Ref: ACET/IQAC/AY 2022-2023

Date: 01.07.2022

Circular for IQAC Meeting

Internal quality assurance cell first meeting for the academic year 2022-2023 is convened on 07.07.2022 at 2.30PM in Principal Cabin. All the IQAC members are invited to attend the meeting. The agenda for the meeting is given.

- Review and confirm the minutes of last IQAC Meeting.

- Prepare the action plan for the academic year 2022-2023.

- Discuss about preparations of AQAR for 2021-2022.

- Discuss on improvement in involvement of students and faculty in research and innovation activities

- Conduct academic and administrative audit for the academic year 2021-2022.

- Discuss value added courses and placement training programme for the academic year 2022-2023.

- Discuss about Outcome Based Education.

- Any other issue

Dr. K. SIVASANKARI M.E.,Ph.D.,
PRINCIPAL
Akshaya College of Engineering and Technology
Kinathukadavu, Coimbatore - 642 109.

Cc: Submitted to The Managing Trustee & Chairman for Information
Cc to: all Hods with a request to circulate among the members of faculty & students
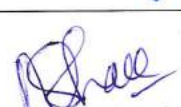Cc to: File

AKSHAYA
COLLEGE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, Affiliated to Anna University & Accredited by NAAC)
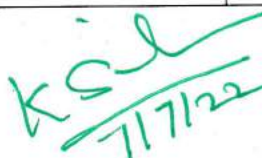Kinathukadavu, Coimbatore - 642 109.

ATTENDANCE SHEET

Date   : 07.07.2022

Venue   : Principal cabin

S.No.	Designation	Name	Signature
1	Chairman	Dr.K.Sivasankari	
2	Department Members	Dr.S.Nagaraja	
3	Department Members	Dr.S.Jothi Lakshmi	
4	Department Members	Dr.A.Umaamaheshvari	
5	Department Members	Prof.P.A.Edwin Fernando	
6	Department Members	Prof.C.Nirmala	
7	Department Members	Prof.C.Rajasekar	
8	Department Members	Prof. K.Nimisha	
9	Administrative officer	Dr.S.Kapilan	
10	IQAC coordinator	Prof.V.Mohankumar	

IQAC MEETING MINUTES

Date: 07.07.2022

Venue: Principal Cabin

Academic Year: 2022-23

IQAC MEETING MINUTES

First IQAC meeting for Academic Session 2022-2023 was held on 07/07/2022 at 2.30 PM in Principal Cabin. The following members attended the meeting.

S.No.	Designation	Name
1	Chairman	Dr.K.Sivasankari
2	Department Members	Dr.S.Nagaraja
3	Department Members	Dr.S.Jothi Lakshmi
4	Department Members	Dr.A.Umaamaheshvari
5	Department Members	Prof.P.A.Edwin Fernando
6	Department Members	Prof.C.Nirmala
7	Department Members	Prof.C.Rajasekar
8	Department Members	Prof. K.Nimisha
9	Administrative officer	Dr.S.Kapilan
10	IQAC coordinator	Prof.V.Mohankumar

Principal, Dr.K. Sivasankari opened the meeting with welcoming and introducing the new members. IQAC Coordinator, V. Mohankumar briefed members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

Agenda 1: Review and confirm the minutes of last IQAC Meeting.

The previous IQAC meeting was held on 04/05/2022. The minutes of meeting were readout with a formal discussion with all IQAC members. These minutes of meeting were confirmed by the IQAC members.

Agenda 2: To prepare the action plan for the academic year 2022-2023.

The IQAC, in consultation with various Heads of Departments, prepared Action Plan for the year 2022-23. After the discussion, the IQAC finalized and approved the action plan.

- Academic Calendar

    IQAC requested to prepare institute and department academic calendar.

Agenda 3: To discuss about preparations of AQAR for 2021-2022.

Various facts of revised AQAR format are discussed. Hard Copy of the format is given to the criterion Heads for perusal. IQAC suggested to meet frequently for preparation of AQAR.

Agenda 4: To discuss on improvement in involvement of students and faculty in research and innovation activities

Discussion on having research work and involving students in innovation activities through participation in Hackathon and setting up incubation centre.

Agenda 5: To conduct academic and administrative audit for the academic year 2021-2022.

In the quality part IQAC requested to conduct internal AAA and submit the audit report to IQAC office. Guidelines for the conduction of annual internal academic and administrative audit were suggested.

Agenda 6: To discuss value added courses and placement training programme.

In order to inculcate employability skills among the students, the IQAC proposed to conduct value added courses by all Departments in the area of emerging trend. To improve employability skills for students IQAC proposed to conduct placement training to the students.

Agenda 7: To discuss Outcome Based Education.

Discussed about the CO-PO-PSO mapping of academic year 2022-2023 department courses action plan for the attainment of COs. OBE coordinator requested the Head of Departments to submit the target level of department courses and Course information sheet for each courses.

Agenda 8: Any other issue with the special permission of the chair

Principal Dr.K. Sivasankari highlighted the following points

- Importance of ensuring attentiveness of students.
- Initiation of certain steps to make library of institute more proactive. Library has to play more important role in the teaching learning process in the institute.

The meeting was ended with vote of thanks by the IQAC Coordinator.

K S
7/7/22

ACTION TAKEN REPORT

Action taken report on the decision taken in the IQAC meeting held on 07/07/2022.

Resolution No	Particulars	Follow up Action
1.	Review and confirm the minutes of last IQAC Meeting	All IQAC members confirm the points discussed in the previous meeting and corresponding action taken against the points.
2.	Prepare the action plan for the academic year 2022-2023	Tentative Institute & Department Academic calendar were prepared and approved by Principal.
3.	Preparations of AQAR for 2021-2022	Informed to the criteria coordinate to collect required data and prepare AQAR as per the NAAC format.
4.	Research and Innovation activities	Research committee is formed and informed to the research coordinator to conduct meeting with students and faculty members create awareness about research and innovation activities.
5.	Academic and Administrative audit for 2021-2022 Academic Year	Academic and Administrative audit for the academic year 2021-2022 is planned on 19.07.2022 to 22.07.2022
6.	Value added courses and Placement training for 2022-2023 Academic Year	Head of the Department is to finalize the VAP and Placement training for the academic year 2022-23

7.	Outcome Based Education	OBE coordinator sent the Google sheet format to the course handling faculty members and informed to prepare course information details and target of course outcome as per format.
8.	Any other issue with the special permission of the chair	(i) Allotted weekly one period for library in time table itself and inform the faculty members to use standard reference books available in library for their preparation. (ii) Informed to the department head to closely watch the student attendance and their progress. (iii) Introducing weekly two Yoga periods for improving student and faculty concentration

K S
18/7/22