



A.K.T MEMORIAL COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
A.K.T Nagar, Neelamangalam, Kallakurichi, Tamilnadu - 606 213.
Tel :04151 - 223577 Email :aktengg@yahoo.in/Website :www.aktmct.in

IQAC-Regular Minutes of Meeting

Academic Year: 2023-2024

Meeting-01



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INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Meeting/Cir/2023-24/01

Date: 25-07-2023

CIRCULAR

This is to inform you that the first meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2023-24 will be held on 28-07-2023 at 10.00 am in the conference hall to monitor the progress and functioning of academic and administrative units. All the members are requested to attend the meeting.

Agenda of the Meeting:

- Review of the previous meeting minutes
- Anti-ragging
- Suggestion box
- Bridge course for first year
- Symposium and Industrial visit
- Ph.D and Publications
- Conduct of Value added Courses
- Any other points


IQAC-Coordinator


Principal

Copy to:

1. Principal
2. All the HoDs
3. IQAC
4. Office
5. File

PRINCIPAL
A.K.T.MEMORIAL COLLEGE OF ENGG.& TECH
KALLAKURICHI



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Ref: AKTMCET/IQAC/Meeting/2023-24/01

ATTENDANCE-IQAC

Academic Year : 2023-24

Date : 28.07.2023

Timing : 10.00 am

Venue : Conference hall

The Members of the Committee:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC	Signature
Member from the Management				
1.	Thiru.A.K.T.M. Rajendiran	Managing Director	Member	
Chairperson: Head of the Institution				
2.	Dr.R.Thanigaivelan	Principal	Chairperson	
Teachers to represent all level				
3.	Dr.A.Velmurugan	HOD-CSE	Member	
4.	Mr.E.Balaji	HOD-MECH.	Member	
5.	Mr.J.Jayakumar	HOD-S&H	Member	
6.	Mr.S.Gulasekarapandiyar	HOD-Civil	Member	
7.	Mr.S.S.Raju	HOD-ECE	Member	
8.	Mr. A. Alaudeen	AP-EEE	Member	
Senior administrative officers				
9	Mr.P.Ramachandran	AO/Office	Member	
10.	Mr.K.Manikandan	AP-MECH.	Member	
11.	Mr.K Sekar	AP-CSE	Member	
Nominees each from local society, Students and Alumni				
12.	Mr.P.Ramkumar	Lions Club Member	Member	
13.	Mr.K.Abinash	III Year- Civil	Member	
14.	Mr.A.Karthik	IV Year-CSE	Member	
15.	Mr.K.Kalaiivanan	AE/TANGEDCO	Member	
Nominee each from Employers /Industrialists / Stakeholders				
16.	Mr. Ajay Viswanathan	Founder and CEO Super Fact Solution	Member	
17.	Mr.R.Ayyasamy	F/O Mr.A.Karthik IV Year-CSE	Member	
One of the senior teachers as the Co-ordinator / Director of the IQAC				
18.	Dr.P.Manikannan	Vice-Principal & Head	IQAC-Coordinator	

IQAC-Coordinator

Principal



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Ref: AKTMCET/IQAC/MoM/2023-24/01

MINUTES OF MEETING-IQAC

Academic Year : 2023-24

Date : 28.07.2023

Timing : 10.00 am

Venue : Conference hall

The Members of the Committee:

S.No	Name of the Member	Designation	Composition of IQAC Members Specified by NAAC
Member from the Management			
1.	Thiru.A.K.T.M. Rajendiran	Managing Director	Member
Chairperson: Head of the Institution			
2.	Dr.R.Thanigaivelan	Principal	Chairperson
Teachers to represent all level			
3.	Dr.A.Velmurugan	HOD-CSE	Member
4.	Mr.E.Balaji	HOD-MECH.	Member
5.	Mr.J.Jayakumar	HOD-S&H	Member
6.	Mr.S.Gulasekarapandian	HOD-Civil	Member
7.	Mr.S.S.Raju	HOD-ECE	Member
8.	Mr. A. Alaudeen	AP-EEE	Member
Senior administrative officers			
9	Mr.K.Manikandan	AP-MECH.	Member
10.	Mr.K Sekar	AP-CSE	Member
11.	Mr.P.Ramachandran	AO/Office	Member
Nominees each from local society, Students and Alumni			
12.	Mr.P.Ramkumar	Lions Club Member	Member
13.	Mr.K.Abinash	III Year- Civil	Member
14.	Mr.A.Karthik	IV Year-CSE	Member
15.	Mr.K.Kalaivanan	AE/TANGEDCO	Member
Nominee each from Employers /Industrialists / Stakeholders			
16.	Mr. Ajay Viswanathan	Founder and CEO Super Fact Solution	Member
17.	Mr.R.Ayyasamy	F/O Mr.A.Karthik IV Year-CSE	Member
One of the senior teachers as the Co-ordinator / Director of the IQAC			
18.	Dr.P.Manikannan	Vice-Principal & Head	IQAC-Coordinator



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The following points were discussed:

S.No	Points discussed	Responsibility /Remarks
1	Principal Dr. R. Thanigaivelan welcomed all the members to the Internal Quality Assurance Cell (IQAC) meeting and provided a summary of the college's academic and administrative progress and achievements.	Principal
2	Dr. P. Manikannan, the IQAC Coordinator, presented the action taken report on the minutes of the previous IQAC meeting.	IQAC Coordinator
3	The committee members suggested ensuring that the campus remains ragging-free by educating students about the seriousness of such activities and advising them that ragging is an offense.	Anti-Ragging Committee & Squad
4	The IQAC members recommended that HoDs and faculty consistently remind students about the importance of the suggestion box, encouraging them to provide feedback and report any grievances.	HoDs & Faculty Members
5	The committee discussed conducting a bridge course for upcoming first-year students, particularly focusing on boosting the confidence of Tamil-medium students in engineering subjects.	S&H
6	The symposium and industrial visit to be organized in every departments in order to enrich students technical and management skills.	All Academic Heads
7	Faculty members are motivated to enroll in Ph.D. at reputed Universities and to publish number of research articles, patents and book chapters.	Research Coordinator
8	The members instructed that to increase staff participation in Faculty Development Programs, workshops, and seminars on cutting-edge technologies to enhance their technical skills. Also all the departments are advised to organize FDPs, conferences, workshops, and seminars on cutting-edge technologies and submit a proposal to the IQAC office.	All Academic Heads
9	The IQAC members recommended that all departments should organize value-added courses and design the syllabi to meet industry requirements.	All Academic Heads
10	Lastly, the implementation of academic activities was discussed, and all academic heads were asked to prepare an action plan for the upcoming odd semester.	All Academic Heads


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IQAC - Action Taken Report for Academic Year 2023-24

The following actions were taken to implement the decisions of the IQAC meeting was held on 28-07-2023 during academic year 2023-2024.

S.No	Action Plan	Action Taken
1	Anti-Ragging	' <i>Say No to Ragging</i> ' quotes were disseminated in various locations within the institution, and meetings were conducted with members and the anti-ragging squad to educate students and prevent any incidents.
2	Bridge Course	The college reopened for first-year engineering students on 14.09.2023, and bridge courses were conducted from 15.09.2023 to 22.09.2023.
3	Symposium	The department of CSE was conducted symposium on 05.10.2024 and the Department of ECE has a symposium scheduled for October 31, 2024.
4	Industrial visit	The students of the CSE, Civil, Mech, & EEE departments visited various industry.
5	Research Activities	Two faculty members have registered their Ph.D during the July session.
6	FDPs/Workshops	More than 14 faculty members have attended FDPs and workshops on various topics.
7	Value added Courses	More than 16 value-added courses were conducted for all departments' students on various topics.


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