



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: 2023-24

Meeting-04



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INTERNAL QUALITY ASSURANCE CELL-IQAC

Ref: AKTM CET/IQAC/Meeting/Cir/2023-24/04

Date: 02-05-2024


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 07-05-2024 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
- AICTE Approval Process
- ISTE Student Chapter
- AAA Audit
- 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./2023-2024/04

Attendance-IQAC

Academic Year : 2023-24

Date : 07.05.2024

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	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.Gulasekarapandiyam	HOD-Civil	Member	
7.	Mr.S.S.Raju	HOD-ECE	Member	
8.	Mr. A. Alaudeen	HOD-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: AKTMCT/IQAC/MoM/2023-24/04

MINUTES OF MEETING-IQAC

Academic Year : 2023-24

Date : 07.05.2024

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	HOD-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 held on 29.01.2024.	IQAC Coordinator
3	The Internal Quality Assurance Cell (IQAC) submitted the SSR successfully on March 15 th and DVV clarifications were submitted on 12.04.2024. The IQAC members congratulated all the staff and encouraged them to prepare for the upcoming NAAC peer team visit.	IQAC coordinator
4	There was a discussion about increasing the intake for AI & DS and CSE programs for the upcoming academic year 2024-25. Members further suggested meeting AICTE and AU requirements to fulfill the approval process.	All Academic Heads
5	The IQAC members commend the Training & Placement Cell for successfully placing over 95 final-year students in various companies as of the end of April.	T&P Cell
6	More than 42 final-year students have presented their final projects at various conferences held across different locations in Tamil Nadu.	R&D Cell
7	The IQAC members also suggested establishing an ISTE student chapter on campus to enhance students' technical skills in cutting-edge technology.	R&D Cell
8	The external academic and administrative audit (AAA) for the academic year 2023-2024 is scheduled to be conducted at the end of May 2024.	All Academic Heads
9	The IQAC members advised the student grievance redressal committee members to take utmost care in addressing student grievances and to address them frequently.	All Faculty members


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 07.05.2024 during academic year 2023-24.

S.No	Action Plan	Action Taken	Remarks
1	NAAC	The NAAC peer team visit is scheduled on July 25 th & 26 th 2024.	
2	Additional Intake	Received approval from AICTE and AU to increase intake by 30 students each for AI&DS and CSE departments.	
3	Placement	Over 115 final-year students were placed in various companies.	
4	ISTE	ISTE students chapter was established in the institutions and more than 298 students got membership	
5	AAA	The external audit for academic and administrative departments was conducted on 25th May 2024.	


IQAC-Coordinator


Principal

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