



**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/2021/

07- 06- 2021

Dear all,

Sub: Internal Quality Assurance Cell Meeting – Audit – reg

It is proposed that to conduct the Internal Quality Assurance meeting on 14/06/2021 (Monday). Kindly ensure all the members come and talk over with relevant communication as per agenda.

Date – 14/06/2021

Venue – Board Room.

Time – 10:30 AM

### **Agenda:**

- Implementation of Activity Calendar in Academic Calendar.
- Planned for YRC committee.
- Initiation of Sensor based energy conservation.
- Identification and Promotion of students for State level and National Level Competition.
- Executing Extension Activities (NSS) in Adopted villages focusing on Technical Issues.



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

**MINUTES OF IQAC MEETING held on 14/06/2021.**

ACET/IQAC/MoM/2021/

### Agenda:

- ✓ Implementation of Activity Calendar in Academic Calendar .
- ✓ Planned for YRC committee.
- ✓ Initiation of Sensor based energy conservation.
- ✓ Identification and Promotion of students for State level and National Level Competition.
- ✓ Executing Extension Activities (NSS) in Adopted villages focusing on Technical Issues.

### 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
Ms. B. Devi	HOD – S&H
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				
Planned for Activity Calendar	To give time for students for Extra Curricular Activities.	Decided to add Activity Calendar	Departments to propose Activity planned in This semester.	Principal, IQAC Coordinator, Academic Coordinator & HODs.	Next IQAC Meeting.
Planned for YRC Committee	To encourage students to participate in Societal Needs.	Decided to Propose YRC in this Semester.	Nominee for YRC in charge, inauguration and events.	Principal, IQAC Coordinator, NSS Coordinator & HODs	Next IQAC Meeting.
Internal Audit	Date for internal Audit is proposed	September14, 2021, is decided.	Department to Update the NAAC files, Stock Register.	HODs, Department Coordinator	Next IQAC Meeting.
Recommendations:	<ul style="list-style-type: none"> <li>- To maintain University rank.</li> <li>- Department Coordinators are insisted to update the supporting files at earliest.</li> <li>- Staffs are requested to Concentrate on research.</li> <li>- To encourage students for Extension Activities (NSS).</li> </ul>				



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## ***ACTION TAKEN REPORT***

### **CSE:**

- Special Care was taken for First year Arrears especially in Maths Subjects.
- Conducted HR Conclave through Placement Cell to Connect with company.

### **ECE:**

- More Scholars have registered in R&D.
- Conducted Tutorial Class for Hostellers in Evenings.

### **MECHANICAL:**

- Students and Staffs Registered for Memberships.
- Planned for Symposiums and Intra College Sports event.

### **EEE:**

- Planned for Industrial Visit for all the year Students.
- Concentrated in WOS Journals.

### **CIVIL:**

- Weak Students are given Special Attention.
- Conducted Survey Camp AS part of Curriculum.



IQAC Coordinator

  
Principal  
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## Internal Quality Assurance Cell

### Circular

**Ref: IQAC-01/2022**

**19/01/2022**

The first meeting of IQAC will be held on 27/01/2022 at 2.30 pm. All members of IQAC are requested to attend.

Venue: Board Room

### The agenda of the meeting

- Conducting Conference
- Internship
- Preparation of NAAC Documents
- Guest Lecture Events
- Naan Mudhalvan Course
- Student Satisfaction Survey



  
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Date: 27-1-22  
Venue: Board Room

### Minutes of the Meeting

Agenda:
1. Conducting Conference
2. Internship
3. Preparation of NAAC Documents
4. Guest Lecture Events
5. Naan Mudhalvan Course
6. Student Satisfaction Survey

The meeting of IQAC was held in Board room on 27-1-22. 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
Mr Dinesh Babu. K	HOD/ Department of ECE
Mr Prabhu	IQAC Co-Coordinator
Mr Rajinikanth	IQAC Department Coordinator
Dr. Belmer Gladson	HOD/ Department of AI & DS
Dr Gowri	HOD/ Department of CSE
Mrs. Banupriya	IQAC Department Coordinator
Mrs. Devi	HOD/ Department of S & H
Mr. Fantine Arokiyaraj	IQAC Department Coordinator
Mr M Dinesh	IQAC Department Coordinator
Mr Thangavel	SPOC

- Principal Dr A Devaraju welcomed all the IQAC members in this meeting.
- IQAC Coordinator presented about IQAC activities in the meeting
- Dr. D. Palanisamy Discussed about department Conference
- Principal encouraged conference convener and department faculty to get more research publications and also all the UG and PG projects must publish in the conference

S.no	Agenda Points	Points Discussed	Decision Taken	Action Required
1	Conference	<ul style="list-style-type: none"> <li>• Get publication partners to publish the conference papers</li> <li>• Committee members discussed potential publication outlets, including journals, conference proceedings, and collaborative publications with partner institutions.</li> <li>• The allocation of authorship and contributor roles for each publication was discussed.</li> </ul>	<p>Committee members were assigned specific action items related to paper submissions, reviews, and coordination with editorial teams.</p> <p>A follow-up plan was established to monitor progress and address any challenges.</p>	Convener Ensure the every time
2	Internship	<ul style="list-style-type: none"> <li>• Students are encouraged to Start applying for internships well in advance, as many companies have early application deadlines.</li> <li>• Committee members discussed potential internship opportunities within various departments or teams</li> <li>• Criteria for selecting interns, including academic performance and relevant skills, were discussed.</li> </ul>	Committee members were assigned specific action items related to the planning and implementation of the internship program.	Hods responsible to ensure each class 25% of student must attend internship program
3	Preparation of NAAC Documents	The primary focus of the meeting was to discuss and plan the preparation of	The involvement of various stakeholders, including faculty, students, and	IQAC coordinator must be monitored

		documents for next AQAR Committee members were assigned specific responsibilities for preparing different sections of AQAR Committee members discussed the collection and analysis of relevant data, including academic performance, faculty credentials, infrastructure details, and student achievements.	administrative staff, in the NAAC documentation process was discussed. Strategies for obtaining input and feedback were considered.	
4	Student Satisfaction Survey	The analysis on the Student Satisfaction Survey	More number Certification Programs, Value added courses to be offered on contemporary technologies	Faculty, HoD



  
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