



# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
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**ACADEMIC YEAR 2021 - 22**



# PPG INSTITUTE OF TECHNOLOGY

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2021 – 22/Meeting/01

Date: 09.08.2021

### Circular

Internal Quality Assurance Cell has scheduled 21<sup>st</sup> meeting on **16.08.2021 (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 20 <sup>th</sup> IQAC Meeting
2	Action taken report on the proposals of the last meeting.
3	Discussion on initiatives proposed by IQAC
4	Submission of mandatory disclosure to AICTE and Anna university affiliation process
5	Review of Curricular and Co-curricular activities
6	Review of university results.
7	Review of placement cell activities
8	Discussion on Anna university new regulations - 2021
9	Discussion on AQAR submission for academic year 2020 - 2021
10	Any other matters

Date of the meeting: 16.08.2021

Time: 12.30pm

Venue: Board Room

  
QAC 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** : 16-08-2021  
**Time** : 12.30 p.m.  
**Venue** : Board Room  
**Meeting headed by** : Dr.V.Bindhu  
Principal  
PPG Institute of Technology

#### **Members Present:**

S.No	Name	Designation as per IQAC
1.	Dr.V.Bindhu Principal	Chair Person
2.	Dr.P.Sathiaselvan Director	Member - Teacher
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
5.	Dr.D.Nithyaprakash HoD/S & H	Member - Teacher
6.	Mr.K.Kaviyakanth HoD/BME	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.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist
12.	Mr.Pavithran	Member - Alumni
13.	Ms.Abarna 3 <sup>rd</sup> Year ECE	Member - Student
14.	Mr,V,Saravanakumar HoD/EEE	IQAC Coordinator





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**Agenda 1:** Review and confirmation of minutes of 20<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:** Action taken report on the proposals of 20<sup>th</sup> IQAC Meeting.  
Action taken report for the last meeting was discussed and confirmed.

**Resolution:** Action taken report confirmed. At the end of every semester, academic audit to be carried out.

**Agenda 3:** Discussion on initiatives proposed by IQAC  
Prof.V.Saravanakumar, Coordinator, IQAC presented initiatives taken by IQAC for quality improvement. Initiatives for developing standard formats / procedures developed were discussed.

Formats discussed were:

1. Format for “Feedback from Stakeholders and Action taken Report”
2. Contents of Academic calendar
3. Result Analysis
4. Feedback from industry
5. Student’s feedback on Infrastructure and facilities.

All the initiatives and formats prepared by IQAC were resolved and approved by committee.

**Resolution:** All the initiatives approved by committee.

**Agenda 4:** Submission of mandatory disclosure to AICTE and Anna university affiliation process.

Mandatory disclosure to AICTE for AY 2021-22 has been submitted and same has been approved. Application for continuous affiliation for AY 2021-22 to Anna university has been submitted

**Agenda 5:** Review of Curricular and Co-curricular activities.

HoDs discussed about department-wise curricular activities to be conducted in this current academic year.

Principal informed NSS coordinator to schedule program for this academic year.

**Resolution:** HoDs confirmed that the activities will be conducted as per the schedule in the academic/institutional calendar.





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## **Agenda 6:** Review of university result

HoDs presented the university result analysis of senior students. Principal informed to prepare class wise list of subjects that produced low pass percentage and to get the feedback from the students. Also informed to prepare the slow learners list.

**Resolution:** HoDs agreed to prepare the list and the same has been approved by the committee.

## **Agenda 7:** Review of placement cell activities.

Placement officer Mr.Balaji Shanmugam discussed about the placement details of passed out batch. In passed out batch, 85% of eligible students are placed with package starting 2lacs - 4.5lacs. Also discussed about activities to be scheduled for the current academic year.

## **Agenda 9:** Discussion on Anna university new regulations – 2021

Exam cell coordinator Mr.C.Magesh discussed about the new regulations given by Anna University. As per the new regulations, continuous internal Assessment (CIA) will be conducted twice in a semester. The question paper to be prepared for 100 marks and the duration of test will be 3 hours.

## **Agenda 9:** Discussion on AQAR submission for academic year 2020 - 2021

The Principal informed the HoDs to collect the necessary data to complete the AQAR submission process.

**Resolution:** Members accepted to take necessary steps to submit AQAR.

## **Any other Matter:**

Alumni Association Meeting: It has been decided that the alumni association meeting will be conducted every year, during the 4<sup>th</sup> week of December.





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## Attendance Sheet:

S.No	Name	Designation as per IQAC	Signature
1.	Dr.V.Bindhu Principal	Chair Person	
2.	Dr.P.Sathiaselvan Director	Member - Teacher	
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	
5.	Dr.D.Nithyaprakash HoD/S & H	Member - Teacher	
6.	Mr.K.Kaviyakanth HoD/BME	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.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist	
12.	Mr.Pavithran	Member - Alumni	
13.	Ms.Abarna 3 <sup>rd</sup> Year ECE	Member - Student	
14.	Mr,V,Saravanakumar HoD/EEE	IQAC Coordinator	





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 17.05.2021

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 2022-23	Principal Office
Discussion about university examinations.(open book examination)	Class advisors are taking utmost care in receiving answer scripts on daily basis. Class advisors are instructed to leave institute only after ensured by the exam cell.	HoDs and Class advisors
Discussion on Human resource requirement for AY 2021-22	Work load details are submitted.	Principal and HoDs
Review of Academic calendar/Institutional calendar	All departments submitted academic calendar for the academic year 2022-23.	HoDs and Faculty members
Discussion on Students attendance for online class	HoDs are instructed to inform class advisors to monitor the attendance. Faculty members are instructed to start session in time. Class advisors are reporting the daily attendance and action taken for the absentees.	HoDs/Class advisors
Review of feedback collected for even semester from the stake holders	Action taken report submitted to IQAC	All HoDs

  
IQAC Coordinator

  
IQAC Chairperson





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2021 – 22/02

Date: 01.12.2021

### Circular

Internal Quality Assurance Cell has scheduled 22<sup>nd</sup> meeting on 08.12.2021 (Wednesday). 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 21 <sup>st</sup> IQAC Meeting
2	Submission of mandatory disclosure to AICTE and Anna university affiliation process.
3	Discussion on syllabus coverage for odd semester
4	Conduction of Academic and Administrative audit.
5	Review of class committee meeting held during this semester.
6	Review of internal assessment test performance of senior students.
7	Review of students placement and training activities
8	Discussion on MoU with industries
9	Review of feedback collected for odd semester from the stake holders
10	Any other matters

Date of the meeting: 08.12.2021

Time: 11.30 a.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** : 08-12-2021  
**Time** : 11.30 a.m.  
**Venue** : Board Room  
**Meeting headed by** : Dr.V.Bindhu  
Principal  
PPG Institute of Technology

#### **Members Present:**

S.No	Name	Designation as per IQAC
1.	Dr.V.Bindhu Principal	Chair Person
2.	Dr.P.Sathiaselvan Director	Member - Teacher
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
5.	Dr.D.Nithyaprakash HoD/S & H	Member - Teacher
6.	Mr.K.Kaviyakanth HoD/BME	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.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist
12.	Mr.Pavithran	Member - Alumni
13.	Ms.Abarna 3 <sup>rd</sup> Year ECE	Member - Student
14.	Mr.V.Saravanakumar HoD/EEE	IQAC Coordinator





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**Agenda 1:** Review and confirmation of minutes of 21<sup>st</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.

Application for continuous affiliation for AY 2021-22 to Anna University has been approved.

**Agenda 3:** Discussion on syllabus coverage for odd semester

HoDs discussed about the portions covered in their respective departments. For senior student's entire syllabus completed. For first year students 3 units completed.

**Agenda 4:** Conduction of Academic and Administrative audit.

ISO internal audit will be conducted in the month of January 2022. Principal informed HoDs to complete the documents and keep ready for smooth conduction of audit.

**Resolution:** Members of the meeting confirmed and approved.

**Agenda 5:** Review of class committee meeting held during this semester.

HoDs discussed about department-wise class committee meeting held. Principal informed the HoDs to submit the action taken for the feedback to IQAC cell.

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

**Agenda 6:** Review of internal assessment test performance of senior students.

Internal assessment test performance of senior students is presented by respective HoDs of the department. The details of remedial class conducted for the slow learners are presented. HoDs informed to submit the remedial classes details to IQAC cell.

**Agenda 7:** Review of students placement and training activities.

Placement officer Mr. Balaji Shanmugam discussed about the training programs conducted during this odd semester. Also discussed about the companies to be visited for on-campus recruitment process.

**Agenda 8:** Discussion on MoU with industries

HoDs presented department wise MoU signed with various industries. Also had discussion about the activities to be conducted in association with these industries. Principal informed to conduct at least one activity for the even semester.

**Resolution:** Members of the meeting confirmed and approved.





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**Agenda 9:** Review of feedback collected for odd semester from the stake holders  
The Heads of Departments convened to review feedback from stakeholders and provided an overview of the action plan developed in response to the collected input.

**Resolution:** Resolved to record the feedback and action plan.





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## Attendance Sheet

S.No	Name	Designation as per IQAC	Signature
1.	Dr.V.Bindhu Principal	Chair Person	V. Bindhu
2.	Dr.P.Sathiaselvan Director	Member - Teacher	P. Sathiaselvan
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	D. Rajeswari
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	S. Selvakumar
5.	Dr.D.Nithyaprakash HoD/S & H	Member - Teacher	D. Nithyaprakash
6.	Mr.K.Kaviyakanth HoD/BME	Member - Teacher	K. Kaviyakanth
7.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher	B. Shanmugam
8.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher	C. Magesh
9.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer	R. Dhakishanamoorthy
10.	Dr.A.Sridevi HoD/ECE, AIT	Member - Local Society	A. Sridevi
11.	Mr.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist	D. Balaguru
12.	Mr.Pavithran	Member - Alumni	P. Pavithran
13.	Ms.Abarna 3 <sup>rd</sup> Year ECE	Member - Student	A. Abarna
14.	Mr,V,Saravanakumar HoD/EEE	IQAC Coordinator	V. Saravanakumar





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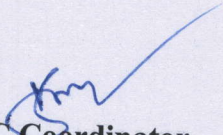
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 16.08.2021

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 on initiatives proposed by IQAC	Suggested formats given by IQAC are updated.	All HoDs.
Review of university result	Slow learners list prepared by all departments based on the university results.	HoDs and class advisors
Discussion on Anna university new regulations - 2021	Template for question paper setup as per new regulation is prepared and approved.	IQAC cell
Discussion on AQAR submission for academic year 2020 - 2021	AQAR submission process is in progress..	IQAC cell

  
IQAC Coordinator

  
IQAC - Chairperson





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2021 – 22/03

Date: 01.02.2022

### Circular

Internal Quality Assurance Cell has scheduled 23<sup>rd</sup> meeting on **07.02.2022 (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 22 <sup>nd</sup> IQAC Meeting
2	Submission of mandatory disclosure to AICTE and Anna university affiliation process.
3	Conduction of Academic and Administrative Audit
4	Discussion on student's Internships/Projects
5	Discussion on improvement in specific area – Social media visibility
6	Administrative decisions to keep students' interest
7	Submission of Research proposals to funding agencies.
8	Any other matters

Date of the meeting: 07.02.2022

Time: 11.30 a.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** : 07-02-2022  
**Time** : 11.30 a.m.  
**Venue** : Board Room  
**Meeting headed by** : Dr.V.Bindhu  
Principal  
PPG Institute of Technology

### **Members Present:**

S.No	Name	Designation as per IQAC
1.	Dr.V.Bindhu Principal	Chair Person
2.	Dr.P.Sathiaselvan Director	Member - Teacher
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
5.	Mr.K.Kaviyakanth HoD/BME	Member - Teacher
6.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher
7.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
8.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
9.	Dr.A.Sridevi HoD/ECE, AIT	Member - Local Society
10.	Mr.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist
11.	Mr.Pavithran	Member - Alumni
12.	Ms.Abarna 3 <sup>rd</sup> Year ECE	Member - Student
13.	Mr.V.Saravanakumar HoD/EEE	IQAC Coordinator





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## **Agenda 1:** Review and confirmation of minutes of 22<sup>nd</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 2022-23 is in progress. Application for continuous affiliation for AY 2022-23 to Anna University will be submitted through university web portal

## **Agenda 3:** Conduction of Academic and Administrative Audit

ISO coordinator discussed about the academic and administrative audit findings conducted on 07.01.2022.

## **Agenda 4:** Discussion on student's Internships/Projects

Principal briefed the importance of internships/projects. HoDs are informed to encourage the their students to do industry projects and work towards patents and publications

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

## **Agenda 5:** Discussion on improvement in specific area – Social media visibility

The Principal suggested forming a committee to improve social media visibility. This committee shall ensure the posting of activities conducted in various social media.

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

## **Agenda 6:** Administrative decisions to keep students' interest

Principal discussed the following points:

- Onsite internship to be arranged for students
- When faculty go on leave only faculty who can handle the course effectively be allotted – not just for namesake.

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

## **Agenda 7:** Submission of Research proposals to funding agencies.

Principal explained the research activities to be carried out in the departments. Also informed about the steps to be initiated to receive research funds from various external agencies.





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## ATTENDANCE SHEET

S.No	Name	Designation as per IQAC	Signature
1.	Dr.V.Bindhu Principal	Chair Person	<i>V. Bindhu</i>
2.	Dr.P.Sathiaselvan Director	Member - Teacher	<i>P. Sathiaselvan</i>
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	<i>D. Rajeswari</i>
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	<i>S. Selvakumar</i>
5.	Mr.K.Kaviyakanth HoD/BME	Member - Teacher	<i>K. Kaviyakanth</i>
6.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher	<i>B. Shanmugam</i>
7.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher	<i>C. Magesh</i>
8.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer	<i>R. Dhakishanamoorthy</i>
9.	Dr.A.Sridevi HoD/ECE, AIT	Member - Local Society	<i>A. Sridevi</i>
10.	Mr.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist	<i>D. Balaguru</i>
11.	Mr.Pavithran	Member - Alumni	<i>P. Pavithran</i>
12.	Ms.Abarana 3 <sup>rd</sup> Year ECE	Member - Student	<i>Abarana</i>
13.	Mr.V.Saravanakumar HoD/EEE	IQAC Coordinator	<i>V. Saravanakumar</i>





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action taken report for meeting conducted on 08.12.2021**

Agenda	Action Taken	Responsibility
Review and confirmation of minutes of last IQAC Meeting	Noted	-
Submission of 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 on syllabus coverage for odd semester	HoDs verified the lesson plan and ensured the portion coverage as per plan.	All HoDs.
Conduction of Academic and Administrative audit.	ISO internal audit planed during the month of January 2022	ISO coordinator
Review of internal assessment test performance of senior students.	Remedial classes are planned for slow learners.	HoDs ad class advisors
Discussion on MoU with industries	All departments has signed at least one MoU with nearby industries and initiated activities,	All HoDs.
Review of feedback collected for odd semester from the stake holders	Action taken for feedback collected from the stake holders submitted to the IQAC cell	All HoDs.

  
IQAC Coordinator

  
IQAC Chairperson





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

PPGIT/IQAC/2021 - 22/04

Date: 16.05.2022

### Circular

Internal Quality Assurance Cell has scheduled 24<sup>th</sup> meeting on **23.05.2022 (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 23 <sup>rd</sup> IQAC Meeting
2	Submission of mandatory disclosure to AICTE and Anna university affiliation process.
3	Discussion regarding university question papers and feedback from the students
4	Discussion on Student Satisfactory survey report.
5	Discussion on curricular and co-curricular activities conducted during even semester
6	Discussion on Human resource requirement for AY 2022-23
7	Conduction of Academic and Administrative Audit
8	Review of University examination results of outgoing batch.
9	Review of feedback collected for even semester from the stake holders
10	Any other matters

Date of the meeting: 23.05.2022

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





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting

**Date of Meeting** : 23.05.2022  
**Time** : 12.30 p.m.  
**Venue** : Board Room  
**Meeting headed by** : Dr.V.Bindhu  
Principal  
PPG Institute of Technology

#### **Members Present:**

S.No	Name	Designation as per IQAC
1.	Dr.V.Bindhu Principal	Chair Person
2.	Dr.P.Sathiaselvan Director	Member - Teacher
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher
5.	Mr.K.Kavivakanth HoD/BME	Member - Teacher
6.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher
7.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher
8.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer
9.	Dr.A.Sridevi HoD/ECE, AIT	Member - Local Society
10.	Mr.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist
11.	Mr.Pavithran	Member - Alumni
12.	Ms.Abarna 3 <sup>rd</sup> Year ECE	Member - Student
13.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator





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**Agenda 1:** Review and confirmation of minutes of 23<sup>rd</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 2022-23 is approved. Application for continuous affiliation for AY 2022-23 to Anna University has been submitted and approved by the University.

**Agenda 3:** Discussion regarding university question papers and feedback from the students  
HoDs discussed about the feedback received from the students regarding university question papers. Principal informed the HoDs to review question paper analysis submitted by the faculty members.

**Agenda 4:** Discussion on Student Satisfactory survey report.  
Principal informed all HoDs to submit the student satisfactory survey report to IQAC cell.

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

**Agenda 5:** Discussion on curricular/co-curricular activities conducted during even semester.  
HoDs discussed about the activities conducted during the even semester. Principal informed to submit the details with photograph to IQAC cell.  
Principal insisted to plan more seminars in recent trends. She informed NSS coordinator to prepare program schedule for next academic year.

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

**Agenda 6:** Discussion on Human resource requirement for AY 2022-23  
Principal informed the HoDs to prepare work load for next semester and submit the proposal for new faculty recruitment, if needed.

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

**Agenda 7:** Conduction of Academic and Administrative Audit  
ISO coordinator informed that there will be an external audit during the month of June. The internal audit is scheduled on 27.05.2022 Principal informed the HoDs to keep the required documents ready for audit.

**Agenda 8:** Review of University examination results of outgoing batch.  
HoDs discussed about pass percentage of students (all cleared till 7<sup>th</sup> semester). The examination cell coordinator informed that the overall pass percentage is 94%.





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**Agenda 9:** Review of feedback collected for odd semester from the stake holders  
The department heads talked about the feedback they got from stakeholders and explained the plan for what they're going to do based on that feedback.

**Resolution:** Resolved to record the action plan for feedback from the stake holders.





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## ATTENDANCE SHEET

S.No	Name	Designation as per IQAC	Signature
1.	Dr.V.Bindhu Principal	Chair Person	V. Bin
2.	Dr.P.Sathiaselvan Director	Member - Teacher	P. Sathiaselvan
3.	Mrs.D.Rajeswari HoD/Mechanical	Member - Teacher	D. Rajeswari
4.	Mr.S.Selvakumar HoD/Agriculture	Member - Teacher	S. Selvakumar
5.	Mr.K.Kaviyakanth HoD/BME	Member - Teacher	K. Kaviyakanth
6.	Mr.Balaji Shanmugam Asst. Professor /CSE	Member - Teacher	B. Shanmugam
7.	Mr.C.Magesh Asst. Professor/S & H	Member - Teacher	C. Magesh
8.	Mr.R.Dhakishanamoorthy Chief Administrative Officer	Member - Senior Administrative Officer	R. Dhakishanamoorthy
9.	Dr.A.Sridevi HoD/ECE, AIT	Member - Local Society	A. Sridevi
10.	Mr.D.Balaguru, Assistant Director MSME – TPDC Coimbatore	Member - Industrialist	D. Balaguru
11.	Mr.Pavithran	Member - Alumni	P. Pavithran
12.	Ms.Abarna 3 <sup>rd</sup> Year ECE	Member - Student	Abarna
13.	Dr.D.Nithyaprakash HoD/S & H	IQAC Coordinator	D. Nithyaprakash





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action taken report for meeting conducted on 07.02.2022

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 2022-23	Principal Office
Academic and Administrative Audit	Audit conducted on 07.01.2022 Non-confirmative found are closed on 09.01.2022	ISO coordinator
Improvement in specific area - Social media visibility	A committee has formed with one faculty from each department to upload the activities in the social media.	-
Administrative decisions to keep students' interest	Students attended internship programs from various industries; The details of same have been submitted to IQAC cell.	All HoDs

  
IQAC Coordinator

  
IQAC Chairperson