



PANDIAN SARASWATHI YADAV ENGINEERING COLLEGE

Madurai-Sivagangai Highway, Thirumansolai Post Arasanoor-630561.

“Approved by AICTE & Affiliated to Anna University, Chennai”

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

Date: 17/01/2022

Sub: 1st meeting of IQAC at 11.30 am on 21/01/2022-Reg.

The First Internal Quality Assurance Cell meeting is planned to conduct on 21/01/2022. 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:

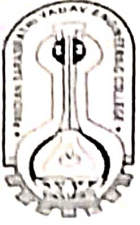
1. Welcome Address
2. Introducing IQAC members
3. Functions of IQAC
4. Review of Academic Calendar 2022-2023.
5. Innovation in teaching learning process
6. Class committee meeting and its activities
7. Internal assessment and questions paper setting
8. Faculty Development Programs for Teaching and Non-Teaching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


IQAC Coordinator


PRINCIPAL

Copy to:

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



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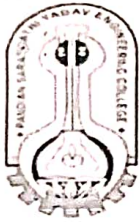
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List of IQAC committee members for academic year 2022-2023

Date:21-01-2022

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	



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Minutes of Meeting

Meeting: 01

Date of Meeting: 21/01/2022

Mode : Offline

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 incorporated 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 overcome 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.
- ❖ To attain NAAC, NBA accreditation is the fast approaching to get be the next step to the institutions growth.
- ❖ The Chairperson extended his sincere thanks to the gatherings and asked to support the academic oriented activities.