



PET ENGINEERING COLLEGE

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



13th Meeting of Internal Quality Assurance Cell of PETEC held on 30/08/2021

Time: 10.30 a.m.

Nature of Meeting: ACADEMIC

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

Venue : IQAC Cell

Date: 30/08/2021

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.BabuRangaRajanHOD/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. J.Bose
		Administrative Officer	Mrs. Ahamed Basheer
5.	One nominee from local society, Students and Alumni	Nominee from local society	Mr.T.Antony Vinnarasu, Panchayat President
		Student	Ms.S.Harini Final year Female
		Student	Mr.Sam Ebenezer Final year male
		Nominee from Alumni	Er. K.Vel Murugan, 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.Thamarai Selvan
7.	Co-ordinator / Director of IQAC	IQAC Co-ordinator	Mrs.C.Rekha, AP/ECE

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ACTION TAKEN FOR THE 12th IQAC MEETING HELD ON 10.02.2021

- 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.

The IQAC coordinator welcomed all the members for the 13th Internal Quality Assurance Cell meeting and the session was handed over the Principal / the Chairperson of IQAC and the following points were discussed.

Agenda Points	Report / Action Finalized	Person Responsible	Target Date / Remarks
Commencement of Academic Year 2021-2022	<ul style="list-style-type: none">• The classes for the new academic year 2021-2022 officially started from 09.08.2021.• The faculties are advised to engage the class through online mode in an effective way.• Class time table and staff workload were shared to concern members	All Faculty	Till end of academic year
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 take remedial measure for teaching pattern / MSM on any given subject.• Due to pandemic Covid'19 situation, II year ,III year IV year B.E Odd semester classes starts in online mode on 09-08-2020 onwards, online classes continues to conduct in Classroom App.	All Faculty	Immediate

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	<ul style="list-style-type: none"> 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. 		
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 students also to upload in classroom app. New strategies like organizing many awareness programs for nearby areas to improve admission process and to maintain a good relationship with outside community. Text books, study material compilation, laboratory manuals for the prevailing Anna University regulations are to be prepared and given to students. Classes in the physical mode to be commenced from 01.09.2021 on shift basis such as, <ul style="list-style-type: none"> II year – Monday , Wednesday, Friday III year – Tuesday, Thursday, Saturday IV years – All six days. 	HODs & Faculty	Immediate



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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.To conduct classes in the physical mode the college is to adhere strictly to the Covid'19 protocols.Vaccination camp to be organized.	HODs concerned YRC coordinator	Immediate
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 them to attend the class without fail.	AO / PED / HODs / their nominees	Immediate
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.<ul style="list-style-type: none">✓ 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 are requested to nominate the faculty to monitor discipline of the students outside the class (especially veranda) during tea breaks and lunch time.	HODs / faculty	Immediate
Finalizing dates for Seminar and symposia	<ul style="list-style-type: none">It is decided that every group should conduct seminar / conference in one semester and symposium in another semester by the following groups,<ul style="list-style-type: none">➤ Civil & MECH➤ CSE, ECE & EEE➤ MBA➤ MCA➤ S&H	HODs / faculty	As per Calendar schedule

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ISO Audit	<ul style="list-style-type: none">All faculty are asked to complete their course file, Answer key, Master attendance and any pending work for the academic year 2020-21. ISO internal audit is planned to conduct for verification of all files	All Faculty	First week of September
Program Report	<ul style="list-style-type: none">HODs are advised to submit the report of academic year 2020-21 which includes staff journal publication, book publication, details of short term course attended, workshop attended etc as per the college annual day submission record format	HODs & Faculty	First week of September
Website Up-dation	<ul style="list-style-type: none">A faculty for each department is deputed to verify and update the programs in our college website for the academic year 2016-17 to 2020-21.Criteria heads also need to update the required changes in website.	HODs & Faculty	31-08-2021
Fees Balance	<ul style="list-style-type: none">As the new academic year started, students with dues are asked to clear their dues immediately. HODs, Senior Tutor, Tutor are asked to inform the students to remit the fees balance.	HODs & Faculty	Immediate
Workshop/5 days certificate program	<ul style="list-style-type: none">It is mandatory for all the departments to conduct workshop and five days certificate program for the new academic year 2021-22 and schedule for conducting the programs to be submitted.It is essential for all the students to attend the workshop and 5 days certificate program through online mode.	Faculty & Students	First week of September
Maintenance Request	<ul style="list-style-type: none">All departments are requested to give the maintenance request letter regarding lab maintenance and department amenities maintenance.	HODs & Faculty	31-08-2021
Graduation Day Proposal	<ul style="list-style-type: none">It is proposed to conduct graduation day through online mode on mid of September 2021.Senior Tutors of the respective class are requested to collect the recent passport size photo of graduates.Department of Mechanical Engineering and Electronics and Communication Engineering are the in-charges for this program.	HODs & Faculty	Second week of September
Accreditation	<ul style="list-style-type: none">All academic and non-academic work to be carried out in the NAAC format.Background study to be made to initiate for NBA accreditation	HODs & Faculty	Immediate

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FRC	<ul style="list-style-type: none">Report submission for the academic year 2020-2021 (even semester)	HODs	Immediate
General maintenance	<ul style="list-style-type: none">Maintenance and renovation work to be proceeded	HOD / CIVIL	Immediate

Sumany
18/9/21

PRINCIPAL

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