

**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
DINDIGUL-624 622
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

CIRCULAR

Ref.: PSNACET / IQAC Meeting / 2016-2017 / 01

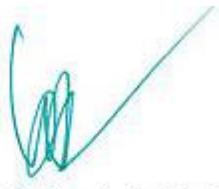
08/09/2016

It is proposed to convene the first IQAC meeting on 15/09/2016 at , 03:00 PM to 04:30 PM in the IQAC Cell. All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Functioning of IQAC
- Organizing FDP
- Quality publications by Faculty
- Sending more project proposals
- Vote of thanks


Coordinator – IQAC


Principal & Chairperson-IQAC

Copy To:

The Pro-Chairman for kind information
The Vice-Chairman for kind information
All HODs
Registrar/SFM/Manager/AOS/PO/PD/PRO
CSO/Manager (Transport, Hostel, Guest-House)
The Deputy Warden-OGH/NGH/NGH/LH
The Library/The office/Trust office/Reception
Supervisor (Civil, Electrical, CUK)
IQAC – Members & File

**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
DINDIGUL-624 622
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

MINUTES OF THE MEETING

Meeting No. : 01

Date & Time : 15/09/2016 & 03:00 PM

Venue: IQAC Cell

The first meeting of IQAC was conducted on 30/08/2017, 03:00 PM to 04:30 PM at IQAC Cell.

The following members were present in the meeting.

SL.NO	ROLE	MEMBER	DESIGNATION
1	Chair person	Dr.N.Mahendran	Principal, PSNACET
2	Teachers to represent levels	1. Dr.V.Rajasekaran 2. Dr.S.Manimaran 3. Dr.G.Natarajan 4. Dr.N.Chandrasekaran 5. Er.N.Hari Kannan	Prof & Head / EEE, PSNACET Prof & Head / MBA, PSNACET Prof & Head / Physics, PSNACET Prof / EEE, PSNACET AP / Mech, PSNACET
3	One member from the management	Rtn.MPHF.R.S.K.Raguraam	Pro - Chairman, PSNACET
4	Few senior administrative officers	1.Mr.P.Chinnakalai 2.Mr.CA.Mohamed Sulthan Shahabudeen	Registrar / Admission, PSNACET Senior Finance Manager, PSNACET
5	One nominee from local society One nominee from student One nominee from alumini	Prof.Dhamodharam Cell:9894245330 Mr.Mohamed Akbar Cell : 9791521147 Mr.Abhara Moorthy Cell:9704444592	Chartered accountant (CA) / Coimbatore I Year - Mechanical Engineering 2016 – 2020 Batch Mechanical Engineering 1996 – 2000 Batch
6	One nominee from employers One nominee from industrialists One nominee from stakeholders	Mr.Praveen Cell:9486076615 Mr.Ganesh Cell:8056688844 Mr.Arumugam Cell 9965316717	HR/Cognizant Center,Coimbatore. M.D/Pandyan Foods,Madurai. Parent of Ms.vairaNaga,ECE/2015-2019 Batch
7	One of the senior teachers as the coordinator/director of the iqac	Dr.P.Jaganathan	Prof & Head / MCA,PSNACET

The Coordinator welcomed Chairperson and all the members of IQAC committee.

- The IQAC chairman highlights the establishment of IQAC Cell on 02.07.2016. However the college has evolved its own quality assurance mechanisms at various levels of teaching –learning process with various committees. They are as follows
 - Assessment committee (Course file maintenance)
 - Class Committee
 - Student feedback
 - Programme Assessment Committee and
 - Department Academic council (HoD) to monitor and for the betterment of teaching learning process
- The Coordinator briefed the objectives and functions of IQAC. He also expressed the need for centralized document repository.
- The members interacted with the Chairperson and Coordinator for establishing effective mechanism for the IQAC to focus on quality criteria.
- The IQAC has expressed the importance of publishing more number of articles by faculty members in high impact journals.
- Planned for IQAC Chairperson proposed the External audit of NAAC preparedness by all the departments by the external expert.

Coordinator – IQAC

Principal & Chairperson-IQAC

Copy To:

The Pro-Chairman for kind information
The Vice-Chairman for kind information
All HODs
Registrar/SFM/Manager/AOS/PO/PD/PRO
CSO/Manager (Transport, Hostel, Guest-House)
The Deputy Warden-OGH/NGH/NGH/LH
The Library/The office/Trust office/Reception
Supervisor (Civil, Electrical, CUK)
IQAC – Members & File

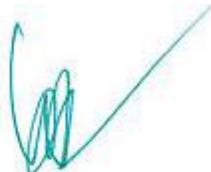
**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
DINDIGUL-624 622
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted **15/09/2016** at IQAC Cell

Points Discussed	Action Taken
Faculty Development Program	Organized FDP on faculty focus for 5 days
Internal Evaluation System	Developed a mechanism for internal evaluation audit
NBA Committee Visit	Intra departmental visit has been organized
Students Development Programme	Placement training was scheduled to all the final year students by the placement Officer Conduct of add-on courses like C Programming, Soft Computing, Spoken English to acquire additional knowledge


Coordinator – IQAC


Principal & Chairperson-IQAC

**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
DINDIGUL-624 622
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

CIRCULAR

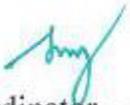
Ref.: PSNACET / IQAC Meeting / 2016-2017 / 02

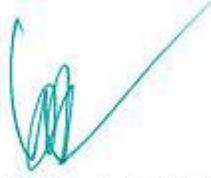
02/01/2017

It is proposed to convene the second IQAC meeting on 07/01/2017 at 10:30AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Students Database analyses
- Remedial classes/ Internal evaluation audit format
- Sending more project proposals
- Industrial visit
- NAAC external audit report discussion
- Vote of thanks


Coordinator – IQAC


Principal & Chairperson-IQAC

Copy To:

The Pro-Chairman for kind information
The Vice-Chairman for kind information
All HODs
Registrar/SFM/Manager/AOS/PO/PD/PRO
CSO/Manager (Transport, Hostel, Guest-House)
The Deputy Warden-OGH/NGH/NGH/LH
The Library/The office/Trust office/Reception
Supervisor (Civil, Electrical, CUK)
IQAC – Members & File

**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
DINDIGUL-624 622
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

MINUTES OF THE MEETING

Meeting No. : 02

Date & Time : 07/01/2017& 10:30 AM

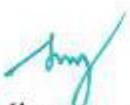
Venue: IQAC hall

The second meeting of IQAC was conducted on 07/01/2017, 10:30 AM to 11:30 AM at Board Room. The following members were present in the meeting.

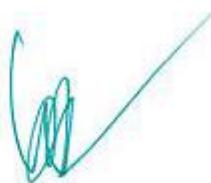
SL.NO	ROLE	MEMBER	DESIGNATION
1	Chair person	Dr.N.Mahendran	Principal, PSNACET
2	Teachers to represent levels	1. Dr.V.Rajasekaran 2. Dr.S.Manimaran 3. Dr.G.Natarajan 4. Dr.N.Chandrasekaran 5. Er.N.Hari Kannan	Prof & Head / EEE, PSNACET Prof & Head / MBA, PSNACET Prof & Head / Physics, PSNACET Prof / EEE, PSNACET AP / Mech, PSNACET
3	One member from the management	Rtn.MPHF.R.S.K.Raguraam	Pro - Chairman, PSNACET
4	Few senior administrative officers	1.Mr.P.Chinnakalai 2.Mr.CA.Mohamed Sulthan Shahabudeen	Registrar / Admission, PSNACET Senior Finance Manager, PSNACET
5	One nominee from local society One nominee from student One nominee from alumini	Prof.Dhamodharam Cell:9894245330 Mr.Mohamed Akbar Cell : 9791521147 Mr.Abhara Moorthy Cell:9704444592	Chartered accountant (CA) / Coimbatore I Year - Mechanical Engineering 2016 – 2020 Batch Mechanical Engineering 1996 – 2000 Batch
6	One nominee from employers One nominee from industrialists One nominee from stakeholders	Mr.Praveen Cell:9486076615 Mr.Ganesh Cell:8056688844 Mr.Arumugam Cell 9965316717	HR/Cognizant Center,Coimbatore. M.D/Pandyan Foods,Madurai. Parent of Ms.vairaNaga,ECE/2015-2019 Batch
7	One of the senior teachers as the coordinator/director of the iqac	Dr.P.Jaganathan	Prof & Head / MCA,PSNACET

The Coordinator welcomed the Chairperson and all the members of IQAC committee.

- IQAC Chairman finalize the NAAC Core Team visit on next month. The discussion went in depth.
- The coordinator urged that the focus should be on 3 main aspects (a) Teaching-Learning (b) Research & Development (c) Extension Activities.
- It was suggested to arrange remedial / special classes for slow / medium / fast learners among students.
- IQAC Suggests to monitoring of students academic activities through Ecoleaide software.
- It was proposed to conduct more number of entrepreneur development programmes through ED cell.
- The Research Committee was requested to organize/supervise research-related activities in the college involving and benefitting both students and faculty.
- IQAC Chairperson proposed the External audit of NAAC preparedness by all the departments by the external expert.
- It was also decided to send more number of project proposals to the funding agencies.



Coordinator – IQAC



Principal & Chairperson-IQAC

Copy To:

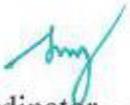
The Pro-Chairman for kind information
The Vice-Chairman for kind information
All HODs
Registrar/SFM/Manager/AOS/PO/PD/PRO
CSO/Manager (Transport, Hostel, Guest-House)
The Deputy Warden-OGH/NGH/NGH/LH
The Library/The office/Trust office/Reception
Supervisor (Civil, Electrical, CUK)
IQAC – Members & File

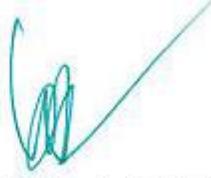
**PSNA COLLEGE OF ENGINEERING AND TECHNOLOGY,
DINDIGUL-624 622
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 07/01//2017 at IQAC Cell

Points Discussed	Action Taken
External audit of NAAC	Audited by the external expert Dr.M.G.Sethuraman, Director – IQAC, GRI - DU on 08/09/2016, 10/09/2016 and 30/09/2016. The Chairperson advised to effectively carry out the comments given by the external expert.
Remedial Classes	Analyzed serial test performance of the students and scheduled for remedial classes in the last hour
Student Enrichment	<ul style="list-style-type: none">✓ Motivational Lecture on English for Engineers for I✓ year B. E/ B.Tech was conducted on 4.10.2016✓ GATE, TANCET coaching available through Digital library✓ Soft skills training programs, Personality Development Programs
Ecoleaide software	Monitoring of students academic activities through Ecoleaide software includes attendance, serial test marks and university marks. Monitoring of students entering and leaving the hostel through Ecoleaide software. Maintaining separate files to record student activity
Program organized	<ul style="list-style-type: none">✓ AppDhoom - One day hands- on Workshop on IoT-Internet of Things apps on 23.09.2016✓ Faculty Interaction on Effective Research,Quality Publications And Funding Projects on 3.10.2016


Coordinator – IQAC


Principal & Chairperson-IQAC