



PET ENGINEERING COLLEGE

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



14th Meeting of Internal Quality Assurance Cell of PETEC held on 14/02/2022

Venue : IQAC Cell
Date: 14/02/2022

Time: 11.00 a.m.

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

| Sl. No | Composition | Category | Member | Signature |
|--------|--|-----------------------------------|---|--------------------|
| 1. | Chair Person | Head of the Institution | Dr.K.Madhan Kumar, Principal | <i>[Signature]</i> |
| 2. | Teachers to represent all level (Three to Eight) | Professor | Dr.S.Babu Ranga Rajan HOD/CSE | <i>[Signature]</i> |
| | | Professor | Dr.A.KalaiSelvi, HOD/MCA | <i>[Signature]</i> |
| | | Professor | Dr.A.Jalal, HOD/MBA | <i>[Signature]</i> |
| | | Associate Professor | Mrs.R.Kalaiselvi, HOD/EEE | <i>[Signature]</i> |
| | | Assistant Professor | Mrs.B.Shannuga Sundari AP/CSE | <i>[Signature]</i> |
| | | Assistant Professor | Mrs.C.S.Sree Thayanandeswari AP/ECE | <i>[Signature]</i> |
| 3. | One Member from the Management | Secretary | Mr.S.Khaja Mohideen | <i>[Signature]</i> |
| 4. | Few Senior Administrative officers | Exam cell in-charge | Dr.S.Mookkan HOD/Maths | <i>[Signature]</i> |
| | | Training & Placement Officer | Mr.Mohamed Peer Matharsha AP/Mech | <i>[Signature]</i> |
| | | Librarian | Mr. J Bose | <i>[Signature]</i> |
| | | Administrative Officer | Mr. Ahamed Basheer | <i>[Signature]</i> |
| 5. | One nominee from local society, Students and Alumni | Nominee from local society | Mr.T.Anto Vemila, Panchayat President | <i>[Signature]</i> |
| | | Student | Ms.S.Harini Final year Female | <i>[Signature]</i> |
| | | Student | Mr.Sam Ebenezer Final year Male | <i>[Signature]</i> |
| | | Nominee from Alumni | Er. K.Vel Murugan, Scientist ISRO- LPSC.Mahendragiri | AB |
| | | | | |
| 6. | One Nominee from Employers/Industrialists /Stake holders | Nominee from Industrialist | Mr.K.Mustafa Hassan | <i>[Signature]</i> |
| | | Nominee from Stakeholders-Parents | Mr.A.Joseph | <i>[Signature]</i> |
| 7. | Co-ordinator / Director of IQAC | IQAC Co-ordinator | Mrs.C.Rekha, AP/ECE | <i>[Signature]</i> |



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Action taken for the 13th IQAC Meeting held on 30.08.2021

- 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 via online.
- Institute has all stake holder feedback system in place for continuous improvement of the system.

The IQAC coordinator welcomed all the members for the 14th 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 academic year 2021-2022(Even) will be started tentatively on 07.03.2022.• Class time table and staff workload were shared to concerned members. | All Faculty | Immediate |
| 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.• For the Internal Assessment Examination Question paper and Answer key preparation, PO, PSO, CO attainment process is reframed and the faculties are requested to follow the newly framed format.• IAT question paper pattern is of Part A (2*5=10) marks, Part B (13*2=26 marks) with choice, Part C (14*1=14 marks) with choice. | All Faculty | Immediate |



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| General Readiness | <ul style="list-style-type: none">All faculties and Students are advised to report for duty at 9.00 AM and the classes will wind up at 3.30pm and the college buses would depart at 3.40pm.It is mandatory that those students parking their vehicles in the campus should obtain vehicles pass duly signed by the authorities. | Faculty & Students | Immediate |
| Academic preparation / progress for the current semester | <ul style="list-style-type: none">Irregularities will be monitored and necessary actions will be taken.HODs are requested to conduct meeting among the faculty and ensure the minimum guarantee results for the university exams.Study material, laboratory manuals for the prevailing Anna University regulations are to be prepared and given to the students by the first week of reopening. | HODs & Faculty | Immediate |
| Accreditation Work Progress <ul style="list-style-type: none">NAACNBA | <ul style="list-style-type: none">For the NAAC work SSR submitted and the NAAC inspection is expected at the end of March.Background study to be made to initiate for NBA accreditation. | NAAC Coordinator | Immediate |
| Submission of Reconstituted Committee List | <ul style="list-style-type: none">The following committees are reconstituted,<ul style="list-style-type: none">Governing CouncilCounseling CommitteeAnti drug Committee (Newly framed committee) | Member Secretary | Immediate |
| Submission of Feedback Committee Review Report for 2021-22(Odd) | <ul style="list-style-type: none">Feedback for the Academic Year (ODD) have been collected from students, Stake holders, teachers to review and improve the academic activities.For the Academic year 2019-2020, out of 5 scale, Value of 3.75 is fixed as threshold in feedback analysis.Faculty scoring below 3.75 point is taken into account and suggestions to be given to improve the score in feedback for the forthcoming semester.Appreciation is given to all faculty who scored above 3.75 point out of 5 scale. | HODs and senior tutor | End of the Semester |
| Submission for the approval to conduct Parent Teachers Meeting | <ul style="list-style-type: none">From this semester onwards , one day for each year will be earmarked for PTA | HODs/Faculty | Preparatory work to begin immediately |



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| Maintenance Request & General maintenance | <ul style="list-style-type: none">All departments are requested to give the maintenance request letter regarding lab maintenance and department amenities maintenance.Maintenance and renovation work to be proceeded | HODs & Faculty HOD / CIVIL | Immediate |
| Students behavior monitoring | <ul style="list-style-type: none">It is decided to depute Prof. Jeyaseelan (HOD –Mech) & Mr. Ahamed Basheer (A.O) to monitor the students during the departure of students in College gate by evening. | Prof.Jeyaseelan (HOD –Mech) & Mr. Ahamed Basheer(A.O) | Immediate |
| Symposium/seminar | <ul style="list-style-type: none">For MCA, it is planned to conduct symposium tentatively on 23.02.2022 | MCA HOD | 23.02.2022 |
| 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 |
| New Course Approval (Academic year 2022-23) | <ul style="list-style-type: none">An additional course Artificial Intelligence / Information Technology of 30 seats are planned to begin, adopting current trend in engineering studies. | Member Secretary | Immediate |
| <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 MeetingStudents should be allowed to talk freely with staff during the meetingIf any complaint arises about a particular staff by the students, then the Chairman of the Class committee will talk to the concerned 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 signature. | HODs / faculty | Immediate |
| b) Course file verification by HOD | <ul style="list-style-type: none">It is essential that HODs 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 |



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| c) Conference conducted outside the college. | <ul style="list-style-type: none">To ensure participation of 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 |
| d) 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 anytimePublication of papers to be initiated for ME studentsThird assessment marks should be prepared and kept ready so that it could be entered in portalThe 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 messageMeasures to be taken to give more revision for current semester subjects in order to produce better results. | HODs and senior tutor | Immediate |
| e) Creation and follow up of disciplinary in-charges | <ul style="list-style-type: none">The students should be strictly watched whether they follow the 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 nominate the faculty to monitor discipline of the students outside the class (especially veranda) during tea breaks and lunch time. | HODs / faculty | Immediate |
| f) Discipline | <ul style="list-style-type: none">Usage of smart phones should be strictly bannedAny students found using smart phone in the campus during working hours shall be strictly warned for the first time and further if found guilty, the mobile phones would be confiscatedIrregular and late comers should be strictly curbed | All staff members | Immediate |
| g) 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 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. | Alumni association | Immediate |

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| h) Placement | <ul style="list-style-type: none"> All departments should ensure placements for their students Try to bring companies who could give good placements | Mr. Matharsha / Placement coordinator All HODs | Immediate | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------------|--|---|---------------------|---------------------|--|--|--|----------------------------------|----------------------------------|---------------------|---------------------|----|-------|-----|---|---|---|---|----|-----|-----|---|---|---|---|----|-----|-----|---|---|---|---|----|-----|-----|---|---|---|---|----|------|-----|---|---|---|----|----|------------|-----|---|---|----|----|----|-----|-----|---|---|---|---|----|-----|-----|---|---|---|---|----|-------|----|---|---|---|---|-----|--------|----|---|---|---|---|--------------|--|--|--|--|--|-----------|------------------------|-----------|
| i) FDPS/Workshops/STP/ Conferences | <ul style="list-style-type: none"> To enhance the quality of teaching and upgrade faculty members, it is proposed to give financial support for all the faculty to attend FDPS/Workshops/STTP/ Conferences | Management & Principal | GC meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| j) Post Sanctioned | <ul style="list-style-type: none"> To satisfy the faculty count for affiliation following no. of vacancies are identified and proposed to submit for governing council. The proposal to recruit faculty for the following departments are mentioned here, <table border="1" data-bbox="363 1048 1102 1406"> <thead> <tr> <th rowspan="2">Sl.No</th> <th rowspan="2">Department</th> <th rowspan="2">Sanctioned Strength</th> <th colspan="3">Required as per Norms (1:20) for the academic year 2022-23</th> <th rowspan="2">Total Number of Faculty Required</th> </tr> <tr> <th>Professor</th> <th>Associate Professor</th> <th>Assistant Professor</th> </tr> </thead> <tbody> <tr><td>1.</td><td>Civil</td><td>180</td><td>1</td><td>2</td><td>6</td><td>9</td></tr> <tr><td>2.</td><td>CSE</td><td>180</td><td>1</td><td>2</td><td>6</td><td>9</td></tr> <tr><td>3.</td><td>EEE</td><td>180</td><td>1</td><td>2</td><td>6</td><td>9</td></tr> <tr><td>4.</td><td>ECE</td><td>180</td><td>1</td><td>2</td><td>6</td><td>9</td></tr> <tr><td>5.</td><td>Mech</td><td>240</td><td>1</td><td>2</td><td>9</td><td>12</td></tr> <tr><td>6.</td><td>First Year</td><td>300</td><td>1</td><td>2</td><td>12</td><td>15</td></tr> <tr><td>7.</td><td>MBA</td><td>120</td><td>1</td><td>1</td><td>4</td><td>6</td></tr> <tr><td>8.</td><td>MCA</td><td>120</td><td>1</td><td>1</td><td>4</td><td>6</td></tr> <tr><td>9.</td><td>ME CS</td><td>48</td><td>1</td><td>-</td><td>2</td><td>3</td></tr> <tr><td>10.</td><td>ME CSE</td><td>48</td><td>1</td><td>-</td><td>2</td><td>3</td></tr> <tr> <td colspan="6" style="text-align: center;">TOTAL</td> <td>81</td> </tr> </tbody> </table> | Sl.No | Department | Sanctioned Strength | Required as per Norms (1:20) for the academic year 2022-23 | | | Total Number of Faculty Required | Professor | Associate Professor | Assistant Professor | 1. | Civil | 180 | 1 | 2 | 6 | 9 | 2. | CSE | 180 | 1 | 2 | 6 | 9 | 3. | EEE | 180 | 1 | 2 | 6 | 9 | 4. | ECE | 180 | 1 | 2 | 6 | 9 | 5. | Mech | 240 | 1 | 2 | 9 | 12 | 6. | First Year | 300 | 1 | 2 | 12 | 15 | 7. | MBA | 120 | 1 | 1 | 4 | 6 | 8. | MCA | 120 | 1 | 1 | 4 | 6 | 9. | ME CS | 48 | 1 | - | 2 | 3 | 10. | ME CSE | 48 | 1 | - | 2 | 3 | TOTAL | | | | | | 81 | Management & Principal | Immediate |
| Sl.No | Department | | | | Sanctioned Strength | Required as per Norms (1:20) for the academic year 2022-23 | | | Total Number of Faculty Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Professor | Associate Professor | Assistant Professor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Civil | 180 | 1 | 2 | 6 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | CSE | 180 | 1 | 2 | 6 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | EEE | 180 | 1 | 2 | 6 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | ECE | 180 | 1 | 2 | 6 | 9 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Mech | 240 | 1 | 2 | 9 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | First Year | 300 | 1 | 2 | 12 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | MBA | 120 | 1 | 1 | 4 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | MCA | 120 | 1 | 1 | 4 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | ME CS | 48 | 1 | - | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | ME CSE | 48 | 1 | - | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | 81 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| j) Certificate Programs | <ul style="list-style-type: none">It is necessary for all the students to update themselves with trending technologies. For that Certificate programs of minimum 32 hours courses per year are planned to conduct for all the studentsStudents need to have a practical exposure to corporate technologies, for that Internship/Inplant training is essential | HODs and senior tutor | At the mid of academic year |
| k) Extension Activity outside the college | <ul style="list-style-type: none">Students need to actively involve in the contribution outside the society through NSS/YRC | NSS/YRC co-ordinator | Throughout the year |
| l) Teaching Learning by ICT Tools | <ul style="list-style-type: none">It is necessary to use NPTEL/PPT/Projector classes for UG and PG | HODs & Faculty | Immediate |
| m) Website Updation | <ul style="list-style-type: none">All department faculty members are advised to submit their department program details, photos and poster to website before the conduction of program or immediately after the completion of program.Any pending details to update in website are to be completed urgently. | All Faculty | Immediate |

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


14.1.22
PRINCIPAL

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