



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.aktmcet.in

IQAC-Regular Minutes of Meeting

Academic Year: 2023-24

Meeting-02



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INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Meeting/Cir/2023-24/02

Date: 25-10-2023

CIRCULAR

This is to inform you that the 2nd meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2023-24 will be held on 30-10-2023 at 11.00 am in the conference hall. All the members are requested to attend the meeting.

Agenda of the Meeting:

- Review of the previous meeting minutes
- NAAC accreditation process
- AAA internal audit
- Training & placement activities
- Research activities
- Feedbacks
- NIRF participation
- Any other points


IQAC-Coordinator


Principal

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

Copy to:

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



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Ref: AKTMCET/IQAC/Meeting/Att./2023-2024/02

Attendance-IQAC

Academic Year : 2023-24

Date : 30.10.2023

Timing : 11.00 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.	Mr.K Sekar	HOD-CSE	Member	
4.	Mr.E.Balaji	HOD-MECH.	Member	
5.	Mr.K.Manikandan	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.	Dr.M.P.Prabakaran	ASP-ECE	Member	
11.	Mr.J.Jayakumar	AP-Maths	Member	
Nominees each from local society, Students and Alumni				
12.	Mr.P.Ramkumar	Lions Club Member	Member	
13.	Mr.A.Karthik	IV Year-CSE	Member	
14.	Ms.R.Kayalvizhi	IV Year-ECE	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.Ravi	F/O Ms.R.Kayalvizhi IV Year-ECE	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

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Ref: AKTM CET/IQAC/MoM/2023-24/02

MINUTES OF MEETING-IQAC

Academic Year : 2023-24

Date : 30.10.2023

Timing : 11.00 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.	Mr.K Sekar	HOD-CSE	Member
4.	Mr.E.Balaji	HOD-MECH.	Member
5.	Mr.K.Manikandan	HOD-S&H	Member
6.	Mr.S.Gulasekarapandiyan	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.J.Jayakumar	AP-Maths	Member
11.	Dr.M.P.Prabakaran	ASP-ECE	Member
Nominees each from local society, Students and Alumni			
12.	Mr.P.Ramkumar	Lions Club Member	Member
13.	Mr.A.Karthik	IV Year-CSE	Member
14.	Ms.R.Kayalvizhi	IV Year-ECE	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.Ravi	F/O Ms.R.Kayalvizhi IV Year ECE	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 brief overview of the progress in the college's academic and administrative activities and achievements.	Principal
2	Dr. P. Manikannan, the IQAC Coordinator, presented the action taken report on the minutes of the last IQAC meeting.	IQAC Coordinator
3	Periodical review meetings are to be conducted criterion-wise to achieve a good grade in NAAC accreditation. In connection with this IQA will be planned to submit in the month of January 2024.	IQAC coordinator
4	The internal academic and administrative audit (AAA) for the odd semester of the 2023-2024 academic year is planned to be conducted at the end of November.	IQAC coordinator
5	Enhance training and placement activities for the upcoming semester by organizing soft skills and placement training programs for students.	Placement Coordinator
6	Research activities must be carried out by the faculty and students to increase the research publications. Encourage final-year engineering students to complete their projects independently and to publish their research in reputable conferences and journals	R&D Cell and All Academic Heads
7	Members are advised to collect feedback from stakeholders including students, alumni, faculty members, and employers regarding the curriculum, and then consolidate and analyze the responses.	All Academic Heads
8	Members suggested, to participate NIRF ranking 2024 and advised to work towards achieve good ranking in upcoming years.	All Academic Heads
9	Members suggested, As part of a renewable energy initiative, Solar plant to be installed in the campus.	Management


IQAC-Coordinator


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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 30.10.2023 during academic year 2023-24.

S.No	Action Plan	Action Taken	Remarks
1	AAA	The internal AAA audit was conducted on 29.11.2023 and auditor's suggestions were implemented.	
2	Placement Activities	Placement training programme is planned for III & Final year students in the month of February and March.	
2	Research Activities	Two faculty members have been selected to pursue their Ph.D. at Anna University in the January session.	
3	NIRF 2024	The institution has participated in the NIRF ranking for 2024.	
4	Feedbacks	Feedback from stakeholders has been received and analyzed.	
5	Solar panel	A 10 KW solar panel was installed on 28th November 2023.	


IQAC-Coordinator


Principal

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