



ADHI

COLLEGE OF ENGINEERING & TECHNOLOGY

**Internal Quality Assurance Cell
Circular**

Ref: IQAC-02/2022

20/06/2022

The first meeting of IQAC will be held on 22/06/2022 at 2.30 pm. All members of IQAC are requested to attend.

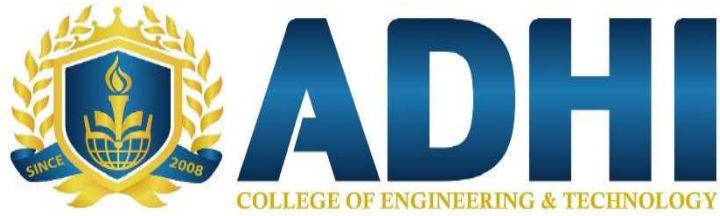
Venue: Board Room

The agenda of the meeting

- Planning for Academic Calendar
- Internal Assessment Examination result analysis
- Anna University board exam result analysis
- Student Satisfaction Survey
- Mentoring System
- Planning for Events from various committees.




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Date: 22-6-22
Venue: Board Room

Minutes of the Meeting

Agenda:
1. Planning for Academic Calendar
2. Internal Assessment Examination result analysis
3. Anna University board exam result analysis
4. Student Satisfaction Survey
5. Mentoring System
6. Planning for Events from various committees.

The meeting of IQAC was held in the Boardroom on 22-6-22. The following members were present in the meeting.

Name	Designation
Dr. A. Devaraju	Principal
Dr. V. Paranthaman	IQAC Coordinator
Dr. D. Palanisamy	HOD / Mechanical
Dr. K. B. Bhaskar	HOD/ Department of EEE
Dr. Dinesh Babu. K	HOD/ Department of ECE
Dr. Belmer Gladson	HOD/ Department of AI & DS
Mr. Thangavel	HOD/ Department of CSE
Mrs. Banupriya	HOD/ Department of IT
Mrs. Devi	HOD/ Department of S & H
Mr. Fantine Arokiyaraj	IQAC Department Coordinator




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Decisions Made/ Information Given:	
1	Dr. V. Paranthaman IQAC coordinator welcomed all the members. And introduced new members in the meeting. The minutes of the previous meeting were reviewed and approved.
2	IQAC Coordinator Dr. V. Paranthaman, presented a draft of the academic calendar, highlighting key dates such as the start and end of the academic year, examination periods, and holidays. There was a discussion on incorporating feedback from the academic staff, students, and administrative departments. Principal suggested that including more number of events such as seminars, workshops, and extracurricular activities in the academic calendar and also the calendar should be comprehensive and well-balanced, taking into consideration the needs of both students and faculty. The committee discussed making final adjustments to the calendar based on the feedback received.
3	Dr K B Bhaskar provided an overview of the examination structure and highlighted the key areas to be analyzed. The examination results were presented, including overall performance statistics and breakdowns by subject or department. Principal suggested that ranged from adjusting teaching methodologies to providing additional resources for students who may be struggling in certain areas.
4	Exam cell co coordinator provided an overview of the examination structure, grading system, and the number of students who appeared for the exams. Examination results were presented, including overall pass rates, subject-wise performance, and comparisons with previous years. Principal ask the HODS to take necessary take action to improve the results if necessary can conduct the special classes.
5	Meeting was to discuss the recently conducted Student Satisfaction Survey. IQAC coordinator provided an overview of the survey, including its purpose, methodology, and the number of participants. Placement classes increased.A brief summary of the survey questions and categories was presented The committee examined areas where the institution received lower satisfaction scores. Principal Open discussion was encouraged to identify root causes and potential improvements.
6	Feedback from mentors and mentees regarding their experiences with the current mentoring system was shared and discussed. Common themes and areas for improvement were identified. The effectiveness of the mentoring relationships and their impact on student success and satisfaction were analyzed. Metrics, if available, were reviewed to gauge the success of the current system.
7	A timeline for each event was discussed, taking into account preparation, promotion, and execution phases. Coordination efforts were made to ensure a well-distributed schedule of events throughout the planning period. A communication plan was discussed to ensure that information about upcoming events is effectively shared with the target audience and stakeholders. Coordination on promotional strategies and communication channels was emphasized.




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Action Taken Report (Meeting Held on (22-6-22)

To Be presented in the Next IQAC Meeting

S.No	Decision	Action Taken
1	Planning for Academic Calendar	Prepared and placed in notice board and website.
2	Internal Assessment Examination result analysis	An action plan was formulated, outlining specific steps to be taken to address the identified issues and implement improvements. Responsibilities were assigned to individuals or departments for the execution of the action plan.
3	Anna University board exam result analysis	The committee proposed recommendations based on the analysis, outlining specific actions to address challenges and capitalize on opportunities. An action plan was developed, specifying responsible parties and timelines for implementation. Identified weak students and given special coaching.
4	Student Satisfaction Survey	As per the student survey report no of placement classes increased.
5	Mentoring System	Increased no of mentees
6	Planning for Events from various committees	Regular check-ins and coordination meetings were scheduled to track progress




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INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

ACET/IQAC/2023/ 1

03- 01- 2023

Dear all,

Sub: Internal Quality Assurance Cell Meeting – Audit – reg

It is proposed that to conduct the Internal Quality Assurance meeting on 10/01/2023 (Tuesday). Kindly ensure all the members come and talk over with relevant communication as per agenda.

Date – 10/01/2023

Venue – Board Room.

Time – 10:30 AM

Agenda:

- Reconstitution of IQAC Members
- Student Satisfactory Survey
- Organising NSS, NCC, YRC and Life skill events for upcoming semester.
- Organising Technical Events.
- Supporting File for NAAC.
- Preparation for NAAC Cycle – II.
- Classes for GRE, TOFEL, etc...
- University Results.




Principal
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 10/01/2023.

ACET/IQAC/MoM/2023/

Agenda:

- ✓ Reconstitution of IQAC Members
- ✓ Student Satisfactory Survey
- ✓ Organising NSS, NCC, YRC and Life skill events for upcoming semester.
- ✓ Organising Technical Events.
- ✓ Supporting File for NAAC.
- ✓ Preparation for NAAC Cycle – II.
- ✓ Classes for GRE, TOFEL, etc...
- ✓ University Results.

Members Attended:

Dr. A. Devaraju	Principal
Dr. V. Paranthaman	IQAC Coordinator
Dr. D. Palanisamy	Academic Coordinator / HOD - Mechanical
Dr. K. B. Bhaskar	Exam cell Coordinator / HOD - EEE
Dr. K. Dinesh Babu	HOD - ECE
Dr. V. Belmer Gladson	HOD - AI&DS
Mr. K. S. Thangavel	HOD – CSE
Mrs. K. Banupriya	HOD – IT
Ms. B. Devi	HOD – S&H
Mr. Krishnamoorthy	Placement Coordinator
Dr. N. Venkatesan	NSS Coordinator
Mr. Shakthivel	NCC Coordinator
Mr. R. Thirumurgan	YRC Coordinator




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Particulars	Points Discussed	Decision Taken	Action Required	Responsibility	Target Date
Pending Points from Previous IQAC Review Meeting	NIL				
Reconstitution of IQAC Members	The term of two years has got over by May 2023, it is proposed to reconstitute the IQAC committee	Decided to reconstitute the IQAC members as per revised guidelines of NAAC	Planned for nominees from all departments, students and management.	Principal & IQAC Coordinator	Next IQAC Meeting.
Strategic Planning review of Quality Policy and Objectives	Quality policy and Objective of College and Departments are discussed	Decided to continue with same Quality policy with some improved Objectives. Objectives: <ul style="list-style-type: none"> - To maintain the overall results as 85+ % - Workshop/Seminar 1per semester per department. - Guest Lecture 3 per department per year. - One IV per class per year. - To increase rank holders. 	Department Objectives to be reviewed by department meetings every week.	Principal, IQAC & HODs	Next IQAC Meeting.
Internal Audit	Date for internal Audit is proposed	March 15, 2023, is decided.	Department to Update the NAAC files, Stock Register.	HODs, Department Coordinator	Next IQAC Meeting.



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Stake Holder Feedback	To collect student Feedback and to be analyzed	Decided to collect Industry feedback	Placement Coordinator to design a format & collect	Principal, IQAC Coordinator & Placement Officer	Next IQAC Meeting.
Process Performance	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:	<ul style="list-style-type: none">- To maintain University Results% consistent in all departments.- 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.				



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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 blue ink, appearing to read 'A. Sanyal'.

Principal

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