



**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/2020/1

08-06-2020

Dear all,

Sub: Internal Quality Assurance Cell Meeting – Audit – reg

It is proposed that to conduct the Internal Quality Assurance meeting on 15/06/2020 (Monday). Kindly ensure all the members come and talk over with relevant communication as per agenda.

Date – 15/06/2020

Venue – Principal Cabin

Time – 10:30 AM

### **Agenda:**

- Action plan on conduct of class work for 2020-21 academic year, till normal conditions revive.
- Student Satisfactory Survey
- Conducting online webinars
- Internal Assessment exam through online platform
- Supporting File for NAAC.



  
Principal

Adhi College of Engineering & Technology  
Sankarapuram, Near Walajabad,  
Kanchipuram - 631 605.



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## INTERNAL QUALITY ASSURANCE CELL

**MINUTES OF IQAC MEETING held on 15/06/2020.**

ACET/IQAC/MoM/2020/01

### Agenda:

- ✓ Action plan on conduct of class work for 2020-21 academic year, till normal conditions revive.
- ✓ Student Satisfactory Survey
- ✓ Conducting online webinars
- ✓ Internal Assessment exam through online platform
- ✓ Supporting File for NAAC.

### 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. A. Latha	HOD - ECE
Dr. R. Gowri	HOD - CSE
Dr. P. Vasanthi	HOD – Civil
Mr.R. Prabhu	IQAC Co-Coordinator
Mrs. K. Banupriya	IQAC dept coordinator
Ms. B. Devi	HOD – S&H
Mr. D. Umapathy	IQAC dept coordinator
Mr M Dinesh	IQAC dept coordinator
Mr.Krishnamoorthy	Placement Coordinator
Dr. N. Venkatesan	NSS Coordinator
Mr.Shakthivel	NCC Coordinator



  
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Particulars	Points Discussed	Decision Taken	Action Required	Responsibility	Target Date
Pending Points from Previous IQAC Review Meeting	NIL				
Online classes	Plan to conduct online classes through Google meet. Per day 6 hours conducted Use google class room to upload the assignments	Google meet used to online classes	Planned for nominees from all the dept heads to monitor	Principal & IQAC Coordinator	Next IQAC Meeting.
Student Satisfactory Survey	IQAC Co-ordinator is requested to restructure the survey questionnaire to incorporate on institutional quality aspects and to conduct online survey during the month of feb 2021	IQAC and NAAC Coordinators are requested to take necessary initiative.	IQAC Coordinator, NAAC Coordinator and HoDs	IQAC Coordinator and dept coordinator	Next IQAC Meeting.
Conducting online webinars	Discussion focused on the scheduling of webinars and determining the frequency of online sessions. Committee members discussed potential	Committee members discussed the recording of webinars for future reference and archival purposes.	Department to Update the NAAC files,	HODs, Department Coordinator	Next IQAC Meeting.



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	webinar topics, considering current trends, industry relevance, and audience interests.				
Internal Assessment exam through online platform	Edmodo software used to conduct the online exam. 100 one mark question prepared.	Demo exams conducted by hods	HODS verify and update the status.	Principal and HODS	-



  
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## ***ACTION TAKEN REPORT***

All the department conducted online classes through Google meet and prepared 3 set of question papers and conducted test through the Edmodo software tool. Online webinars conducted and most of the faculties attended. All the activities verified by the HODS.



**IQAC Coordinator**

A handwritten signature in blue ink, appearing to be 'A. Suresh'.

**Principal**

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## ***INTERNAL QUALITY ASSURANCE CELL***

### **CIRCULAR**

ACET/IQAC/2022/ 1

02- 01- 2021

Dear all,

Sub: Internal Quality Assurance Cell Meeting – Audit – reg

It is proposed that to conduct the Internal Quality Assurance meeting on 08/01/2021 (Tuesday). Kindly ensure all the members come and talk over with relevant communication as per agenda.

Date – 8/01/2021

Venue – Principal Cabin

Time – 10:30 AM

### **Agenda:**

- Online classes
- Student Satisfactory Survey
- Conducting online webinars
- Internal Assessment exam through online platform
- Supporting File for NAAC.
- Value added courses.
- University Results.



  
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### MINUTES OF IQAC MEETING held on 08/01/2021.

ACET/IQAC/MoM/2021/01

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- Value added courses.
- University Results

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	webinar topics, considering current trends, industry relevance, and audience interests.				
Internal Assessment exam through online platform	Edmodo software used to conduct the online exam. 100 one mark question prepared.	Demo exams conducted by hods	HODS verify and update the status.	Principal and HODS	-
Value added courses.	Each department applied for VAC and get approval from university in centre for academic courses	Hods prepare the request letter and submit to university	HODS and course in charge staff	HODS	-



  
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**IQAC Coordinator**

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

**Principal**

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