



ADHI COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE and Affiliated to Anna University, Chennai

Kanchipuram – 631605. www.adhi.edu.in

An ISO Certified and NAAC Accredited Institution

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

ACET/IQAC/2019/2

02- 08- 2019

Dear all,

Sub: Intimation - Internal Quality Assurance Cell Meeting – Audit – reg

It is proposed to conduct the Internal Quality Assurance meeting on 12/08/2019 (Monday). Kindly ensure that all the members are present for the meeting. The Agenda of the meeting is given below. discuss over

Date – 12/08/2019

Venue – IQAC Cell

Time – 11:30 AM

Agenda:

- Syllabus completion status – student feedback survey
- Student Satisfactory Survey
- Conducting workshops and FDP programmes
- Internal Assessment schedule and Practical date discussion
- Preparation of Supporting File for NAAC.
- Signing of MOU - Value added courses for all branches .
- University Results.
- Symposium and conference organising
- Participation in FDP




Principal
Adhi College of Engineering & Technology
Sankarapuram, Near Walajabad,
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QUALITY ASSURANCE INTERNAL CELL

MINUTES OF IQAC MEETING held on 12/08/2019

ACET /IQAC/ MoM/ 2019/ 02

Agenda:

- Syllabus completion status – student feedback survey
- Student Satisfactory Survey
- Conducting workshops and FDP programmes
- Internal Assessment schedule and Practical date discussion
- Preparation of Supporting File for NAAC.
- Signing of MOU - Value added courses for all branches .
- University Results.
- Symposium and conference organising
- Participation in FDP

Members Present in the meeting:

Dr. A. Devaraju	Principal
Dr. V. Paranthaman	IQAC Coordinator
Dr. D. Palanisamy	HOD - Mechanical
Dr. K. B. Bhaskar	Exam cell Coordinator / HOD - EEE
Dr. Latha	Academic Coordinator
Mr. K. Dinesh Babu	HOD - ECE
Dr. Gowri	HOD - CSE
Mrs. Vasanthi	HOD – Civil
Mr. Prabhu	IQAC Co-Coordinator
Mrs. K. Banupriya	IQAC dept coordinator
Ms. B. Devi	HOD – S&H
Mr. Umapathy	IQAC Mech dept coordinator
Mr M Dinesh	IQAC EEE dept coordinator
Mr. Krishnamoorthy	Placement Officer
Dr. N.Venkatesan	NSS Coordinator
Mr. Shakthivel	NCC Coordinator



PRINCIPAL

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Particulars	Points Discussed	Decision Taken	Action Required	Responsibility	Target Date
Points that were discussed in the previous IQAC meeting were reminded as a summary	All the agenda of previous IQAC meeting				
Syllabus completion status – student feedback survey Student Satisfactory Survey	Discussed with the heads of all the departments and a consolidated report on syllabus completion were submitted by the academic Co-ordinator to the principal	Decided to complete the syllabus as per the academic schedule and the student survey to be analysed by the committee formed by the head in the department.	Planned for committee formation that includes faculty and staff.	HOD's, and department Coordinator	Within the stipulated date
Conducting workshops and FDP programmes	All the faculties were motivated to attend all the FDP's conducted by the reputed institution. Faculties were asked to apply for the sponsored FDP by the Anna University	Decided to send atleast one faculty from each department to participate in the FDP in other colleges and universities. It was made mandatory that each department should have applied for the Anna university sponsored FDP.	Department Objectives to be reviewed by department meetings every week.	Principal, IQAC & HODs	Within the stipulated date in this semester
Internal Assessment schedule and Practical date discussion	The date and time of internal assessment and practical examinations for the	Planned to complete the syllabus accordingly. Model practical to be conducted as per the schedule without any	Completion of syllabus both theory and practical as per schedule.	HODs, Department subject incharges	As per the academic calender



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	students of all semesters and all departments were discussed.	deviation in the academic calendar.			
Preparation of Supporting File for NAAC.	All the supporting files required for the NAAC is to be prepared	It was decided to follow and monitor with the internal audit	Completion of all files without any flaw and get the approval from the IQAC	IQAC & HODs	As scheduled by the internal audit cell
Internal Audit	Date for internal Audit is proposed	October 2 nd week is decided.	Department to Update the NAAC files, Stock Register.	HODs, Department Coordinator	Next IQAC Meeting.
Signing of MOU - Value added courses for all branches .	To Sign MOU with the companies that offer Value added courses	Decided to sign the MOU for all the core and circuit branches	Approach the companies with reputation in conducting value added courses	HOD' Placement Officer	Next IQAC Meeting.
Symposium and conference organising	To conduct International / National conferences	Decided to conduct symposium in the odd semester and conferences in the even semester	Plan for publication and request for keynote speakers	HOD's and department co-ordinators	Next IQAC Meeting
University Results	University results of Previous Semester discussed.	To analyse all the department result.	To monitor the slow learners and improve them.	Principal, Academic Coordinator & HODs	Next IQAC Meeting.
Recommendations:	- To maintain University Results% consistent in all departments.				



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| | <ul style="list-style-type: none">- Department Coordinators are insisted to update the supporting files at earliest.- To make use of Q & A booklet effectively.- To encourage students for paper publishing.- Sign MOU with the reputed companies to conduct VAC |
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A handwritten signature in blue ink, appearing to read 'A. Sankarapuram'.

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ACTION TAKEN REPORT

CSE, IT, AI&DS:

- Conducted Value added Course for latest Technological Tools.
- Conducted HR Conclave through Placement Cell to Connect with company.

ECE:

- Staff Members have contributed to Journal Publications.
- Organised Workshops for Industrial Ready Students.

MECHANICAL:

- Conducted International Conference for 6th time continuously with Scopus Indexed Publications.
- Tutorial Hours are practiced every week for improving results.

EEE:

- Conducted Guest lecture on Electric Vehicle Technology.
- Chose Professional Electives as Industrial Friendly Subjects.

LIBRARY:

- Weak Students are given Special Attention during evening hours.
- To collect more e-resources.



IQAC Coordinator

A handwritten signature in green ink, appearing to be 'A. Sankarapandian', written over the printed name 'Principal'.

Principal

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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

ACET/IQAC/2020/2

03- 01- 2020

Dear all,

Sub: Intimation - Internal Quality Assurance Cell Meeting – Audit – reg

It is proposed to conduct the Internal Quality Assurance meeting on 22/01/2020 (wednesday). Kindly ensure that all the members are present for the meeting. The Agenda of the meeting is given below.

Date – 22-01-2020

Venue –Principal cabin

Time – 11: 00 AM

Agenda:

- Action plan for all departments
- Analysing NAAC accreditation works
- Student Satisfactory Survey
- Internal Assessment schedule
- Supporting File for NAAC.
- University Results.
- Review on curriculum feed back
- Applying new courses
- Any other points with the permission of the chair




Principal

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QUALITY ASSURANCE INTERNAL CELL

MINUTES OF IQAC MEETING held on 22/01/2020

ACET /IQAC/ MoM/ 2020/ 01

Agenda:

- Action plan for all departments
- Analysing NAAC accreditation works
- Student Satisfactory Survey
- Internal Assessment schedule
- Supporting File for NAAC.
- University Results.
- Review on curriculum feed back
- Applying new courses
- Any other points with the permission of the chair

Members Present in the meeting:

Dr. A. Devaraju	Principal
Dr. V. Paranthaman	IQAC Coordinator
Dr. D. Palanisamy	HOD – Mechanical / Academic co-ordinator
Dr. K. B. Bhaskar	Exam cell Coordinator / HOD - EEE
Mr. K. Dinesh Babu	HOD - ECE
Dr. Gowri	HOD - CSE
Mrs. Vasanthi	HOD – Civil
Mr. Prabhu	IQAC Co-Coordinator
Mrs. K. Banupriya	IQAC dept coordinator
Ms. B. Devi	HOD – S&H
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Points that were discussed in the previous IQAC meeting were summarised	All the agenda of previous IQAC meeting	Satisfactory about the previous meeting discussions			
Action plan for all departments	Discussed with the heads of all the departments and action plan for the upcoming semester was scheduled.	Decided to follow the academic schedule and complete the syllabus as per the academic schedule.	Planned to follow the action plan.	HOD's, and department faculties	Within the stipulated date
Analysing NAAC accreditation works	The document prepared by the faculty members were analysed by the internal audit committee	Decided to complete the documents as per the guidelines of the IQAC and department coordinator	Work to be completed in addition to the academic work load	HODs and faculty members	Within the stipulated date in this semester
Student Satisfactory Survey	Discussed with the heads of all the departments and a consolidated report on students feedback was submitted by the academic Co-ordinator to the	Decided to take necessary action on the feedback provided by the students and monitor the progress of the faculty in the future.	Planned for committee formation that includes faculty and staff.	HOD's, and department faculties	Within the stipulated date



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	principal				
Internal Assessment schedule	All the supporting files required for the NAAC is to be prepared	It was decided to follow and monitor with the internal audit	Completion of all files without any flaw and get the approval from the IQAC	IQAC & HODs	As scheduled by the internal audit cell
Internal Audit schedule	All the supporting files required for the NAAC is to be prepared Date for internal Audit is proposed	It was decided to follow and monitor with the internal audit March 3rd week is decided.	Completion of all files without any flaw and get the approval from the IQAC	HODs, Department Coordinator	Next IQAC Meeting.
Applying new courses	To apply for new courses that are of great demand in the industry	Decided to apply for the new branches of study and specialization courses of the university	A detailed study with the industry both core and software industry for a survey to find the demand in the society	Principal and HOD's	Next Academic year
Conferences / symposium	To conduct International / National conferences	Decided to conduct conference on the month of March 2020	Decided for publication and key note speakers were decided.	HOD's and convener of conference	Next IQAC Meeting
Result analysis	University results of Previous Semester discussed.	To analyse all the department results	To monitor the slow learners and improve them.	Principal, Academic Coordinator & HODs	Next IQAC Meeting.



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	<p>To conduct the conference successfully Invite guests and international students for the conference Prepare the documents for the NAAC verification Department Coordinators are insisted to update the supporting files at earliest To make use of Q & A booklet effectively. Complete the theory and lab as per the schedule.</p>
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IQAC Coordinator




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