

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

ACADEMIC YEAR 2023-2024



PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

(Approved by AICTE & Affiliated to Anna University, Chennai)

Madurai - Sivagangai Highway, Arasanoor, Thirumansolai Post, Sivagangai Dt. - 630 561, Tamilnadu
Mobile : 9842102628, 7373002628 Email: info@psyec.edu.in Website : www.psyec.edu.in

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PSYEC/IQAC/CIR/2023-2024/09

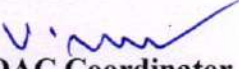
Date: 12.03.2024

CIRCULAR

All the IQAC members are here by informed to attend the Internal Quality Assurance Cell (IQAC) Meeting on 16/03/2024 at 10.00 AM in the Seminar hall. In this regard all the Heads, Coordinators of various Cells, forum and activities are asked to submit the previous report before the meeting. All the IQAC members are asked to attend the meeting without fail.

Agenda for the Meeting:

1. Review previous meeting
2. Review of Academic Calendar for 2023-2024
3. NAAC and Ranking initiative
4. Smart class and Digitalized Infrastructure for modern education
5. To discuss the Industry-Institution Interaction activities
6. MoU's Signed
7. To participate Symposium and conference
8. Class committee meeting and its follow up
9. To enhance the Research and Development activities
10. Placement and Training activities
11. Alumni interactions


IQAC Coordinator



Copy to:

1. All IQAC members
2. All HODs
3. All the faculty
4. All file


PRINCIPAL
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Ref: PSYEC/IQAC/ATT/2023-2024/09

Academic Year : 2023-2024
Time : 10.00 AM

Date : 16.03.2024
Venue : Seminar Hall

MEMBERS PRESENT

S. No	Name of the Member	Designation	Position in IQAC	Signature
1	Dr. R. Raja	Principal	Chair Person	
2	Dr. V. Murali	Vice Principal	IQAC Coordinator	
3	Dr. A. Askarunisa	HOD/CSE	Internal member	
4	Dr. S. Meenakshi Sudarvizhi	HOD/CIVIL	Internal member	
5	Dr. S. Manikandan	HOD/ECE	Internal member	
6	Mr. M. Radha Krishnan	HOD/MECH	Internal member	
7	Ms. S. Pandimeena	HOD/EEE	Internal member	
8	Ms. P. Jerlin Belsiya	HOD/S&H	Internal member	
9	Mr. R. Pandi Thurai	AP/MECH	Academic Representative	
10	Mr. Ashwin Desai	CEO-A&T Video Networks Pvt. Ltd.	Member from Industry	
11	Mr. S.A. Saravana Pandian	Managing Director, Embien Technologies India Private Limited	Member from Industry	
12	Mr. V. Kesavan	Business	Parent	
13	Mr. Jackson Chelladurai	Founder of CWJ	Alumni	

IQAC COORDINATOR



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Ref: PSYEC/IQAC/MoM/2023-2024/09

Minutes of Meeting- IQAC

Academic Year: 2023-2024

Time : 10.00 AM

Date : 16.03.2024

Venue : Seminar Hall

The following suggestions/action taken on performance of the institution:

- The Chairperson initiated the meeting with a warm welcome and gave new ideas to be and some skills planned to implement should be added in the academic calendar 2023-2024.
- The authority and Principal demanded that all the Heads show a sincere interest in NAAC procedure and the accompanying work on each Criterion.
- To initiate and ratify the Teaching – Learning process that has new dimensions on digitalized way of learning through smart classes and digitalized infrastructure for future development.
- To collaborate with various Industries for the welfare of the students to get a job/internship as their next step.
- MoU's signed to get collaborated and to jointly organize seminars, conferences, or workshops on topics of mutual interest and to invite each other's faculty to participate.
- The class committee meeting to be held on regular interval to upgrade the learning environment.
- To take a new step and innovative activities to apply it in the field of technology for the upcoming world of development. Principal and the Heads of the Department are asked to encourage the students to participate in Conference/Seminar/Workshop.
- By having interactions with Alumni to strategic growth and higher education program. And to build a professional network.


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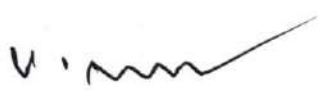
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action take report on the decision of the IQAC meeting held on 16/03/2024. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
To plan a learning environment in a digitalized way	The way of teaching gets digitalized using smart class, digitalized writing pads for both students and faculty.
To enhance Research and Development	Faculty and students voluntarily involved to do the projects and research, finally outreached their plan in an effective way.
To entice more reputed companies for placement and training activities	Many students got appointment in various field.
The authority recommended conducting the Class committee meeting for students' input.	The meeting was conducted on time to evaluate, analyze and to modify from the comments of the students.
The committee asked faculty and students to participate in seminar, conference and workshop	The Faculty and Students actively get involved themselves in seminar, conference and workshop.
Alumni meet has to be done as a part of the growth of institution	Organized Alumni meet to get good and healthy interactions to build a professional bridge.
MoU's signed	1 MoU's was signed with reputed company


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ACADEMIC YEAR 2022-2023



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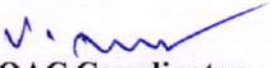
Date:20.11.2023

CIRCULAR

This is to inform all the members in Internal Quality Assurance Cell (IQAC) are asked to attend the meeting at 10.30 AM on 24/11/2023 in Seminar Hall. All are asked to attend the meeting without fail.

Agenda for the meeting:

1. Review of previous meeting.
2. Academic calendar 2023-2024
3. Project work (Final Year)
4. Innovation in teaching and learning process
5. Internal assessment test question paper setting
6. Faculty activities and achievements
7. Class committee meetings
8. Placement and Training activities
9. Value added courses
10. NPTEL online courses
11. IQAC activities


IQAC Coordinator

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Ref: PSYEC/IQAC/ATT/2022-2023/08

Academic Year :2022-2023
Time :10.30 AM

Date : 24.11.2023
Venue : Seminar Hall

MEMBERS PRESENT

S. No	Name of the Member	Designation	Position in IQAC	Signature
1	Dr. R. Raja	Principal	Chair Person	
2	Dr. V. Murali	Vice Principal	IQAC Coordinator	
3	Dr. A. Askarunisa	HOD/CSE	Internal member	
4	Dr. S. Meenakshi Sudarvizhi	HOD/CIVIL	Internal member	
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Ref: PSYEC/IQAC/MoM/2022-2023/08

Minutes of Meeting -IQAC

Academic Year : 2022-2023
Time : 10.30 AM

Date : 24.11.2023
Venue : Seminar Hall

The following points were discussed:

- The chairperson reviewed the institution calendar 2023-2024 and suggested directions to incorporate the skill based technical programs as per the academic calendar for all departments.
- The principal insists to increase pass percentage in this semester.
- The committee instructed the HODs to encourage their department students to complete innovative project work.
- The committee has insisted on holding a class committee meeting for students in accordance with university norms in order obtain feedback for future improvements.
- The committee has urged professors to focus more on certificate and add-on courses in their disciplines.
- The HODs were instructed to conduct more programs for the welfare of the students to get open up their skills and talents.
- The committee has insisted to conduct regular Parents-Teacher meeting.
- The committee observed the NCC to perform more rural social welfare operations.
- According to university circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time.
- The IQAC coordinator insisted that the training and placement cell increases the number of on campus placement drives by bringing in more reputable organization.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report on the decision of the IQAC meeting held on 24/11/2023. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
The committee insisted on organizing a class committee meeting for students, following university norms, to gather feedback for future improvements.	A class committee meeting was organized following university norms, and a principal gathered and examined feedback from all departments.
In accordance with University circulars and regulations, the IQAC coordinator emphasized the importance of conducting all the tests and exams as per the academic calendar and ensuring timely updates of all web portal Data input.	All tests and exams were carried out following University circulars and rules and timely updates were made to all web portals.
The committee members insisted on conducting Assessment Tests/Exams for all departments as per the academic calendar. They also emphasized the importance of performing subsequent result analysis, implementing remedial actions for failing students and documenting the entire process.	Assessment Tests/Exams were conducted for all departments as per the academic calendar, and corrective measures were taken for failing students, after analyzing the result.
The committee members insisted on conducting student's feedback to improve all departments	The student's feedback was under taken, ad necessary remedial measures were implemented for all departments according to the Head of the institution's requirements, with the goal of enhancing academic quality.
The IQAC coordinator emphasized the need for the Training and placement cell to augment the number of on-campus placement drives by attracting additional reputable organizations.	The training and placement cell is striving to Enhance and increase the number of on-campus placement drives by attracting additional reputable firms.



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The committee has encouraged professors to prioritize certificate and add-on courses within their respective of disciplines.	Value added and Add-on courses for all the students were conducted in the departments
According to the Institution's academic calendar for the 2023-2024 semester, skill-based technical programs will be incorporated as scheduled.	As per the Institution's Academic calendar for the 2023-2024 semester, skill-based technical programs were conducted in all departments.
The committee instructed the HODs to encourage their respective faculties to actively participate in various Faculty Development	As directed by the HOD, faculty members from all departments actively participated in various Faculty Development
The committee observed the NCC to perform more rural welfare operations.	Various rural social welfare operations and awareness campaigns were carried out by the NCC.
The committee members strongly recommended the organization of Parents-Teacher meetings for all departments.	Due to pandemic, all meetings with parents and teachers across departments were conducted solely in online mode. Furthermore, feedback from these meetings was thoroughly reviewed and considered.


IQAC Coordinator




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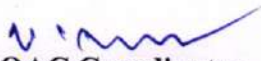
Date: 07.08.2023

CIRCULAR

This is to inform all the members in Internal Quality Assurance Cell (IQAC) are asked to attend the meeting at 10.30 AM on 11/08/2023 in Seminar Hall. All are asked to attend the meeting without fail.

Agenda for the meeting:

1. Review of previous meeting.
2. Online teaching and learning awareness program
3. Academic calendar 2022-2023
4. Innovation in teaching and learning process
5. Internal assessment test question paper setting
6. Class committee meetings
7. Value added courses
8. NPTEL online courses
9. IQAC activities
10. Academic and administrative by IQAC
11. First year induction program


IQAC Coordinator

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Ref: PSYEC/IQAC/ATT/2022-2023/07

Academic Year : 2022-2023
Time : 10.30 AM

Date : 11.08.2023
Venue : Seminar Hall

MEMBERS PRESENT

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Ref: PSYEC/IQAC/MoM/2022-2023/07

Minutes of Meeting- IQAC

Academic Year : 2022-2023

Date : 11.08.2023

Time : 10.30 AM

Venue : Seminar Hall

The following points were discussed:

- The committee discussed the necessity for an IQAC in the institute and urged the HODs to put the issues presented in the meeting in action.
- According to the Institution's academic Calendar for the 2022-2023, skill based technical programmes will be incorporated into the schedule.
- The committee has instructed that professors adopt new teaching approaches when delivering their courses in order to improve student learning capacities.
- The HODs were instructed to promote their respective faculties to engage in various faculty Development Programs by the committee.
- The committee directed the HODs to certify that the faculties had completed their respective theory and practical subjects in accordance with university criteria and to keep track of this in their course files on a regular basis.
- According to university circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time.
- The committee has demanded that staff orientation programs to be organized, as well as that personal appraisal forms be submitted.
- The committee members insist that the stakeholders maintain completed documentation for the academic and administrative audits that will be conducted by IQAC.
- The IQAC has scheduled a one-day online workshop to be conducted through the Google Meet platform.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report on the decision of the IQAC meeting held on 11/08/2023. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
The committee emphasized the necessity of conducting a class committee meeting for students, following university norms, together feedback for potential future enhancements.	Following university norms, a class committee meeting was meticulously organized, where feedback from all departments was gathered and carefully examined by the principal.
As per the University circulars and regulations, the IQAC coordinator is emphasizing the importance of conducting all tests and exams in accordance with the academic calendar and ensuring timely updates of all web portal data inputs.	All tests and exams were conducted following the University circular and rules, and timely updates were made to all web portals.
The committee members insisted on conducting Assessment Tests/Exams for all departments as per the academic calendar. They also emphasized the importance of performing subsequent result analysis, implementing remedial actions for failing students and Documenting the entire process.	Assessment Tests/Exams were conducted for all departments as per the academic calendar, and corrective measures were taken for failing students, after analyzing the result.
The committee members insisted on conducting student's feedback to improve all departments	The student's feedback was under taken, ad necessary remedial measures were implemented for all departments according to the Head of the institution's requirements, with the goal of enhancing academic quality.



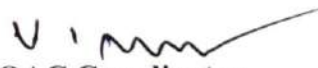
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<p>The member of committee demands that all Stake holders keep all documentation for the academic and administrative audits that IQAC will conduct.</p>	<p>All stake holders have been maintaining all documentation for the academic and Administrative audits that occur on a regular basis.</p>
<p>The committee has encouraged professors to prioritize certificate and add-on courses within the irrespective Of disciplines.</p>	<p>Value added and Add-on courses for all the students were conducted in the departments</p>
<p>According to the Institution's academic calendar, skill-based technical programs will be incorporated as scheduled.</p>	<p>As per the Institution's Academic calendar, skill-based technical programs were conducted in all departments.</p>
<p>The committee members strongly recommended the organization of Parents-Teacher meetings for all departments.</p>	<p>All meetings with parents and teachers across departments were conducted solely in online mode. Furthermore, feedback from these meetings was thoroughly reviewed and considered.</p>
<p>The committee emphasized the importance of conducting motivational classes for a class academic topper to recognize and appreciate their achievements. Additionally, the committee aimed to enhance awareness of current industrial needs and identify the strengths and weakness of slow learners. To support their academic progress, the committee proposed Providing their performance.</p>	<p>Organized were motivational classes for academic topper, sessions to enhance understanding of contemporary industry needs, identification on strengths and weakness of slow learners and additional coaching classes.</p>


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PSYEC/IQAC/CIR/2022-2023/06


Date: 10.04.2023

CIRCULAR

This is to inform all the members in Internal Quality Assurance Cell (IQAC) are asked to attend the meeting at 10.30 AM on 14/04/2023 in Seminar Hall. All are asked to attend the meeting without fail.

Agenda for the meeting:


1. Brief over view of all IQAC activities.
2. Review of current status of the institution
3. Preparation of NAAC and NBA
4. Review of Research and Development
5. Resources and Infrastructure
6. Review of students placement and support for career
7. Project work (Final Year)
8. Increasing Strategic Plans of the institution.
9. Placement and Training


IQAC Coordinator

Copy to:

1. All IQAC members
2. All HODs
3. All the faculty
4. All file




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Ref: PSYEC/IQAC/ATT/2022-2023/06

Academic Year : 2022-2023
Time : 10.30 AM

Date : 14.04.2023
Venue : Seminar Hall

MEMBERS PRESENT

S. No	Name of the Member	Designation	Position in IQAC	Signature
1	Dr. R. Raja	Principal	Chair Person	
2	Dr. V. Murali	Vice Principal	IQAC Coordinator	
3	Dr. A. Askarunisa	HOD/CSE	Internal member	
4	Dr. S. Meenakshi Sudarvizhi	HOD/CIVIL	Internal member	
5	Dr. S. Manikandan	HOD/ECE	Internal member	
6	Mr. M. Radha Krishnan	HOD/MECH	Internal member	
7	Ms. S. Pandimeena	HOD/EEE	Internal member	
8	Ms. P. Jerlin Belsiya	HOD/S&H	Internal member	
9	Mr. R. Pandi Thurai	AP/MECH	Academic Representative	
10	Mr. Ashwin Desai	CEO-A&T Video Networks Pvt. Ltd.	Member from Industry	
11	Mr. S.A. Saravana Pandian	Managing Director, Embien Technologies India Private Limited	Member from Industry	
12	Mr. V. Kesavan	Business	Parent	
13	Mr. Jackson Chelladurai	Founder of CWJ	Alumni	

IQAC COORDINATOR



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Ref: PSYEC/IQAC/MoM/2022-2023/06

Minutes of Meeting - IQAC

Academic Year : 2022-2023
Time : 10.30 AM


Date : 14.04.2023
Venue : Seminar Hall

The following points were discussed:

- Brief over view of all the activities done by IQAC was summarized by IQAC coordinator. And then, the chairperson reviewed the institution calendar 2022-2023 and suggested directions to incorporate the skill based technical programs as per the academic calendar for all departments.
- Principal discussed the review of current status of the institutions step towards Academic.
- Preparation for NAAC, NBA accreditation should be taken into serious account to make the institution in a higher rank.
- The committee instructed the HODs to encourage their department students to complete innovative project work.
- All the faculties are asked to do many research and projects under various streams.
- The IQAC coordinator insisted that the training and placement cell increases the number of on campus placement drives by bringing in more reputable organization.
- The committee has instructed the HODs that every student should participate in training industries.
- The committee emphasized on making defined long-term plans and the development strategies.


IQAC COORDINATOR




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report on the decision of the IQAC meeting held 14/04/2023. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
Principal discussed the review of current status of the institutions step towards Academic	Points of discussion were applied in research, projects, publication of papers and future plan.
Preparation for NAAC, NBA accreditation	The big step is taken to reach the milestone to attain NAAC, NBA. The first step is started and the institution works on it.
Project work-Final year	The final year students' project had done properly. Students come out with various plans and innovative ideas and that add a credit to the institution.
The committee instructed the HODs to encourage their respective faculties to actively participate in various Faculty Development	As directed by the HOD, faculty members from all departments actively participated in various Faculty Development
New strategic plans of the institution	New plans and developmental strategies were implemented to set the standard of the institution to outreach its activities.
The IQAC coordinator emphasized the need for the training and placement cell to augment the number of on-campus placement drives by attracting additional reputable organizations.	The training and placement cell is striving to enhance and increase the number of on-campus placement drives by attracting additional reputable firms.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PSYEC/IQAC/CIR2022-2023/05

Date: 06.02.2023

CIRCULAR

This is to inform all the members in Internal Quality Assurance Cell (IQAC) are asked to attend the meeting at 10.30 AM on 10/02/2023 in Seminar Hall. All are asked to attend the meeting without fail.

Agenda for the meeting:

1. Review and confirmation of minutes of last IQAC Meeting
2. Action taken report on the proposals of the last meeting
3. First year Induction Program
4. Initiatives proposed by IQAC
5. Promotion of research and innovation in the institute
6. Placement of students and initiatives
7. Class committee meetings
8. Value added courses
9. Feedback from industry institution interaction
10. Format for Stakeholders and Action taken report


IQAC Coordinator



Copy to:

1. All IQAC members
2. All HODs
3. All the faculty
4. All file


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Ref: PSYEC/IQAC/ATT/2022-2023/05

Academic Year : 2022-2023

Time : 10.30 AM

Date : 10.02.2023

Venue : Seminar Hall

MEMBERS PRESENT

S. No	Name of the Member	Designation	Position in IQAC	Signature
1	Dr. R. Raja	Principal	Chair Person	
2	Dr. V. Murali	Vice Principal	IQAC Coordinator	
3	Dr. A. Askarunisa	HOD/CSE	Internal member	
4	Dr. S. Meenakshi Sudarvizhi	HOD/CIVIL	Internal member	
5	Dr. S. Manikandan	HOD/ECE	Internal member	
6	Mr. M. Radha Krishnan	HOD/MECH	Internal member	
7	Ms. S. Pandimeena	HOD/EEE	Internal member	
8	Ms. P. Jerlin Belsiya	HOD/S&H	Internal member	
9	Mr. R. Pandi Thurai	AP/MECH	Academic Representative	
10	Mr. Ashwin Desai	CEO-A&T Video Networks Pvt. Ltd.	Member from Industry	
11	Mr. S.A. Saravana Pandian	Managing Director, Embien Technologies India Private Limited	Member from Industry	
12	Mr. V. Kesavan	Business	Parent	
13	Mr. Jackson Chelladurai	Founder of CWJ	Alumni	

IQAC COORDINATOR



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Ref: PSYEC/IQAC/MoM/2022-2023/05


Minutes of Meeting - IQAC

Academic Year :2022-2023
Time :10.30 AM


Date :10.02.2023
Venue : Seminar Hall

The following points were discussed:

- The 5th IQAC meeting was held on 10/02/2023 at 11:30 AM. The minutes of meeting were readout with a formal discussion and confirmed by the IQAC members.
- Action taken report for the last meeting was discussed and confirmed. It was confirmed that academic audit to be carried out at the end of every semester. Defined process to be developed for checking of Course file and personal files of faculty during academic audits.
- Initiatives taken are for developing standard formats or procedures developed were discussed.
- The Class committee meetings are planned regularly to know the mindset of the students and their needs.
- In order to develop innovation ecosystem in the institute and to promote innovation in the institute, decided to formulate "Start up and innovation Committee"
- Departments should put effort in initiating value added and certificate courses for students.
- The committee members insist that the stakeholders maintain completed documentation for the academic and administrative audits that will be conducted by IQAC.
- The feedback format for stakeholders is discussed and in order plans to get it in detail for further development.
- Industry institution interaction should have regular follow up and the feedback is more important to get more collaboration from various sector related to students' field of interest.


IQAC COORDINATOR




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report on the decision of the IQAC meeting held on 10/02/2023. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
Initiatives taken are for developing standard formats or procedures developed were discussed.	Annual Report, Contents of Academic calendar, Result Analysis, added guidelines for IQAC, Impact analysis and feedback of students all these were taken into consideration and implemented.
Induction program for first year students	Induction program is planned in a good way to impress the freshers to avoid fear, hesitation towards new environment, make them to get out of their box. And make them feel comfortable by conducting games and activities.
Class committee meeting	The class committee meeting was conducted in all the departments under the guidance of principal, HOD's and faculty support to analyze the students' needs and that are fulfilled to equip their teaching learning process.
Departments should put effort in initiating value added and certificate courses for students.	New courses and innovative ideas were started to uplift the skills of the students in all the aspects in order to add a credit to their career.
To promote innovation in the institute, decided to formulate "Start up and innovation Committee"	The separate committee is formulated. Startup team involved fully to enhance the strength of the individual to become an excellent entrepreneur.
The feedback format for stakeholders is discussed and in order plans to get it in detail for further development.	The Google form is prepared to know the reality from all the employees and students. The feedback questionnaire is based on academic and Non- academic part of the institution.


IQAC Coordinator




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ACADEMIC YEAR 2021-2022



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Ref: PSYEC/IQAC/CIR/2021-2022/04

Date: 07.10.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

This is to inform all the members in Internal Quality Assurance Cell (IQAC) are asked to attend the meeting at 10.30 AM on 12/10/2022 in Seminar Hall. All are asked to attend the meeting without fail.

Agenda for the meeting:

1. Review of previous meeting.
2. Academic Calendar 2022-2023
3. Class Committee meeting
4. Green Campus maintenance
5. New appointments and relieving of Teaching and Non-teaching faculty members
6. Value added courses
7. Academic and Financial Audit
8. To submit and discuss the research work and its progresses in the academic year (2022-2023)
9. Result analysis of Anna University held during April/May 2021 and Nov/Dec 2020
10. To ratify the participation of the student in Sports, NCC, YRC.


IQAC Coordinator



Copy to:

1. All IQAC members
2. All HODs
3. All the faculty
4. All file


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Ref: PSYEC/IQAC/ATT/2021-2022/04

Academic Year : 2021-2022
Time : 10.30 AM

Date : 12.10.2022
Venue : Seminar Hall

MEMBERS PRESENT

S. No	Name of the Member	Designation	Position in IQAC	Signature
1	Dr. R. Raja	Principal	Chair Person	
2	Dr. V. Murali	Vice Principal	IQAC Coordinator	
3	Dr. A. Askarunisa	HOD/CSE	Internal member	
4	Dr. S. Meenakshi Sudarvizhi	HOD/CIVIL	Internal member	
5	Dr. S. Manikandan	HOD/ECE	Internal member	
6	Mr. M. Radha Krishnan	HOD/MECH	Internal member	
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10	Mr. Ashwin Desai	CEO-A&T Video Networks Pvt. Ltd.	Member from Industry	
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IQAC COORDINATOR



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Ref: PSYEC/IQAC/MoM/2021-2022/04

Minutes of Meeting - IQAC

Academic Year : 2021-2022
Time : 10.30 AM


Date : 12.10.2022
Venue : Seminar Hall

The following points were discussed:

- ❖ The minutes of previous meeting were reviewed and the action taken.
- ❖ Academic deadlines and skill programs, informational dates for the semester were discussed.
- ❖ The Committee suggested conducting the class committee meeting on regular basis to get the feedback for improvement in all aspects.
- ❖ It is necessary to adopt a green campus system for the institute, which will lead to sustainable development.
- ❖ It is discussed to approve the new appointments and the reliving of Teaching and Non-teaching faculty.
- ❖ It is suggested to propose new value-added courses/Add on certificate courses for the academic year.
- ❖ To encourage the departments and programs to evaluate the education quality process.
- ❖ The R&D work for the academic year 2022-2023 was discussed and suggested to improve the number of proposals submitted for funding agencies. The number of journals and conference publications and improved compared to previous year. Increase the number of patents.
- ❖ To encourage the participation of the student in Sports, NCC, YRC and other extra-curricular activities to develop their skills.


IQAC COORDINATOR




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report on the decision of the IQAC meeting held on 12/10/2022. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
Academic deadlines and informational dates for the semester displayed.	As per institutions Academic calendar for the year 2022-2023, skill based technical programs were conducted in all departments
Green campus Maintenance	The green campus initiatives were properly maintained and that lead to sustainable environment.
The committee suggested Class committee meeting to be conducted regularly.	The class committee meeting is conducted on all The departments and it is analyzed for the improvement.
The activities of Research and Development will be increased.	The R&D to develop, design and enhance the Research activities to uplift the knowledge in research and new projects.
The new appointments and relieving of faculty were discussed.	As per the rule of the institution the appointments are made with proper procedure.
Value added courses were implemented to equip the knowledge.	Value Added Courses are those that are designed to raise students' standards above and beyond the levels specified in the academic curriculum.
Result analysis were to be discussed	The result was analyzed in the academic year and to improve the pass percentage in the Upcoming year.
To encourage the participation of the student in Sports, NCC, YRC and other extra-curricular activities to develop their skills.	All the students are encouraged to participate in the extracurricular activities' sports meet was conducted and cultural also conducted to show Off the talents of the students.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PSYEC/IQAC/CIR/2021-22/03


Date:11/07/2022

CIRCULAR

This is to inform all the members in Internal Quality Assurance Cell (IQAC) are asked to attend the meeting on 16/07/2022 at 10.30 AM in Seminar Hall. All are asked to attend the meeting without fail.

Agenda for the meeting:

1. Preview of previous meeting.
2. Quality Assurance Initiatives
3. Library Development
4. Analysis on Students academic performance and Class committee meeting
5. Research and Development activities
6. Development of Infrastructure
7. Value added course
8. Analysis on placement and training
9. Industry Institution interactions
10. Green Campus initiatives
11. Feedback from the stakeholder and analysis


IQAC Coordinator



Copy to:

1. All IQAC members
2. All HODs
3. All the faculty
4. All file


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Ref: PSYEC/IQAC/ATT/2021-2022/03

Academic Year : 2021-2022
Time : 10.30 AM

Date : 16.07.2022
Venue : Seminar Hall

MEMBERS PRESENT

S. No	Name of the Member	Designation	Position in IQAC	Signature
1	Dr. R. Raja	Principal	Chair Person	
2	Dr. V. Murali	Vice Principal	IQAC Coordinator	
3	Dr. A. Askarunisa	HOD/CSE	Internal member	
4	Dr. S. Meenakshi Sudarvizhi	HOD/CIVIL	Internal member	
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8	Ms. P. Jerlin Belsiya	HOD/S&H	Internal member	
9	Mr. R. Pandi Thurai	AP/MECH	Academic Representative	
10	Mr. Ashwin Desai	CEO-A&T Video Networks Pvt. Ltd.	Member from Industry	
11	Mr. S.A. Saravana Pandian	Managing Director, Embien Technologies India Private Limited	Member from Industry	
12	Mr. V. Kesavan	Business	Parent	
13	Mr. Jackson Chelladurai	Founder of CWJ	Alumni	

IQAC COORDINATOR



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Ref: PSYEC/IQAC/MoM/2021-2022/03

Minutes of Meeting- IQAC

Academic Year : 2021-2022

Time : 10.30 AM

Date : 16.07.2022


Venue : Seminar Hall

The following points were discussed:

- ❖ The minutes of meeting were reviewed and suggestions were given for betterment.
- ❖ It was planned to conduct orientation program and workshop to enhance teaching learning process through ICT tools.
- ❖ The committee suggested increasing E- journals and Magazines. Students were asked to use the library effectively to upgrade the knowledge.
- ❖ The performance of previous year result was analyzed to improve the academic performance of the students in all aspects. The Class committee meeting will be conducted regularly to analyze the next step in the academic process.
- ❖ The committee suggested having creative and systematic work to increase the research activities.
- ❖ It is important for the students to access best possible resources and amenities for learning in a favorable environment.
- ❖ The Committee stressed the importance of more value-added courses to improve the skills and knowledge.
- ❖ The placement cell should identify the industries that match the academic background of the students for their career.
- ❖ Green campus portrays good image of institution through its clean and green campus
- ❖ It is suggested to arrange industrial visits and training for Faculty and Students of the institution and to have joint Research and Development projects with industries.
- ❖ Feedback is one of the helpful responses for the future development, the committee asked to focus on the feedback of the stakeholders and analyze it to make more changes and innovations to the institution.


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report on the decision of the IQAC meeting held on 16/07/2022. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
As Quality assurance initiatives various orientation, development programs were planned to conduct.	Orientation, FDP, Development and welfare programs for Faculty and Students were conducted as by the plan. And ICT was effectively done.
Effective use of library is stressed in the meeting.	E-journals, books and Magazines were increased in the library. All students and faculty use the library wisely to gain bookish adventures.
The Committee suggested seeing the previous academic year performance. The class committee meeting will be conducted.	The previous year result was analyzed and various strategies were implemented in teaching learning process. The class committee was conducted in each department and the feedback is collected for future improvement.
To develop Research and Development activities.	Many researches are being done on various fields and involve students to come out with new ideas.
Development of Infrastructure	The institution offered Favorable environment for students to be comfortable and focus on learning by having all the needed amenities and resources.



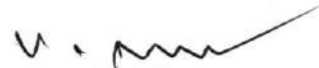
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Value added courses	Value added courses gave added skills and training to the students and it was given to them Based on their field.
Industry Institution interactions activity	Faculty and Students were undergone training and doing projects in collaboration with industries. And this is helpful for students to get Placed in the future.
Feedback from the stakeholders	All inputs were collected from Alumni, Faculty, Students and employees in all aspects of academic and the institution analyzed for Continuous improvement.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PSYEC/IQAC/CIR/2021-22/02

Date:11.04.2022

CIRCULAR

The Internal Quality Assurance Cell meeting for the academic year 2021-2022 will be held on 15/04/2022 at 10.00 AM in Seminar Hall. All the members of IQAC, all the Heads, Coordinators of various Cells and Committee members are asked to attend the meeting without fail.

Agenda for the Meeting:

1. Review of previous of meeting
2. Review of Academic Calendar 2022-2023
3. Project work (Final year)
4. Innovation in teaching learning process
5. Internal assessment and questions paper setting
6. Class committee meeting and its activities
7. Placement and training activities
8. Value added courses
9. NCC activities
10. IQAC activities


IQAC Coordinator



Copy to:

1. All IQAC members
2. All HODs
3. All the faculty
4. All file


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Ref: PSYEC/IQAC/ATT/2021-22/02

Academic Year : 2021-2022
Time 10.00 AM

Date : 15.04.2022
Venue : Seminar Hall

MEMBERS PRESENT

S. No	Name of the Member	Designation	Position in IQAC	Signature
1	Dr. R. Raja	Principal	Chair Person	
2	Dr. V. Murali	Vice Principal	IQAC Coordinator	
3	Dr. A. Askarunisa	HOD/CSE	Internal member	
4	Dr. S. Meenakshi Sudarvizhi	HOD/CIVIL	Internal member	
5	Dr. S. Manikandan	HOD/ECE	Internal member	
6	Mr. M. Radha Krishnan	HOD/MECH	Internal member	
7	Ms. S. Pandimeena	HOD/EEE	Internal member	
8	Ms. P. Jerlin Belsiya	HOD/S&H	Internal member	
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IQAC COORDINATOR



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Ref: PSYEC/IQAC/MoM//2021-22/02

Minutes of Meeting - IQAC

Academic Year : 2021-2022

Date : 15.04.2022

Time : 10.00 AM

Venue : Seminar Hall

The following points were discussed:

- ❖ The chairperson reviewed the Institution Academic Calendar for 2022-2023 Even Semester and suggested direction to incorporate the skilled based technical programs as per the academic calendar for all departments.
- ❖ According to the Institution's academic calendar for the 2022-2023 Even Semester Skill-based technical programmers will be incorporated as schedule.
- ❖ The principal insists to take more attention on Academic Council Meeting for this current even Semester.
- ❖ The committee instructed the HODs to encourage their department students to complete innovative project work
- ❖ Senior faculty member proposed holding a national work shop to provide practical education to student.
- ❖ The committee insisted of holding a class committee meeting for students in accordance with university norms in order to obtain in feedback for future improvements.
- ❖ The committee has instructed that professors adopt new teaching approaches when delivering their courses in order to improve student learning capacities.
- ❖ The committee has urged professor to focus more on certificate and add-on courses in their disciplines.
- ❖ The HODs were instructed to promote their respective faculties had completed their respective theory and practical subject in accordance with university criteria, and to keep track on this in their course files on a regular basis.
- ❖ The committee has insisted to conduct regular Parents Teacher meeting.
- ❖ The committee observed the NCC to perform more rural social welfare operations


IQAC COORDINATOR




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- ❖ According to university circulars and regulations, the IQAC coordinators insists on conducting all tests and exams according to the academic calendar and update all web portal inputs on time.
- ❖ The IQAC coordinator insisted that the training and placement cell increase the number of a campus placement drives by bringing more reputable organization.
- ❖ The committee emphasized on making well defined long-term plans and development strategies.
- ❖ The IQAC planned to organize one day seminar on research methodology and one day workshop on insights into the NAAC Accreditation process.
- ❖ The committee has instructed the HODs that every student should participate in in-plant training at industries.


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report on the decision of the IQAC meeting held on 15/04/2022. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
The committee insisted on organizing a class committee meeting for students, following university norms, together feedback for future improvement.	A class committee meeting was organized following university norms, and the principal gathered and examined feedback from all departments.
In accordance with university circulars and regulations, the IQAC coordinator emphasized the importance of conducting all tests and exams as per the academic calendar and ensuring timely updates of all web portal data input.	All tests and exams were carried out following university circular and rules, and timely updates were made to all web portal
The committee member has encouraged professors to prioritize certificate and add-on courses within their respective disciplines.	Value added and add on courses for all students were conducted in the remaining departments
The committee member insisted on conducting Assessment Tests/Exams for all department as per the academic calendar. They also emphasized the importance of performing subsequent result analysis, implementing remedial actions. for falling students, and documenting the entire process.	Assessment Tests/Exams were conducted for all departments as per the academic calendar and corrective measures were taken for falling students after analyzing the result.



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The committee members insisted on conducting student feedback to improve all departments	Student feedback was under taken, and necessary remedial measures was implemented for all departments according to the Head of the institution's requirements, with the goal of enhancing academic quality
According to the institution's academic calendar for the 2022-2023 semester skill based technical programs will be incorporated as scheduled	As per the Institution's Academic calendar for the 2022-2023 Semester, skill based technical programs were conducted in all departments.
The committee member strongly recommended the organization of Parents-Teacher meeting for all departments	Meeting with parents and teachers were conducted for all the departments and feedback was received.
The committee observed the NCC to perform more rural social welfare operations	Various rural social welfare operations and awareness campaigns were carried out by the NCC
The IQAC Coordinator emphasized the need for the training and placement cell augment the number of on-campus placement drives by attracting additional reputable organizations	The training and placement cell are striving to enhance and increase the number of on-campus placement drives by attracting additional reputable firms. As a result, placement drives were conducted, and few companies were included


IQAC Coordinator




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: PSYEC/IQAC/CIR/2021-22/01


Date: 17.01.2022

CIRCULAR

The First Internal Quality Assurance Cell meeting for the academic year 2021-2022 will be held on 21/01/2022 at 10.00 AM in the Seminar Hall. All the members of IQAC, all the Heads, Coordinators of various Cells and Committee members are asked to attend the meeting without fail.

Agenda for the Meeting:

1. Welcome Address
2. Introducing IQAC members
3. Functions of IQAC
4. Review of Academic Calendar 2022-2023.
5. Innovation in teaching learning process
6. Class committee meeting and its activities
7. Internal assessment and questions paper setting
8. Faculty Development Programs for Teaching and Non-Teaching
9. Value added courses
10. Placement and training activities
11. Vote of thanks


IQAC Coordinator

Copy to:

1. All IQAC members
2. All HODs
3. All the faculty
4. All file




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Ref: PSYEC/IQAC/Meeting/ATT/2021-22/01

Academic Year : 2021-2022
Time : 10.00 AM

Date : 21.01.2022
Venue : Seminar Hall

MEMBERS PRESENT

S. No	Name of the Member	Designation	Position in IQAC	Signature
1	Dr. R. Raja	Principal	Chair Person	
2	Dr. V. Murali	Vice Principal	IQAC Coordinator	
3	Dr. A. Askarunisa	HOD/CSE	Internal member	
4	Dr. S. Meenakshi Sudaryizhi	HOD/CIVIL	Internal member	
5	Dr. S. Manikandan	HOD/ECE	Internal member	
6	Mr. M. Radha Krishnan	HOD/MECH	Internal member	
7	Ms. S. Pandimeena	HOD/EEE	Internal member	
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Ref: PSYEC/IQAC/MoM/2021-2022/01

Minutes of Meeting- IQAC

Academic Year : 2021-2022

Time : 10.00 AM

Date : 21/01/2022

Venue : Seminar Hall

The following points were discussed:

- ❖ The Principal, Chairperson of IQAC cell welcomed the members for the first meeting.
- ❖ The Chairperson introduced IQAC members to the gatherings.
- ❖ Functions of IQAC were given
 1. Work plan to achieve desired quality standard
 2. Transparency and websites readiness
 3. Balanced growth of the institution
 4. Efficient and Effective work done
 5. Commitment to improvement
- ❖ New academic programs will be in corporate in the Academic calendar
- ❖ The Principal instructed to conduct class committee meeting to analyze for future improvement of the institution.
- ❖ Instructional strategies are the tools and techniques that the teachers that teacher uses to help students over come to learning and reach higher level of knowledge and understanding.
- ❖ Based on university norms all the exams should be conducted on time and web portal should be updated within the given schedule. Question should be valid and reliable.
- ❖ The committee demanded all the faculties to attend to develop subject knowledge, research skills, teaching skills and thus creating rich academic and intellectual environment in institution.
- ❖ To arrange Seminars/workshop for final year students to develop their skills. Invite different experts/ trainers from corporate sector and arrange sessions on improving job skills.
- ❖ The Chairperson extended his sincere thanks to the gatherings and asked to support the academic oriented activities.


IQAC COORDINATOR




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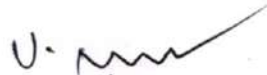
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT

Action taken report on the decision of the IQAC meeting held on 21/01/2022. To implement the decision of the above-mentioned meeting of the IQAC, the following actions were taken.

Stratagem	Action Taken
The committee asked to conduct class committee meeting to analyze the feedback from the students for future empowerment	Based on university norms the class committee meeting was conducted routinely by all the department. The report was examined by the Principal and it was taken into consideration for future development.
The principal asked to conduct all the exams based on Anna university circular and rules on time.	According to university circulars, the exam was conducted on and the entry in web portal had been updated.
The Committee encouraged to take Value added courses for the welfare of the students.	These courses are conducted by experts and help students stand apart from the rest in the job market by adding further value to their resume. They are mostly independent to each type of the fields.
The Committee proposed to conduct various orientation programs for faculty.	It was planned, designed and organized to offer support, guidance, and orientation for all the faculty.
The Coordinators were asked to arrange Training and Placement for the final year students.	Have collaborated with various companies and invited experts to train the students in all the aspects in their field.


IQAC Coordinator




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