



Park College of Engineering and Technology

Kaniyur, Coimbatore – 641659

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

(A.Y. 2020-21)

DATE : 10-12-2020

TIME : 11.00A.M.

VENUE : IQAC Cell

**AGENDA**

1. To discuss about the overall analysis of AQAR 2019-20
2. Submission of IIQA,SSR 2020-21
3. Research cell
4. Training and Placement cell
5. Proposed task for next three months of A.Y 2020-21



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Internal Quality Assurance Cell (IQAC)

### Minutes of meeting

The IQAC meeting for Academic session 2020-21 was held on 10<sup>th</sup> December 2020. The following members attended the meeting.

S.No.	Name	Designation and Affiliation
<b>Chairperson</b>		
1.	Dr.G.Mohan Kumar	Principal
<b>Coordinator of IQAC</b>		
2.	Dr.R.Vadivel	Professor, Mechanical dept.
<b>Teaching Faculties</b>		
3.	Aeronautical Engineering H.O.D	Dr.Haran
4.	Biomedical Engineering H.O.D	Dr.Vijayalakshmi
5.	Computer Science and Engineering H.O.D	Dr.Vivekanandhan
6.	Electrical and Electronics Engineering H.O.D	Dr.Sakthivel Murgan
7.	Electronics and Communication Engineering H.O.D	Dr.Rajaram
8.	Geoinformatics H.O.D	Mr.Selvaraj
9.	Information Technology H.O.D	Dr.Vijayalakshmi
10.	Mechanical Engineering H.O.D	Dr.Kumarasen
11.	Mechtronics Engineering H.O.D	Mr.Sathish Kumar
12.	Robotics and Automation H.O.D	Mrs.Revathi
13.	Textile Technology H.O.D	Mr.Rajendra Kumar
14.	MBA H.O.D	Mr.Mohan
15.	Placement Officer	Mr.Durai Siddharthan
<b>Administrative officers</b>		
15.	Accounts officer	Mrs.Kanageswari
16.	Administrative officer	Mr.Hariharan

The Chairperson Dr.G.Mohan Kumar, Principal welcomed the members for the IQAC meeting. The following points were discussed in the meeting.

#### Agenda 1: Overall analysis of AQAR 2019-20

The IQAC coordinator presented the analysis report of AQAR 2019-20. The reasons for the weaknesses of the institution observed were discussed and the members gave suggestions for the improvement in future. Faculty attrition is a threat which has to be addressed in future to ensure the quality of teaching. Further points to improve the teaching learning process were discussed.

#### Agenda 2 : Submission of IIQA,SSR 2020-21

As the previous NAAC accreditation awarded for cycle 2 ends by February 2021, the IQAC coordinator instructed the department heads to prepare the IIQA and the revised SSR copy for cycle 3 and submit it with the required documents.

**Agenda 3 : Research Cell**

The IQAC coordinator insisted that more concentration is to be given by all the departments to research activities, applying for patent, funded projects etc. The coordinator asked to submit a tentative plan for research tasks for the next three months.

**Agenda 4 : Training and Placement cell**

Required placements training in soft skill development, aptitude, GD are to be initiated for 2021 batch students. The placement officer ensured that the training would be started immediately with the help of internal and external persons, so that the maximum numbers of students get placed.

**Agenda 5 : Proposed task for next three months of A.Y 2020-21**

The department wise activities for the improvement of teaching learning process by conduction of add on/value added courses, seminars etc was insisted. Faculty members can be deputed to attend FDP programs. A tentative plan for the next three months to strengthen the department and improve the quality of education is to be submitted to IQAC coordinator.

Dr. R.Vadivel, IQAC Coordinator proposed the date for the next meeting and requested the members to work towards their target set for the academic year 2020-21. The meeting ended with formal vote of thanks by the IQAC coordinator.

CC:

1. All committee members
2. Chairman, Park Institutions
3. CEO, Park Institutions