy.Station master,Southern railways, Madurai. III Year-ECE 2018 – 2022 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 Mr.S.S.Murugan Cell: 9894691445	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.

- It was decided to implement the Covid- 19 preventive measures in the campus effectively and immediately as prescribed by the central and state governments.
- NAAC Steering Committee Meeting has been discussed
- Since Online classes are the effective mechanism and the need of the hour Heads of the departments were asked to ensure the effectiveness of the online -classes.
- Students were advised to enroll as many as possible courses in Learnathon and ICT academy.
- IQAC has decided to join hands with Mechanical Engineering department to conduct webinar on Increasing the Effectiveness of online classes for Engineering Students.
- The plan of action for the academic year 2020-21 was drawn as follows:
 - To follow academic schedule effectively
 - To conduct a greater number of virtual workshops and seminars
 - To Schedule Placement for final year students.
- It was planned to conduct International Yoga Day Webinar on “YogamumGunanalangalum” in the month of June 2020.
- Since Covid -19 is spreading fast across the Globe IQAC has decided to conduct online webinar in the month of July 2020 to create awareness on Prevention on Covid-19.
- It was proposed to install a better Learning Management System (LMS) in the campus.


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 **12/06/2020 on Online Mode**

Points Discussed	Action Taken
Online Class	The role has been assigned to Tutor and Class advisors to monitor the students involvement in online classes
Action Plan	All the departments has been prepared and submitted 1. Academic schedule 2. Lesson plan 3. Course Materials 4. Placement schedule
Faculty Development Program	Webinar on "IT PRESENT & FUTURE" was organized by the department of MCA on 06.06.2020 Webinar on "YogamumGunanalangalum" Organized by Yoga Club, IQAC and MHRD Innovation cell on 23.6.2020


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 / 2020-2021 / 02


10/09/2020

It is proposed to convene the second IQAC meeting on 16/09/2020 at 10:30AM in virtual mode.
All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Conduction of online university examinations
- Placement Activity
- AQAR preparation
- Online Certification
- Academic and Administrative Audit
- Vote of thanks


Coordinator – IQAC


Principal & Chairperson-IQAC

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IQAC – Members & File

PSNA College of Engineering and Technology, Dindigul – 624622

IQAC Minutes of the meeting

Meeting No. : 02

Date & Time : 16/09/2020 & 11:00AM

Virtual Mode

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.Vijaya 4.Dr.K.Arul Jayaraj 5.Dr.Ignatius Navis Karthika	Prof & Head / BME,PSNACET Prof & Head / ECE,PSNACET Prof & Head / Chem,PSNACET ASP / ECE,PSNACET AP / Chem,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	Mr.s.Balasubramanian Cell:9443164390 Mr.Akash Cell: 8329147439 Mr.Ayothimoorthy Cell:9704444592	Dy.Station master,Southern railways, Madurai. III Year-ECE 2018 – 2022 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 Mr.S.S.Murugan Cell: 9894691445	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 about the meeting agenda. The following points were deliberated in the meeting.

- It was decided that the Internal Audit for the year 2019– 20 has to be completed on or before 10/10/2020. The Audit report has to be submitted to IQAC on or before October 2020.
- As the annual presentation to the higher authorities was made last year, the Criteria In-charges are requested to collect relevant data of this academic year and update the same in the last year presentation suitably by the end of December 2020.
- It was proposed to present the Annual IQAC Report for the academic year 2019-2020 to higher authorities in the next IQAC meeting.
- The IQAC Co-ordinator proposed the digital learning with the help of App or Web based applications for Managing the learning in the campus
- It was decided to conduct online Student Induction Programme for all the UG& PG first year students in the month of November.
- The placement director and various placement cell coordinators of the respective departments were requested to work on the placement opportunities and training programmes offered to the students.
- As PSNA subscribed online certification courses for free of cost to Faculty members and students. IQAC coordinator requested the various Heads of the departments to encourage their students and faculty to avail those courses.
- The IQAC coordinator initiated the process to carry out Administrative and Academic Audit (AAA). In this regard, he presented the format prepared for AAA and got approved. A detailed schedule has been prepared.
- It was decided not to compromise in adherence to Covid- 19 preventive measures prescribed by the central and state governments.


Coordinator – IQAC


Principal & Chairperson-IQAC

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ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on **16/09/2020 in Online Mode**

Points Discussed	Action Taken
IQAC Annual Presentation	Approved and will be presented on next meeting
AQAR	Collected and Analyzed the AQAR for the academic year 2019-2020
Faculty Development Program	Teachers Day Celebrations was organized by PSNACET Alumini Association and IQAC on 5.9.2020
Student Skill Development Program	Subscribed ICT Academy certification and Learnathon Certification Program to students development Encouraged students to avail maximum number of certification
Learning Management System (LMS)	A proposal for LMS has been Submitted on 2/11/2020 to management for approval.
Covid- 19 preventive measures	On behalf of IQAC and Management, department wise coordinator has been assigned to monitor the same.


Coordinator – IQAC


Principal & Chairperson-IQAC

**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
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CIRCULAR

Ref.: PSNACET / IQAC Meeting / 2020-2021 / 03


12/04/2021

It is proposed to convene the third IQAC meeting on 12/04/2021 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
- Organizing programs and events
- Survey process
- Research Development and Publications
- Faculty activities and achievements
- Training and placement activities
- EDC activities
- Covid-19 SOP implementations
- Vote of thanks


Coordinator – IQAC


Principal & Chairperson-IQAC

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PSNA College of Engineering and Technology, Dindigul – 624622

IQAC Minutes of the meeting 12/04/2021

Meeting No. : 03

Date & Time : 12/04/2021 & 11:30AM

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.VE.Jeyanthi 2.Dr.G.Athisha 3.Dr.K.Vijaya 4.Dr.K.Arul Jeyaraj 5.Dr.Ignatius Navis Karthika	Prof & Head / BME,PSNACET Prof & Head / ECE,PSNACET Prof & Head / Chem,PSNACET ASP / ECE,PSNACET AP / Chem,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 Annual Report was presented by Dr.P.Jaganathan,Coordinator/ IQAC.
- IQAC Annual Report presentation spoke the overall importance of NAAC and its seven criteria in detail. The IQAC coordinator deliberated the roles and responsibilities of the criteria in-charges
- The IQAC coordinator explained the importance of organizing programmes by various clubs, associations and societies and requested to organize more programmes.
- There was a discussion about NIRF ranking and the ways to achieve better ranking.
- The Pro Chairman suggested to organize a greater number of programmes under various clubs like HELPS and other professional societies.
- It is also suggested to conduct a Survey on Alumni, Parents and Stakeholders
- It was decided to update IQAC and the NAAC data with relevant document in the college website.
- IQAC coordinator proposed to all department heads to nominate department wise criteria in-charges for seven criteria.
- The Principal advised all the HoDs 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.
- IQAC insisted the training and placement cell to improve the number of placements through on campus recruitments with MNCs.
- IQAC Committee directed the HODs to utilize modern ICT tools by the faculty members for innovative TLP.
- It is planned to conduct more number of EDC camps in the forthcoming years to improve entrepreneur development initiatives.
- It was decided to strictly advise the people whoever enters the campus to adhere to Covid-19 preventive measures prescribed by the central and state governments' authorities.


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 **12/04/2020 in Board Room**

Points Discussed	Action Taken
IQAC Proposal/ Initiatives	A list of IQAAC proposals has been Submitted to management for approval.
Club Activity	Collected and Analyzed the last three years club activities
NAAC In charges	<ol style="list-style-type: none">1. Overall criterion in charges has been fixed.2. Department wise Point of Contact was formed.3. Collected department wise seven criteria in charges and analyzed.
Student Satisfaction Survey	The approved SSS in line with NAAC has been circulated to all departments for data collection and analysis.
Program organized	Student Induction Programme(SIP) from 19.11.2020 – 24.11.2020 Webinar on “ The role of Virtual labs in Engineering Studies and Curriculum Plus Demo” was organized by the department of Mechanical on 7.1.2021
Covid- 19 preventive measures	On behalf of IQAC and Management, department wise coordinator has been assigned to monitor the same.


Coordinator – IQAC


Principal & Chairperson-IQAC