



PPG INSTITUTE OF TECHNOLOGY

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

UGC Recognized | ISO 9001:2015 Certified Institution



ACADEMIC YEAR 2019 - 20



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2019 – 20/Meeting/01

Date: 24.06.2019

Circular

Internal Quality Assurance Cell has scheduled 17th meeting on **01.07.2019 (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 mandatory disclosure to AICTE and Anna university affiliation process
4	Review of Academic related issues
5	Review of Placement and training activities
6	Discussion on ISO internal and external audit
7	Discussion on conduction of Extra-curricular and co-curricular activities
8	Discussion on AQAR submission for academic year 2018 - 2019
9	Any other matters

Date of the meeting: 01.07.2019

Time: 2.30 p.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 : 01.07.2019
Time : 02.30 p.m.
Venue : Board Room
Meeting headed by : Dr.R.Prakasam
Principal
PPG Institute of Technology

Members Present:

S.No	Name	Designation as per IQAC
1.	Dr.R.Prakasam Principal	Chair Person
2.	Dr.P.Sathiaselvan HoD/ Agriculture	Member - Teacher
3.	Dr.V.Bindhu HoD/ECE	Member - Teacher
4.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
5.	Mr.S.Devaneyan HoD/Mechatronics	Member - Teacher
6.	Mr.P.Sivaprakash HoD/CSE	Member - Teacher
7.	Mr.K.Veeramani Placement Officer	Member
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
10.	Dr.M.Saravana kumar Dean – Anna University Coimbatore	Member - Local Society
11.	Mr.M.Vishwanathan Managing Director, Ammarun Foundries, Coimbatore	Member - Industrialist
12.	Mr.Deepak Karthik	Member - Alumni
13.	Mr.A.Karthikraja 3 rd CSE	Member - Student
14.	Mr.V.Saravanakumar HoD/EEE	IQAC Coordinator



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Agenda 1: Review and confirmation of minutes of previous 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.

Action taken report for the last meeting was discussed and confirmed.

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

Mandatory disclosure to AICTE for AY 2019-20 has been submitted and same has been approved. Application for continuous affiliation for AY 2019-20 to Anna University has been submitted.

Agenda 4: Review of Academic related issues.

- Academic calendar for academic year 2019-2020 has reviewed.
- Principal insisted the HoDs to monitor the academic progress and code of conduct of faculty and students.
- Elective subjects for all the departments have been discussed.

Resolution: Members of the meeting finalized and approved.

Agenda 5: Review of Placement and training activities

Placement cell coordinator Mr.Veeramani briefed the placement activities for the academic year 2019 -20. In the passed out batch (2015 -19), 80% of eligible students are placed with package ranging from 2.5lacs – 5lacs.

Principal informed him to prepare the schedule of placement activities for AY 2019 – 20.

Resolution: Resolved to record the activities.

Agenda 6: Discussion on ISO internal and external audit.

ISO coordinator discussed about findings of the academic and administrative audit conducted by TUV expert team. The root cause for the minor nonconformity and action plan for the same are discussed.

Agenda 7: Discussion on Conduction of Extra-curricular and co-curricular activities.

IQAC chairperson Dr,R,Prakasam briefed all the members of the meeting that Extra-curricular and co-curricular activities provides students with a lot of interesting and important experience outside the class room. He said, it helps students to develop stronger time



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management and organizational behavior. Further he asked coordinators of committees/clubs to organize various activities.

Agenda 7: Discussion on AQAR submission for academic year 2018 – 2019

IQAC coordinator said that the AQAR preparation is in progress and he requested the fullest cooperation from all the departments to submit the AQAR in time.

Principal insisted all the HoDs to submit necessary documents required by IQAC cell.

Resolution: Resolved to submit the documents for AQAR preparation..

Agenda 8: Any other matters

- Students dress code and discipline to be monitored.



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ATTENDANCE SHEET

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2.	Dr.P.Sathiaselvan HoD/ Agriculture	Member - Teacher	
3.	Dr.V.Bindhu HoD/ECE	Member - Teacher	
4.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	
5.	Mr.S.Devaneyan HoD/Mechatronics	Member - Teacher	
6.	Mr.P.Sivaprakash HoD/CSE	Member - Teacher	
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 15.04.2019

Agenda	Action Taken	Responsibility
Review and confirmation of minutes of last IQAC Meeting	Noted	-
Submission mandatory disclosure to AICTE and Anna university affiliation process.	Mandatory disclosure to AICTE for AY 2019-20 has been submitted. Anna university affiliation process for AY 2019-20 has been submitted to the web portal.	Principal Office
Academic and Administrative Audit	Audit conducted on 07.06.2019 Non-confirmative found are closed on 8.06.2019	ISO coordinator
Class committee meeting	Action taken for feedback received from the students is reviewed. Water doctor problem has resolved.	All HoDs
Review of feedback collected for even semester (2018 – 19) from the stake holders.	Action taken report submitted to the IQAC Cell	All HoDs
Resources requirements	Books for new courses (BME and Agriculture Engineering) are ordered and will be received in a week.	Librarian


IQAC Coordinator


IQAC - Chairperson



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2019 – 20/Meeting/02

Date: 08.11.2019

Circular

Internal Quality Assurance Cell has scheduled 18th meeting on **15.11.2019 (Friday)**. 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	Discussion on IQAC initiatives
4	Review of Academic related issues
5	Discussion about preparation of question bank.
6	Discussion on Teaching - Learning Process
7	Review of feedback collected for odd semester from the stake holders
8	Any other Matters

Date of the meeting: 15.11.2019

Time: 2.30 p.m.

Venue: Board Room


IQAC Coordinator


IQAC Chairperson

Copy to:

1. The Chairman
2. The 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 : 15.11.2019
Time : 02.30 p.m.
Venue : Board Room
Meeting headed by : Dr.R.Prakasam
Principal
PPG Institute of Technology

Members Present:

S.No	Name	Designation as per IQAC
1.	Dr.R.Prakasam Principal	Chair Person
2.	Dr.P.Sathiaselvan HoD/ Agriculture	Member - Teacher
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8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
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Agenda 1: Review and confirmation of minutes of 17th IQAC Meeting held on 01.07.2019.
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.

Action taken report for the last meeting was discussed and confirmed.

Agenda 3: Discussion on IQAC initiatives

Prof.V.Saravanakumar, IQAC coordinator presented the IQAC initiatives as follows:

- Initiatives such as mentoring, Industry collaborations (industry expert interactions, internships, industrial visit, industry projects, and Alumni interactions) establishments are presented.
- Continuous assessment like department development plan and review, class committee meeting are informed.
- Academic enhancements through teaching – learning methodology, enrichment of technical skills and placement training (Aptitude training, logical training, group discussion) in the current semester is briefed.

Agenda 4: Review of Academic related issues.

The chairperson of the meeting discussed the following points:

- Review the AQAR for the future plan.
- College website to be revamped with the inclusion salient features and necessary contents.

The following documents to be maintained by the department:

- Student exam performance.
- Bio- data of the students
- Class meeting minutes (action take for the feedback to be enclosed)
- Scholarship details.
- Student's participation outside the campus.

Resolution: Members of the meeting accepted to maintain the above documents.

Agenda 5: Discussion about preparation of question bank.

The chairperson informed the HoDs to collect the question bank from the faculty members for their respective subjects.

Resolution: Resolved to collect the question bank



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Agenda 6: Discussion on Teaching - Learning Process

The chairperson insisted the HoDs to implement the following points:

- Video lectures can be projected for real time applications.
- Students shall be given with seminars in real time topics to improve their learning capability.

Agenda 7: Review of feedback collected for odd semester from the stake holders

The Heads of Departments conferred on the feedback received from stakeholders and presented an overview of the action plan developed in response to the feedback.

Resolution: Resolved to record the feedback and action plan.

Agenda 8: Any other matters

- Students dress code and discipline to be monitored.
- Faculty members motivate the students to participate extra and co-curricular activities.



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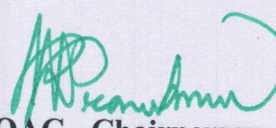


INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 01.07.2019

Agenda	Action Taken	Responsibility
Review and confirmation of minutes of last IQAC Meeting	Noted	-
Submission mandatory disclosure to AICTE and Anna university affiliation process.	Mandatory disclosure to AICTE for AY 2019-20 has been approved. Anna university affiliation process for AY 2019-20 has been approved.	Principal Office
Conduction of Extra-curricular and co-curricular activities	Departments conducted value added programs during this odd semester.	All HoDs
Discussion on AQAR submission for academic year 2018 - 2019	AQAR submission for year 2018 – 19 has been completed successfully.	IQAC Coordinator
Conduction of ISO internal and external audit	ISO internal and external audit completed successfully.	IQAC Coordinator


IQAC Coordinator


IQAC - Chairperson