



## Internal Quality Assurance Cell

### Circular

**Ref: IQAC-02/2023**

**01/06/2023**

The first meeting of IQAC will be held on 12/06/2023 at 2.30 pm. All members of IQAC are requested to attend.

Venue: IQAC Cell

 IQAC Co-ordinator

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

### The agenda of the meeting

1. Report on IQAC audit
2. Theme and action plan for 2023-2024
3. Review on placement process
4. Submission of SSR for NAAC Accreditaion
5. Analyzing NAAC accreditation works
6. Introduction of new staff
7. Discussion on conducting additional Certificate Courses in the campus
8. Applying for New Courses to the College
9. Strategic Plan for NAAC accreditation
10. Review of the curriculum feedback
11. Any other point with the permission of the chair



## Minutes of 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
Mr Sakthivel	NCC Co-coordinator
Dr Venkatesan	NSS Co-coordinator



  
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**Agenda:**

1. Action plan for all departments, clubs and forums
2. Submission of SSR for NAAC Accreditation
3. Analyzing NAAC accreditation works
4. Discussion on conducting additional Certificate Courses in the campus
5. Applying for New Courses to the College
6. Strategic Plan for NAAC accreditation
7. Introduction of new staff
8. Review of the curriculum feedback
9. Any other point with the permission of the chair

**Decisions Made/ Information Given:**

1	All concerned departments, were directed to submit the action plan for one year to confirm the systematic and regular functioning of the activities in the college. The current year action plans of departments were discussed in detail. The Principal directed All HoDs and coordinators were instructed to submit the final plan of various activities.
2	IQAC Coordinator Dr. V. Paranthaman, explained the status of the NAAC accreditation works. A plan was drawn up of how each faculty member should work for the accreditation and its further procedures were also discussed.
3	In the meeting IQAC suggested all HoD's to prepare to conduct more certificate courses for students and the responsibilities were assigned to different faculties.
4	All HoD's and coordinators were directed to complete the documentation works for AQAR process accreditation.
5	The meeting agreed to move forward with the proposal of applying for new courses in the campus. HOD's put forward their own suggestions and supported the decision wholeheartedly.
6	Discussions were made on the need for new courses and its inevitability for the growth of our college.

7	<p>Meeting was successful in introducing new faculty members in the college and HOD's were asked to provided the guidelines they need to follow while working here.</p> <p>The meeting suggested to conduct a session for the newly appointed faculties on Code of conductof the college.</p>
8	<p>Discussed about the submission date for NAAC accreditation renewal and the principal directed to ensure the proper operation of the plan.</p> <p>Discussions were made on the continuous process with a specific focus on accomplishing institutional goals.</p>
9	<p>All departments were advocated to extend the academic activities for the betterment of students. Teachers were asked to empower the learners by providing best technical education coupled withleadership and professional skills.</p>



  
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