



# 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 2020 - 21**



# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2020 – 21/Meeting/01

Date: 24.02.2021

### Circular

Internal Quality Assurance Cell has scheduled 19<sup>th</sup> meeting on **26.02.2021 (Friday)**. All the members of the IQAC are requested to attend the meeting.

The agenda for the meeting is given below:

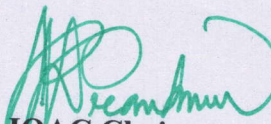
S.No.	Agenda
1	Review and confirmation of minutes of last IQAC Meeting
2	Submission mandatory disclosure to AICTE and Anna university affiliation process.
3	Discussion about university examinations.(open book examination)
4	Discussion about preparation of Course materials – Google classroom
5	Discussion on webinars
6	Review of University examination(online mode) results
7	Any other matters

Date of the meeting: 26.02.2021

Time: 12.30pm

Venue: Virtual Mode

  
IQAC Coordinator

  
IQAC Chairperson

### Copy to:

1. The Chairman
2. Principal
3. All the members of IQAC
4. Administrative Officer





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting

**Date of Meeting** : 26.02.2021  
**Time** : 12.30 p.m.  
**Venue** : Virtual mode  
**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/Civil	Member - Teacher
3.	Dr.V.Bindhu HoD/ECE	Member - Teacher
4.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
5.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
6.	Dr.Shuriya HoD/CSE	Member - Teacher
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
10.	Dr.A.Sridevi HoD/ECE, AIT	Member - Local Society
11.	Mr.R.Prabhakaran	Member - Alumni
12.	Ms.S.Akhila 3 <sup>rd</sup> CSE	Member - Student
13.	Mr.V.Saravanakumar HoD/EEE	IQAC Coordinator





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



**Agenda 1:** Review and confirmation of minutes of 18th IQAC Meeting conducted on 15.11.2019

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

Mandatory disclosure to AICTE for AY 2021-22 is in progress. Application for continuous affiliation for AY 2021-22 to Anna University will be submitted once web is portal opened.

**Agenda 3:** Discussion about university examinations. (open book examination)

Principal discussed about the open book examination conducted by university. Mr.C.Magesh informed that the question papers will be shared to the students through class advisor using E-mail or Google classroom. The students have to submit the scanned copy via Email or Google classroom and hard copy via courier to the college.

**Resolution:** HoDs noted and accepted to ensure to complete the above process of examination without any lacuna.

**Agenda 4:** Discussion on webinars

HoDs discussed about various programs conducted through webinars, Principal informed the HoDs to submit the details of webinars to IQAC cell.

**Resolution:** Members of the meeting accepted.

**Agenda 5:** Review of University examination (online mode) results

HoDs discussed about pass percentage of students. The examination cell coordinator informed that the overall pass percentage in the last semester 95%. Principal informed the HoDs to counsel the students those who absent for online examination.

**Resolution:** Resolved to record the university results.

**Agenda 6:** Discussion about preparation of Course materials – Google classroom

The Principal informed the HoDs to insist their faculty members to create google classroom for each course and upload the course materials and question bank and other relevant materials.

**Resolution:** The members of the meeting agreed to create Google classroom for all the courses





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified

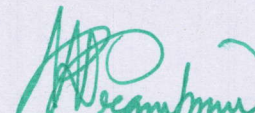


## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 15.11.2019

Agenda	Action Taken	Responsibility
Review and confirmation of minutes of last IQAC Meeting	Noted	-
Discussion on IQAC initiatives	Online webinars are conducted	HoDs and Faculty members
Review of Academic related issues	The documents to be maintained are received from the students through Google sheet.	Class advisors
Preparation of question bank	Question bank are prepared and shared through Google class room	Faculty members
Review of feedback collected for odd semester from the stake holders	Action taken report submitted to the IQAC Cell	All HoDs

  
IQAC Coordinator

  
IQAC Chairperson





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2020 – 21/Meeting/02

Date: 10.05.2021

### Circular

Internal Quality Assurance Cell has scheduled the 20<sup>th</sup> meeting on 17.05.2021 (Monday). All the members of the IQAC are requested to attend the meeting.

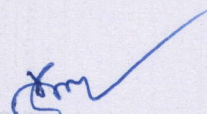
The agenda for the meeting is given below:

S.No.	Agenda
1	Review and confirmation of minutes of last IQAC Meeting
2	Submission mandatory disclosure to AICTE and Anna university affiliation process.
3	Conduction of ISO external audit.
4	Discussion on Human resource requirement for AY 2021-22
5	Discussion on Academic calendar/Institutional calendar
6	Review of online class attendance
7	Discussion on Placement and Training activity
8	Discussion on Faculty development Activities.
9	Review of feedback collected for even semester from the stake holders
10	Any other matters

Date of the meeting: 17.05.2021

Time: 12.30pm

Venue: Board Room

  
IQAC Coordinator

  
IQAC - Chairperson

### Copy to:

1. The Chairman
2. Principal
3. All the members of IQAC
4. Administrative Officer





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting

**Date of Meeting** : 17.05.2021  
**Time** : 12.30 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/Civil	Member - Teacher
3.	Dr.V.Bindhu HoD/ECE	Member - Teacher
4.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
5.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
6.	Dr.Shuriya HoD/CSE	Member - Teacher
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
10.	Dr.A.Sridevi HoD/ECE, AIT	Member - Local Society
11.	Mr.R.Prabhakaran	Member - Alumni
12.	Ms.S.Akhila 3 <sup>rd</sup> CSE	Member - Student
13.	Mr.V.Saravanakumar HoD/EEE	IQAC Coordinator





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



**Agenda 1:** Review and confirmation of minutes of 19<sup>th</sup> 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:** Submission of mandatory disclosure to AICTE and Anna university affiliation process.

Mandatory disclosure to AICTE for AY 2021-22 is approved. Application for continuous affiliation for AY 2021-22 to Anna University has been submitted and approved by the University.

**Agenda 3:** Conduction of ISO audit

IQAC coordinator informed that ISO audit by external team has planned in the month June. The Principal informed the HoDs to keep the files ready for the audit.

**Resolution:** The members in meeting agreed to prepare the necessary documents ready for the audit.

**Agenda 4:** Discussion on Human resource requirement for AY 2021-22

Principal informed HoDs to submit the work load for forthcoming semester and to prepare the proposal for faculty recruitment, if needed. The above details to be submitted on or before 21.05.2021

**Resolution:** HoDs accepted to submit the same.

**Agenda 5:** Discussion on Academic calendar/Institutional calendar

Principal informed the HoDs to prepare Academic calendar/Institutional calendar before the commencement of next academic year.

**Agenda 6:** Review of online class attendance

HoDs discussed about class conduction in online mode. Also briefed about the issues faced in this mode of class.

**Agenda 7:** Discussion on Placement and Training activity

Placement officer Mr. Balaji Shanmugam discussed about the online training programs conducted during this semester. He requested for man power to strengthen the placement cell.

**Resolution:** Resolved to record the online programs conducted.

**Agenda 8:** Discussion on Faculty development Activities.

HoDs presented various programs and conferences attended by faculty. Principal insisted faculty to publish technical papers in national and international journals

**Resolution:** Resolved to record the activities attended by the faculty members.





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



**Agenda 9:** Review of feedback collected for even semester from the stake holders  
The Heads of Departments engaged in discussions regarding the feedback obtained from stakeholders and shared details about the action plan devised in response to the feedback.

**Resolution:** Resolved to record the action plan taken for the feedbacks collected from the stake holders.

**Agenda 10:** Any other matters

HoDs discussed about pass percentage of students. The examination cell coordinator informed that the overall pass percentage in the last semester 95%.





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



## ATTENDANCE SHEET

S.No	Name	Designation as per IQAC	Signature
1.	Dr.R.Prakasam Principal	Chair Person	
2.	Dr.P.Sathiaselvan HoD/Civil	Member - Teacher	
3.	Dr.V.Bindhu HoD/ECE	Member - Teacher	
4.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	
5.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	
6.	Dr.Shriya HoD/CSE	Member - Teacher	
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher	
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher	
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer	
10.	Dr.A.Sridevi HoD/ECE, AIT	Member - Local Society	
11.	Mr.R.Prabhakaran	Member - Alumni	
12.	Ms.S.Akhila 3 <sup>rd</sup> CSE	Member - Student	
13.	Mr.V.Saravanakumar HoD/EEE	IQAC Coordinator	





# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
UGC Recognized | NAAC Accredited | ISO 9001:2015 Certified



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 26.02.2021

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 submitted and the same is accepted by AICTE. Anna university affiliation process complete. Affiliation approved for AY 2021-22	Principal Office
Discussion about preparation of Course materials – Google classroom	HoDs monitoring Google classroom platform regularly and ensuring whether the course materials are shared to the students.	HoDs & faculty members

  
IQAC Coordinator

  
IQAC Chairperson