

# TAMILNADU COLLEGE OF ENGINEERING

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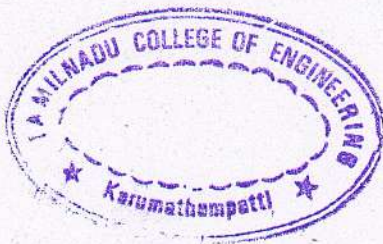
(Approved by AICTE and Affiliated to Anna University)


**PALANISAME RAVI NAGAR, KARUMATHAMPATTI, COIMBATORE - 641659.**



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## IQAC – MINUTES OF MEETING [ACADEMIC YEAR 2023-24]



  
**Dr. M. KARTHIKEYAN, B.E., M.Tech., Ph.D**  
PRINCIPAL  
TAMILNADU COLLEGE OF ENGINEERING  
PALANISAME RAVI NAGAR  
KARUMATHAMPATTI-641 659  
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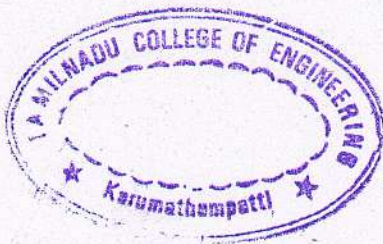
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## CIRCULAR

1.8.2023

The 13<sup>th</sup> meeting of the Internal Quality Assurance Cell will be held on 16.8.2023 at 10 a.m. in Conference Hall. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.

### Agenda

1. Welcome by the Chair Person.
2. Introduction of the members of IQAC by the Chair Person
3. To submit and approve the proceedings of the 10<sup>th</sup> IQAC meeting
4. Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Institute industry activities etc) in the academic year 2022-23
5. To read and ratify the letter received from AICTE, Anna University, & Directorate of Technical Education, Chennai.
6. To approve the staff left the institution in the academic year 2022-23.
7. To approve the appointment of Teaching and Non teaching staff members in the month of June 2023.
8. To submit and ratify the audited statement for the financial year 2022-23.
9. To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2022-23 [Even semester]
10. To submit the result of the Anna University Examination held at May -June 2023.
11. To submit and review the procedure adopted for the E - Governance and its report.
12. To submit and discuss the placement for the last academic year 2022-23 and its improvement.
13. To submit and discuss the Staff Development program attended by the staff in the last academic year (2022-23) and its improvement.
14. To submit and analysis the CO, PO, and PEOs attainment and further action to be initiated.
15. To submit and analysis the MoUs signed and analysis of the activities taking place as per the new and existing MOUs
16. Any other points with the permission of the Chair Person

  
Principal and Chair Person,  
[IQAC]



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## PROCEEDINGS OF THE 13<sup>th</sup> INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING HELD ON 16.8.2023 AT 10 AM

### CHAired BY:

Principal and Chair Person of IQAC

### Members Present:

Sl. No	Composition	Category	Member Name
1.	Employer Chairman & Management trustee	Employer Chairman & Management trustee	Dr.P.V.Ravi
2.	Chair Person	Principal	Dr.M.Karthikeyan
3.	Teachers to represent all level	HOD/ ECE	Dr.S.Lathashanmugavadivu
		HOD/MECH	Dr.P.Dharmalingam
		HOD/CSE	Dr.A.S.Shanthi
4.	Senior Administrative officers	Administrative Officer	Mr.R.Karthikeyan
5.	Director, Local society NGO	Nominee- Local society	Sr.Lourdusagayam, Director Marialaya Rehabilitation Home for women & children, Tirupur
6.	Two Nominee from Industrialists	Nominee from Industrialist	Er.V.D.Gurunath, MD, SUN Technology, Chennai.
		Nominee from Industrialist	Mr.V.Prithivirajan, Sr.development Specialist, KPIT Technologies, Bangalore
7.	Co-ordinator / Director of IQAC	IQAC Co-ordinator	Mrs.Arachelvi

### Minutes of Meeting:

- Welcome by the Chair Person** - Chair Person of IQAC welcomed all the members and requested the members to give their valuable suggestions in order to bring the college as Centre of Excellence
- Introduction of the members of IQAC by the Chair Person** - Chair Person of IQAC introduced all the members
- To submit and approve the proceedings of the 12<sup>th</sup> IQAC meeting.** Also study the action taken and follow up action on the proceedings of the 12<sup>th</sup> IQAC meeting



  
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The following is the Action Taken Report on the decisions of the 12<sup>th</sup> IQAC meeting .


Plan of Action	Action taken
It was decided to conduct Communication skill, Life skill programs for the students in order to excel in their profession	As per the decision of IQAC Communication skill programs and Life skill programs are conducted for students.
It was decided to adopt Innovative teaching methods to be adopted in order to improve the learning process.	Five different Innovative teaching methods are well practised to the staff and all the staff are using atleast one innovative teaching methods in the courses that they are handling
The members requested the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester	Principal and HOD are taking serious steps in order to improve the University result by regularly monitoring the Internal examination results and follow up action.
It was suggested to submit the list of students received government and non-government scholarship.	The Chair person submitted the list of student's availed scholarship, both institutional and government.

After elaborate discussion, the 13<sup>th</sup> IQAC minutes is approved

## Minutes of Meeting:

Points Discussed	Resolution
1. Submission of the report by the Chair Person (all activities - academic, co-curricular, extracurricular activities, staff achievement, students achievement, internship by the students, Institute industry activities etc) in the academic year 2022-23	Annual report of the academic year 2022-2023 submitted by the Principal. Members requested the Principal to conduct Communication skill , Life skill programs for the students in order to excel in their profession
2. To approve the staff left the institution in the academic year 2022-2023	Read and ratified.
3. To approve the appointment of Teaching and Non teaching staff members in the month of June 2023	Read and approved. The members requested to maintain the staff student ratio as per the norms of AICTE and Anna University.
4. To submit and ratify the audited statement for the financial year 2022-23	Read and ratified.



  
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5. To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2022-23 [Even semester]	Read and ratified. The members requested to the Principal to collect feedback from parents also in order to find whether the facility available in the college fulfill their requirements.
6. To submit the result of the Anna University Examination held at May – June 2023.	Read and ratified. The members requested to the Principal to monitor and to take necessary steps to improve the result of the college from semester to semester
7. To submit and review the procedure adopted for the E – Governance and its report.	E Governance Annual Report of the college approved by the IQAC.
8. To submit and discuss the placement for the last academic year 2022-23 and its improvement.	Read and the members appreciated the steps taken by the college and encouraged the team to conduct more career guidance programmes.
9. To submit and discuss the Staff Development program attended by the staff in the last academic year (2022-23) and its improvement.	Read and ratified. As management is sponsoring, the staff should take efforts to upgrade themselves by participating in various Faculty Development Programmes.
10. To submit and analysis the CO, PO, and PEOs attainment	Read and noted. The members suggested to conduct awareness programme on COs, POs, PEOs and their importance towards Outcome Based Education.
11. To submit and analysis the MoUs signed and analysis of the activities taking place as per the new and existing MOUs	Read and noted. It was suggested to continuously monitor the follow up actions taken towards Industry –Institute Interaction.
12. Any other points with the permission of the Chair Person	IQAC team insisted to more patents from each departments

*T. Thangaraj*

**IQAC Coordinator**

*[Signature]*

**Principal cum Chair Person**



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