



PETENGINEERINGCOLLEGE

An ISO 9001:2015 Certified Institution

Approved by AICTE, Recognized by Government of Tamil Nadu and Affiliated to Anna University



12th Meeting of Internal Quality Assurance Cell of PETEC held on 10.02.2021

Venue : IQAC Cell
Date: 10.02.2021

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.A.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.Mookkan,HOD/Maths
		Training & Placement Officer	Mr.Mohamed Peer Matharsha AP/Mech
		Librarian	Mr. M.H.AhmedReffai
		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 11th IQAC Meeting held on 19.08.2020

- Academic classes and its related activities were completed as well as followed as per the academic schedule.
- Many of our Faculty participated in FDP, Workshop etc students participated and won prizes, awards, medals for various activities (co-curricular as well as extracurricular) conducted by other colleges.
- Institute has all stake holder feedback system in place for continuous improvement of the system.
- Faculties were informed about submission of appraisal forms to IQAC

The IQAC coordinator welcomed all the members for the 12th 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">• Due to pandemic Covid'19 situation, II year, III year B.E even semester classes starts in online mode on 18-2-2021 onwards, online classes continues to conduct in Classroom App• Final year classes continuous to be in online mode, if essential like project work they can approach college directly. Project review will be conducted through physical mode. Project second review is planned to be conducted on 03-03-2021 and Final review on 11.03.2021• Online Placement training (course content training) is planned to be conducted from 18-2-2021 to 26-02-2021 to enrich the student's skill and is to be handled by SMART Training Resources India Private Ltd. This training is for all B.E students from First year to Final Year• As per Anna University circular students can come regularly to college on 15-02-2021 for second year and 05-04-2021 for third year with proper precautions• Internal Assessment Examination Question paper and Answer key with PO,PSO,CO shall be prepared in the format	HODs& Faculty	Immediate

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		<p>mentioned in last page</p> <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.• 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 is to be duly signed by the Principal after completion of every Unit of the 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• Online International conference is schedule on 12-03-2021. All faculty and students can utilize this conference for publishing their works in proceedings		
2	Academic preparation / progress for the current semester	<ul style="list-style-type: none">• Faculty handling subjects for this even semester to be joined in respective class's classroom App.• Study material, laboratory manuals for the prevailing Anna University regulations are to be prepared and given to students also to upload in classroom app	HODs& Faculty	Before 05.07.2019
3	NAAC	<ul style="list-style-type: none">• Planning to submit Institutional Information for Quality Assessment (IIQA) on 25.4.2021.		

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		<ul style="list-style-type: none">• NAAC criteria work to be finalized and need to be fine tuned for SSR preparation• Criteria Heads as well as HODs to ensure about the quality of work completed in each of their criteria• Maintenance work to be done for all the blocks(Department),garden, hostel etc• NAAC Work for all Faculties will be allocated every day, the HOD will ensure the completion of work of their department and give report. Then the next day criteria Head will verify the completion of work• Quality Induction program for accreditation is planned to be conducted and the Resource person arranged for this program is Dr.K.ArulMozhi, director, Vivekananda Institute of Academy	NAAC coordinators, Criteria Heads & Faculty	17.04.2021
4	AICTE approval process	<ul style="list-style-type: none">• As the last date for approval on-line submission is 29.02.2020 before which all necessary data is to be furnished to the coordinator (HOD CSE) by the department HODs.	HODs concerned	Immediate
5	Anna University Affiliation work	<ul style="list-style-type: none">• As the last date for on-line submission is 10.01.2020, all necessary data to be furnished to the coordinator (HOD - CSE) by the department HODs.	All HODs	10.01.2020
6	Follow-up for Applications submitted to AICTE for funded Res. Projects / Seminar Grants / MODROBS etc.,	<ul style="list-style-type: none">• It is reminded to keep in touch with the funding agencies for further progress.	All HODs who had applied for projects / grant	Immediate
7	International	<ul style="list-style-type: none">• For EEE / ECE/ CSE (jointly)	HOD / EEE, ECE,	12.03.2021

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	Conference		CSE	
8	International Women's Day	<ul style="list-style-type: none"> Coordinated by MBA 	HOD / MBA	08.03.2021
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 month end. 	HOD / English & Mr. Muthuperumal/ MCA	Immediate
10	<u>Any other Points:</u>			
	a) Conference conducted outside the college.	<ul style="list-style-type: none"> To ensure participation for faculty and students in conference, symposium outside the college, Principal requested the HODs to go through the Website of the reputed colleges and select appropriate programs for their faculty and students. 	HODs	Immediate
	b) Webinars	<ul style="list-style-type: none"> The staff could utilize the opportunity and participate in webinars conferences and FDPs to upgrade their profile. 	All staff members	Immediate
	c) Examination / Project Viva	<ul style="list-style-type: none"> Soft copy of project report to be prepared by the students and furnished enough to be submitted to the University at anytime Publication of papers to be initiated for ME students Third assessment marks should be prepared and kept ready so that it could be entered in portal The students to be informed and be made familiar with the new pattern of the question paper issued by Anna University either through text or voice message Measures to be taken to give more revision for current semester subjects in order to produce better results. 	HODs and senior tutor	Immediate
	d) Discipline	<ul style="list-style-type: none"> Monitor the students so that they don't misuse the social media during the conduct of online classes. The settings of the student Whatsapp group should enable only admins to send messages. 	All staff members	Immediate
	e) Alumni	<ul style="list-style-type: none"> To strengthen Alumni, it is intended to provide a platform for the alumni to interact with the Institute. The Office of Alumni 	Alumni association	Immediate

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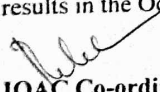
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		Relations takes care of alumni engagement and maintains a communication channel with the Alumni; keeping them informed of the Institute's achievements and making them a part of the institution's future. <ul style="list-style-type: none">All departments should have improved interaction with Alumni association		
	f) Placement	<ul style="list-style-type: none">All departments should ensure placements for their studentsTry to bring companies who could give good placements	Mr. Matharsha / Placement coordinator All HODs	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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