



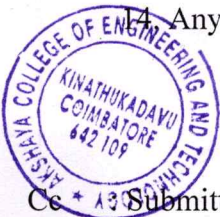
ACET/IQAC/AY 2023-24/01

24-07-2023

**Circular for IQAC Meeting**

Internal Quality Assurance Cell first meeting for the academic year 2023-2024 is convened on 26/07/2023 at 10:30AM in Internal Quality Assurance Cell. All the IQAC members are invited to attend the meeting. The agenda for the meeting is given by

1. Introducing the members of IQAC.
2. Review of Action taken report for the previous meeting held on 08/01/2023.
3. Student feedback.
4. NAAC Accreditation Activities.
5. AQAR preparation for the academic year 2023-2024.
6. Anna university results (I year/I semester).
7. Review of Academic Audit for the academic year 2022-2023.
8. Quality initiatives to be adopted by IQAC.
9. VAP and Placement Activities.
10. Video lectures.
11. Calendar of events for odd semester of the academic year 2023-2024.
12. NSS, YRC activities.
13. Appointing new faculty members.
14. Any other points.



*Dr. R. Ravindran*  
24/7/23

**Dr. R. RAVINDRAN M.Tech., Ph.D.,**  
**PRINCIPAL**  
Akshaya College of Engineering and Technology  
Kinathukadavu, Coimbatore -642109.

Submitted to The Managing Trustee & chairman for Information  
Cc to : All HoD's with a request to circulate among the members of faculty & students  
Cc to : File



# AKSHAYA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, Affiliated to Anna University & Accredited by NAAC)

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## IQAC MEETING - ATTENDANCE SHEET

Venue: NAAC Room

S.No.	Name	Designation	Status in the committee	Signature
1.	Dr. R. Ravindran	Principal	Chairperson	
2.	Dr.K.Sivasankari	Vice Principal	Member	
3.	Prof.S.Balaji	Assistant Professor /CSE	IQAC Coordinator	
4.	Prof.M.Selvaraju	Associate Professor/Mech	Member	
5.	Dr.S.Nagaraja	Professor/Mecht	Member	
6.	Dr.K.Sumathi	Professor/ECE	Member	
7.	Dr.S.Jothilakshmi	Associate Professor/CSE	Member	
8.	Shri.P.Rangaraj	Trustee	Management Representative	
9.	Dr.S.Kapilan	CEO	Senior Administrative officer	
10.	Mr.Senthilkumar	Sub Inspector of police	Nominee from the society	Absent
11.	Ms.M.Manya	Student/III ECE	Student Nominee	
12.	Mrs.Vijayabharathi	M/o Pranavkumar III/Mechatronics	Parent Nominee	Absent
13.	Mr.K.Uttharasu	Senior Engineer, Sandfits Foundries Pvt.ltd	Alumni Nominee	
14.	Ms.Shree poornima	Hemkrish Constructions, Interiors & Academy	Industrialist	
15.	Mr.S.Appusamy	Delivery head, Joy IT solutions Pvt Ltd,	Industrialist	Absent
16.	Ms.K.Saran Preetha	Technical lead, Joy IT solutions Pvt Ltd	Employer	
17.	Mr.Noushath Ali	Technical product manager, Ericsson India	Industrialist	
18.	Mr.Kalidhas	Technology Lead, Infosys	Industrialist	
19.	Mr.Shanjeev Balajothi	MD/ Ayari Venture	Industrialist	Absent
20.	Mr.P.Ramkumar	Project manager/ Ayari Venture	Employer	



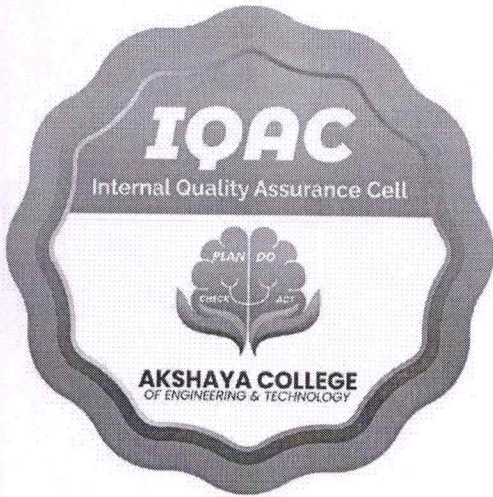


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## IQAC MEETING MINUTES

**Date: 26.07.23**

**Venue: IQAC ROOM**

**Academic Year: 2023 - 24**





**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting**

Ref No. ACET/IQAC/23-24/ODD/01

Date: 26.07.2023

<b>Vision of the Institute</b>	Emerge as a Premier Institute, producing globally competent engineers.
<b>Mission of the Institute</b>	<ul style="list-style-type: none"><li>• Achieve Academic diligence through effective and innovative teaching-learning processes, using ICT Tools.</li><li>• Make students employable through rigorous career guidance and training programs.</li><li>• Strengthen Industry Institute Interaction through MOUs and Collaborations.</li><li>• Promote Research &amp; Development by inculcating creative thinking through innovative projects incubation.</li></ul>
<b>Quality Policy</b>	Akshaya is committed to provide quality education and inculcate ethical values in students and faculty to achieve Global standards in Academics and Research through self-evaluation and continuous improvement.

**Minutes of the 1st Meeting of Academic Year 2023 - 2024 held at 10.30 am on 26.07.2023 in IQAC Room**

**Members attended the meeting**

No.	Name	Designation	Status in the committee
1.	Dr. R. Ravindran	Principal	Chairperson
2.	Dr. K. Sivasankari	Vice Principal	Vice Chairperson
3.	Prof. S. Balaji	Assistant Professor /CSE	IQAC Coordinator
4.	Prof. M. Selvaraju	Associate Professor/Mech	Member
5.	Dr. S. Nagaraja	Professor/Mech	Member
6.	Dr. K. Sumathi	Professor/ECE	Member
7.	Dr. S. Jothilakshmi	Associate Professor/CSE	Member
8.	Shri. P. Rangaraj	Trustee	Management Representative
9.	Dr. S. Kapilan	CEO	Senior Administrative officer
10.	Ms. M. Manya	Student/III ECE	Student Nominee
11.	Mr. K. Uttharasu	Senior Engineer, Sandfits Foundries Pvt.ltd	Alumni Nominee





**Internal Quality Assurance Cell (IQAC)**

12.	Ms. Shree Poornima	Hemkrish Constructions, Interiors & Academy	Industrialist
13.	Ms. K. Saran Preetha	Technical lead, Joy IT solutions Pvt Ltd	Employer
14.	Mr. Noushath Ali	Technical product manager, Ericsson India	Industrialist
15.	Mr. Kalidhas	Technology Lead, Infosys	Industrialist
16.	Mr. P. Ramkumar	Project manager/ Ayari Venture	Employer

**Agenda of the Current Meeting**

1. NAAC & Accreditation activities
2. Students Feedback
3. Quality Initiatives of IQAC & AQAR Preparation for the Academic Year 2023 - 2024
4. Anna University Results, Value Added Courses & Placement Activities
5. Outreach Activities (NSS & YRC Activities)
6. Miscellaneous



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## Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting				
No.	Point of Discussion	Observation	Responsibility	Target Date
<b>The Action Taken Report for the previous meeting were reviewed and confirmed by the IQAC members.</b>				
1	NAAC & Accreditation Activities	Annual Quality Assurance Report for the year 2021 - 2022 is prepared and submitted in the Higher Education Institutions Portal. Chairperson Dr. R. Ravindran directed the IQAC and Criteria In-charges to prepare Annual Quality Assurance Report for the year 2022 – 2023. Chairperson also informed, three departments ECE, CSE, Civil have applied for NBA and HoDs are requested to be prepared to face the Students feedback on faculties, curriculum was analyzed and the results obtained is satisfactory. All the faculty members have got feedback of more than 80% in their respective subjects.	IQAC Coordinator, AQAR Criteria In-charges  IQAC Coordinator, AQAR Criteria In-charges  Head of the Departments	Continuous  Continuous  Continuous
2	Students Feedback	Students feedback on faculties, curriculum was analyzed and the results obtained is satisfactory. All the faculty members have got feedback of more than 80% in their respective subjects.	NA	Continuous
3	Quality Initiatives of IQAC & AQAR Preparation	IQAC member Dr. Nagaraja suggested to conduct internal meetings including participants from students and faculties representing different categories with the department to get more insights for improving the quality.  Academic calendar is primed with internal assessment schedule. IQAC coordinator requested the HoDs to strictly adhere to the Academic calendar.	IQAC  All Faculty Members	Continuous  Continuous





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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

No.	Point of Discussion	Observation	Responsibility	Target Date
		Industrial member Ms. Shree Poornima, suggested to include more representation from each department members of faculty and students in the Entrepreneurship Development Cell (EDC) and plan for the ED/Start-up ventures.	IEDC Incharge	Continuous
		University Results of 2022 – 2023 Odd Semester (I, III, V, VII) was discussed. It is found that the pass percentage of overall institution is 34%. Student Member Ms. Manya requested for additional coaching for the slow learners to improve the results.	Head of the Department	Continuous
4	Anna University Results, VAC & Placements	Vice Chairperson Dr. K. Sivasankari discussed on the Value Added Courses planned for the academic year 2023 – 2024 for odd and even semester. Placement training for final year has been initiated in 2022 – 2023 for 2020-2024 batch. Aptitude and communication training was conducted in the academic year 2022 – 2023. Company specific technical training will be conducted to students to help in their placements. Industrial and Institute participation in R&D activation should be improved and fund should be generated.	VAC Incharge/Head of the Dept  Training Incharge	Continuous  Continuous
5	Outreach Activities	IQAC insisted to plan NSS and YRC activities like awareness camp, blood donation camp to encourage students to get involved in social activities.	Research Coordinator  NSS Coordinator	Continuous  Continuous



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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting

No.	Point of Discussion	Observation	Responsibility	Target Date
		Our Management representative Trustee Shri. P. Rangaraj suggested to develop more Clubs like coding club, robotics club etc. and include students to participate in various hackathons and project contests.	Club Incharge	Continuous
		Event calendar is tentatively prepared for the 2023-2024 odd semester which includes all the planned events for the semester and the HODs are requested to execute the plans.	IQAC	Continuous
6	Miscellaneous	IQAC Senior Administrative member Dr. S. Kapilan suggested to celebrate all the calendar activities and National / International commemorative days. Business/ Entrepreneurs from the institution should be recognized by putting up posters and given space to pitch their ideas.	NSS Coordinators and Club Incharges Mr. Sevugan Rajesh	Continuous Continuous

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ACET/IQAC/AY2023-2024

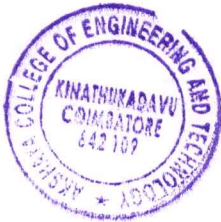
18-01-2024

## Circular for IQAC Meeting

The meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be held on 27-01-2024 at 11:00 am in NAAC Room. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

### Agenda:

- Review of Action taken report for the previous meeting held on 24/07/2023
- AQAR 2022-23 preparation and submission
- NAAC Benchmarks and Events planned
- NBA Accreditation
- Graduation day and Alumni meet.
- Annual day and sports day.
- Project contest - Techday
- Any other Issues.



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## ATTENDANCE SHEET

Venue: NAAC Room

Date: 27.01.24

S.No.	Name	Designation	Status in the committee	Signature
1.	Dr. R. Ravindran	Principal	Chairperson	
2.	Dr.K.Sivasankari	Vice Principal	Vice Chairperson	
3.	Dr.R.Vignesh	Assistant Professor / Civil	IQAC Coordinator	
4.	Prof.S.Balaji	Assistant Professor / CSBS	IQAC Coordinator	
5.	Dr.K.G.Dharani	Associate Professor / ECE	Member	
6.	Dr.R.Premudha	Head, Dept of Civil Engg.	Member	
7.	Dr.N.Suguna	Professor, Dept of CSE	Member	ABSENT
8.	Dr.K.Sumathi	Head, Dept of ECE	Member	
9.	Dr.P.Ravikumar	Head, Dept of Mechatronics Engg.	Member	
10.	Mr.Sureshkumar	Head i/c, Dept of Mechanical Engg.	Members	
11.	Mrs.Nirmala	Head, Dept of S&H	Member	
12.	Shri.P.Rangaraj	Trustee	Management Representative	ABSENT
13.	Dr.S.Kapilan	CEO	Senior Administrative officer	
14.	Mr.Senthilkumar	Sub Inspector of police	Nominee from the society	ABSENT
15.	Ms.M.Manya	Student/III ECE	Student Nominee	
16.	Dr. E Malar	Deputy Director – IQAC, PGSITECH, Coimbatore	Senior Academician	
17.	Dr. A. Ramesh Babu	Assistant Professor (Sr. Gr.), Department of Mathematics, School of Engineering, Amrita Vishwa	Senior Academician	
18.	Ms.K.Saran Preetha	Technical lead, Joy IT solutions Pvt Ltd	Employer	
19.	Mr.Charles Arokiaraj	Engineering Manager, Robert Bosch	Industrialist	
20.	Mr. Tamil Selvan R	SmartDV Technologies India Private Limited, Bangalore	Alumni Nominee	



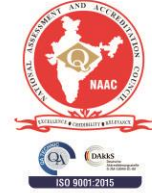


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## IQAC MEETING MINUTES

**Date:27.01.24**

**Venue: NAAC Room**

**Academic Year: 2023 - 24**



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## Minutes of the Meeting

Ref No. ACET/IQAC/23-24/Even/01

Date: 27.01.2024

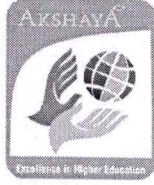
<b>Vision of the Institute</b>	Emerge as a Premier Institute, producing globally competent engineers.
<b>Mission of the Institute</b>	<ul style="list-style-type: none"><li>• Achieve Academic diligence through effective and innovative teaching-learning processes, using ICT Tools.</li><li>• Make students employable through rigorous career guidance and training programs.</li><li>• Strengthen Industry Institute Interaction through MOUs and Collaborations.</li><li>• Promote Research &amp; Development by inculcating creative thinking through innovative projects incubation.</li></ul>
<b>Quality Policy</b>	Akshaya is committed to provide quality education and inculcate ethical values in students and faculty to achieve Global standards in Academics and Research through self-evaluation and continuous improvement.

### Minutes of the of Academic Year 2023 - 2024 held at 11.00 am on 27.01.2024 in NAAC Room

#### Members attended the meeting

S.No.	Name	Designation	Status in the committee
1.	Dr. R. Ravindran	Principal	Chairperson
2.	Dr.K.Sivasankari	Vice Principal	Vice Chairperson
3.	Dr.R.Vignesh	Assistant Professor / Civil	IQAC Coordinator
4.	Prof.S.Balaji	Assistant Professor / CSBS	IQAC Coordinator
5.	Dr.K.G.Dharani	Associate Professor / ECE	Member
6.	Dr.R.Premsudha	Head, Dept of Civil Engg.	Member
7.	Dr.N.Suguna	Professor, Dept of CSE	Member
8.	Dr.K.Sumathi	Head, Dept of ECE	Member
9.	Dr.P.Ravikumar	Head, Dept of Mechatronics Engg.	Member
10.	Mr.Sureshkumar	Head i/c, Dept of . Mechanical Engg.	Members





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S.No.	Name	Designation	Status in the committee
11.	Mrs.Nirmala	Head, Dept of S&H	Member
12.	Shri.P.Rangaraj	Trustee	Management Representative
13.	Dr.S.Kapilan	CEO	Senior Administrative officer
14.	Mr.Senthilkumar	Sub Inspector of police	Nominee from the society
15.	Ms.M.Manya	Student/III ECE	Student Nominee
16.	Dr. E Malar	Deputy Director – IQAC, PGSITECH, Coimbatore	Senior Academician
17.	Dr. A. Ramesh Babu	Assistant Professor (Sr. Gr.), Department of Mathematics, School of Engineering, Amrita Vishwa Vidyapeetham, Coimbatore	Senior Academician
18.	Ms.K.Saran Preetha	Technical lead, Joy IT solutions Pvt Ltd	Employer
19.	Mr.Charles Arokiaraj	Engineering Manager, Robert Bosch	Industrialist
20.	Mr. Tamil Selvan R	SmartDV Technologies India Private Limited, Bangalore	Alumni Nominee

## Agenda of the Current Meeting

- Review of Action taken report for the previous meeting held on 24/07/2023
- AQAR 2022-23 preparation and submission
- NAAC Benchmarks and Events planned
- NBA Accreditation
- Graduation day and Alumni meet.
- Annual day and sports day.
- Project contest - Techday
- Any other Issues.



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Minutes of the Meeting				
No.	Point of Discussion	Observation	Responsibility	Target Date
<b>The Action Taken Report for the previous meeting were reviewed and confirmed by the IQAC members.</b>				
1	AQAR 2022-23 preparation and submission	All the documents required for submission is prepared and uploaded in the HEI portal. Apart from IQAC, internal expert members reviewed the AQAR and gave approval for submission.	IQAC Coordinator	Continuous
2	NAAC Benchmarks and Events planned	In alignment with NAAC benchmark, the academic and event planner is designed. Chairperson insisted the departments to plan in advance for the smooth conduction of the events.	Principal, IQAC Coordinator	Continuous
3	NBA Accreditation	NBA committee visit can be expected anytime as SAR has been submitted and dates for expert committee is provided. Trustee Mr.Rangaraj instructed head of the departments from CSE, ECE and Civil to be ready for the external mock audits. Apparently institutional criteria's along with first year should also be ready for the audit.	Principal, HODs	Continuous





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4	Graduation day and Alumni meet	Graduation day is planned on 18.02.24 followed by Alumni meet. Graduates should be communicated well in advance and clear instructions should be given for the graduation day.	HODs, Faculty Members	18.02.24
5	Annual day and sports day	Annual day and sports day is planned on 12.04.24. All the club incharges are requested to plan for the events to be conducted in their clubs. Physical Director is instructed to conduct sports events in regular intervals and complete all the events before the sports day. Discipline is the highest priority, faculty members should ensure high discipline maintained in the campus.	Principal, HODs	12.04.24
6	Project contest - Techday	As a best practice we encourage all our students from first year to final year to do projects of their own interest and exhibit their talent on Tech day. This is year Tech day is tentatively planned on 17.04.24. HODs are requested to make the students select project of social relevance.	IQAC	17.04.24
7.	Any other Issues	Students representatives suggested that interaction with Alumni could be further enhanced to share their experiences in the industry and industry requirements. Industry representatives suggested that counselling of Mechanical and Civil Engineering branch students can be done by making them aware about various opportunities in their core branches.	Principal, Placement Officer	Continuous

*[Handwritten Signature]*  
27/11/24

**PRINCIPAL**  
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