



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-03



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INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTMCET/IQAC/Meeting/Cir/2023-24/03

Date: 23-01-2024

CIRCULAR

This is to inform you that the 3rd meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2023-24 will be held on 29-01-2024 at 10.30 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
- Training & placement activities
- Research activities
- Online Courses
- Farewell day, Sports day & Annual day
- Alumni meet
- Library
- Any other points

Nm 23/1/24
IQAC-Coordinator

*Recd
23/1/24*
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./2023-2024/03

Attendance-IQAC

Academic Year : 2023-24

Date : 29.01.2024

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.	Dr.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	

IQAC- Coordinator

Principal

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Ref: AKTMCTET/IQAC/MoM/2023-24/03

MINUTES OF MEETING-IQAC

Academic Year : 2023-24

Date : 29.01.2024

Timing : 10.30 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.	Dr.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.Kalaiivanan	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 held on 30.10.2023.	IQAC Coordinator
3	The Internal Quality Assurance Cell (IQAC) submitted the IQA successfully on January 25th. IQAC members congratulated all staff members and encouraged them to strive towards submitting the SSR within the specified timeframe.	IQAC coordinator
4	IQAC members advised encouraging students to enroll in NPTEL and other online value-added courses to enrich their knowledge of recent trends.	All Academic Heads
5	IQAC member's suggested to subscribe e-resources (Books, & Journals) for the upcoming academic year.	Librarian
6	Farewell events will be organized department-wise for outgoing students, and the annual day and sports day will be planned for the month of April 2024.	All Academic Heads
7	Discussions were held regarding the graduation day for the batches of 2019, 2020, 2021, and 2022 graduates, and alumni meet will be conducted in February 2024.	All Academic Heads
8	Placement training programs will be organized for all third and final year students in February, while soft skills training programs will be planned for all first and second year students in May. Additionally, the placement coordinator was asked to invite companies to recruit our final year students. Furthermore, the Heads of Departments (HoDs) were asked to motivate final year students to attend both on-campus and off-campus recruitment drives.	Placement Coordinator & All Academic Heads
9	All faculty members are to be motivated to enroll in Ph.D at reputed universities to attain 80% of faculty members holding Ph.D degrees by 2028.	All Faculty members
10	Lastly, the implementation of academic activities was discussed, and all academic heads were asked to prepare an action plan for the upcoming even 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 29.01.2024 during academic year 2023-24.

S.No	Action Plan	Action Taken	Remarks
1	NAAC	The SSR was submitted on 15.03.2024 and DVV clarifications were submitted on 12.04.2024	
2	NPTEL	More than three faculty members successfully completed their 4-week NPTEL courses.	
3	Graduation Day	Graduation day was conducted on 10th February for the 2019, 2020, 2021, and 2022 graduates.	
4	Events	Farewell days were conducted for all departments from 12.04.2024 to 17.04.2024.	
5	Placements	Over 95 final-year students have been placed in various companies as of the end of April.	
6	Research Activities	Two faculty members from the Mechanical Department registered for Ph.D. at Anna University, and one faculty member from the same department completed his Ph.D.	


IQAC-Coordinator


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