



PETENGINEERINGCOLLEGE

An ISO 9001:2015 Certified Institution
Approved by AICTE, Recognized by Government of Tamil Nadu and Affiliated to Anna University



11th Meeting of Internal Quality Assurance Cell of PETEC held on 19/08/2020

Venue : IQAC Cell
Date: 19/08/2020

Time: 10.30 a.m.

Nature of Meeting: ACADEMIC

Member's Present: (As per NAAC guidelines third committee list is created)

| Sl. No | Composition | Category | Member |
|--------|--|-----------------------------------|--|
| 1. | Chair Person | Head of the Institution | Dr.K.Madhan Kumar, Principal |
| 2. | Teachers to represent all level (Three to Eight) | Professor | Dr.S.BabuRangaRajan,HOD/CSE |
| | | Professor | Dr.R.KalaiSelvi, HOD/MCA |
| | | Associate Professor | Mrs.A.Kalaiselvi, HOD/EEE |
| | | Assistant Professor | Mrs.B.ShanmugaSundari AP/CSE |
| | | Assistant Professor | Mrs.C.S.SreeThayanandeswari AP/ECE |
| 3. | One Member from the Management | Secretary | Mr.S.KhajaMohideen |
| 4. | Few Senior Administrative officers | Exam cell incharge | Dr.S.MookkanHOD/Maths |
| | | Training & Placement Officer | Mr.Mohamed Peer Matharsha AP/Mech |
| | | Librarian | Mr. M.H.Ahmed Reffai |
| | | Administrative Officer | Mrs. Ahamed Basheer |
| 5. | One nominee from local society, Students and Alumni | Nominee from local society | Mr.T.AntonyVinnarasu, Panchayat President |
| | | Student | Ms.E.MaryShihani final year Female |
| | | Student | Mr.SelvaGanapathy final year male |
| | | Nominee from Alumni | Er. K.VelMurugan, Scientist ISRO-LPSC,Mahendragiri |
| 6. | One Nominee from Employers/Industrialists /Stake holders | Nominee from Industrialist | Mr.K.Mustafa Hassan |
| | | Nominee from Stakeholders-Parents | Mr.M.ThamaraiSelvan |
| 7. | Co-ordinator / Director of IQAC | IQAC Co-ordinator | Mrs.C.Rekha, AP/ECE |

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ACTION TAKEN FOR THE 10th IQAC MEETING HELD ON 09.01.2020

- Academic classes and its related activities were completed as well as followed as per the academic schedule.
- Many of our students participated and won prizes, awards, medals for various activities (co-curricular as well as extracurricular) conducted by other colleges.
- Faculty members undergone various workshops, FDTPs and flourished their knowledge in various innovative fields.
- Special coaching/ mentoring classes were offered to First semester students of various programmes after assessing their performance in Continuous Assessment Tests.
- Department coordinators have been nominated to monitor discipline of the students outside the class (especially veranda) during tea breaks and lunch time.

The IQAC coordinator welcomed all the members for the 11th Internal Quality Assurance Cell meeting and the session was handed over the Principal / the Chairperson of IQAC and the following points were discussed,

| S. No. | Agenda Points | Report / Action Finalized | Person Responsible | Target Date / Remarks |
|--------|---|--|--------------------|-----------------------|
| 1. | General measures for Academic Improvement | <ul style="list-style-type: none">• HODs will be made accountable for the department's performance.• Faculty members are to be enriched in teaching skills by special programs and are accountable for the results of the subjects handled by them. As this semester result is crucial for the faculty, teaching strategy need to be devised in consultation with HODs for each subject.• The progress of the devised strategy (Minimum Scoring Method) MSM has to be monitored by HODs remedial measures are to be taken at once for further course of action.• Parents are to be involved and counseled for the progress of their wards.• Class Committee Meeting should be attended by HODs to | HODs & Faculty | Immediate |

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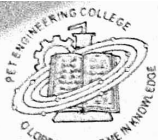
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| | | <p>take remedial measure for teaching pattern / MSM on any given subject.</p> <ul style="list-style-type: none">• Due to pandemic Covid'19 situation, II year ,III year IV year B.E Odd semester classes starts in online mode on 12-08-2020 onwards, online classes continues to conduct in Classroom App• Internal Assessment Examination Question paper and Answer key with PO,PSO,CO shall be prepared in the format mentioned in last page• HODs should present the academic progress immediately after every Internal Assessment Test to the Principal.IAT will be conducted through classroom app.• Lesson plan need to be monitored by the HODs and get signed by the Principal for completion of every Unit of any given subject in the Record of attendance and class work booklet.• Slow learners are to be identified immediately after first class test and important questions to be given at the starting of every unit• Slow learners are to be identified and provide MSM question bank, make repeated writing practice for them till the completion of University exams.• Faculty conducted webinars for students and it helps them to understand the subject in easy way. | | |
| 2. | Academic preparation / progress for the current semester | <ul style="list-style-type: none">• Faculty handling subjects for this odd semester to be joined in respective classes through classroom App.• Study material, laboratory manuals for the prevailing Anna University regulations are to be prepared and given to | HODs & Faculty | |

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| | | <p>students also to upload in classroom app.</p> <ul style="list-style-type: none">• New strategies like organizing many awareness programs for nearby areas to improve admission process and to maintain a good relationship with outside community.• Cisco system Bangalore organized Internship program on 26th August 2020 for students achieving higher grades in academics as well because of in depth knowledge in a specific field.• Text books, study material compilation, laboratory manuals for the prevailing Anna University regulations are to be prepared and given to students. | | |
| 3. | General readiness | <ul style="list-style-type: none">• To facilitate effective online learning, it is essential to support students with initial preparedness for emergency change.• HODs are requested to the faculty to provide an overview of participant information in Google-sheets. | HODs concerned | Immediate |
| 4. | Admission | <ul style="list-style-type: none">• New strategies like organizing many awareness programs through online for nearby areas to improve admission process and to maintain a good relationship with outside community.• It is propose to utilize Donation from philanthropist as scholarship for the newly admitted students in the categories such as,<ul style="list-style-type: none">○ Merit scholarship :150○ Economically weaker section: 150○ Sports : 23 | Admission Cell / AO / Management | During Admission |
| 5. | Students behavior monitoring | <ul style="list-style-type: none">• The students should be strictly watched whether they follow the class which is held in online mode, and instruct | AO / PED / HODs / their nominees | Immediate |

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| | | them to attend the class without fail. | | |
| 6. | Creation and follow up of disciplinary in-charges | <ul style="list-style-type: none"> The students should be strictly watched whether they attend the online class with the proper dress code and other rules and regulations which were already circulated to the staff / students. ✓ HODs are requested to the faculty to monitor discipline of the students in the online class (especially absentees are marked during the online session, after that ask their parents about the reasons for their absence. Then the faculty instruct them to attend the class properly) | HODs / faculty | Immediate |
| 7. | Finalizing dates for Webinars | <ul style="list-style-type: none"> It is decided that to conduct webinars in each department via online mode. | HODs / faculty | As per Calendar schedule |
| 8. | Monthly activities | <ul style="list-style-type: none"> In addition every department should conduct one workshop, seminar and a webinar for each month to get credit for NBA accreditation process. The staff should actively participate in webinars and FDPS conducted by other colleges Every faculty should take initiatives to involve in research activities | HODs/faculty | As per Monthly schedule |
| 9. | College Website update work | <ul style="list-style-type: none"> Need to be done continuously but updates for this semester to be done before the July end. | HOD / CSE , HOD / English & Mr.Muthuperumal/ MCA | As per Calendar schedule |
| 10. | Mobile phone usage by students | <ul style="list-style-type: none"> During the online session students should be used mobile phones for interaction with the faculty only. Making unwanted chats and behaviors are strictly warned. | PRO / PED / HODs (HODs to ensure to communicate the details to students in every classroom on the first working day of the semester)AO / Ms. M. Sahaya Christy | Immediate |

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| 11. | <u>Any other topic:</u> | | | |
| | a) Class Committee Meeting | <ul style="list-style-type: none"> HODs to discuss about the academic matters only in the Class Committee Meeting. Students should be allowed to talk freely with staff during the meeting If any complaint arises about a particular staff by the students, then the Chairman of the Class committee will talk to the concern staff to rectify (not in front of the students but privately) After the meeting, in the absence of staff members, Chairman can discuss with the students about the problems they face. Preferably, before Internal Assessment Test, class committee meeting is to be convened. Minutes of meeting should be prepared in the class committee meeting and submitted to the Principal for signet. A separate meeting in the seminar hall needs to be arranged for lateral entry students during mid of July which will be presided by Principal and all HODs (UG shall attend) | HODs / faculty | Immediate |
| | b) Course file verification by HOD | <ul style="list-style-type: none"> It is essential that HOD to go through the course file prepared by the staff members in a routine manner (fortnightly) and then should be forwarded to the principal (monthly) for signature. | HODs | As per schedule |
| c) Conference conducted through | <ul style="list-style-type: none"> To ensure participation for faculty and students in conference, symposium in online mode. Principal requested the HODs to go through the Website of the | HODs | Immediate | |

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| | online | reputed colleges and select appropriate programs for their faculty and students. | | |
| | f) Academic calendar | <ul style="list-style-type: none">To be started immediately and to be completed before 10.09.2020 for the printing and distribution to students. | HOD / English | 10.09.2020 |
| | g) General maintenance | <ul style="list-style-type: none">It was discussed to allocate funds for general maintenance. White washing and certain renovation work has to be taken-up. | HOD/ CIVIL | Immediate |

Finally Principal & Chairman of IQAC asked all the HOD to advise the staff members of the concerned department to work hard and improve the results in the Odd semester and strive meticulously for subsequent admission work.

IQAC Co-ordinator

PRINCIPAL

- CC: 1) Trust Office
2) All HODs/Attended members/TPO
3) HOD Meeting file
4) AO

Principal
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