PMC TECH
Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING
(Approved by AICTE & Affiliated to Anna University, Chennai
NAAC B++ Grade & An ISO 9001:2015 Certified Institution)
Krishnagiri-Hosur National Highway, Koneripalli,Hosur-635117

Internal Quality Assurance Cell

Minutes of Meeting held on: 03.10.2020	
Next meeting of IQAC Cell is proposed on:02.02.2021	
Venue: Online (G-meet)	
Time: 10:00am	
Members present	1. Shri.P.Kumar., Management Representative, PMC TECH. 2. Dr.S.Chitra., M.E.,Ph.D., Principal, IQAC Chairman, PMC TECH. 3. Dr.M.Sahithullah., M.E.,Ph.D., IQAC Coordinator, PMC TECH. 4. Dr.K.Kalaiselvan, M.E,Ph.D., IQAC Co-coordinator, PMC TECH. 5. Dr.R.Malliarjuna Vaggar.,M.E., Ph.D., PMC TECH 6. Dr.A.Sudhakar.,M.E.,Ph.D., PMC TECH 7. Dr.B.Madhusudhanan., M.E.,Ph.D., PMC TECH 8. Dr.V.Vijayakumari., M.E.,Ph.D., PMC TECH 9. Dr.V.Nandagopal, M.E.,Ph.D., PMC TECH 10. Dr.A.Mahesh, M.E.,Ph.D., PMC TECH 11. Dr.P.Rajasekaran, M.E.,Ph.D., PMC TECH 12. Dr.M.Rajagopal,M.E.,Ph.D., PMC TECH 13. Dr.M.Suresh,M.Sc.,Ph.D., PMC TECH 14. Dr.R.Rajesh, M.E.,Ph.D., PMC TECH 15. Mrs.M.Anjelinrosy.,MCA,M.Phil., PMC TECH 16. Dr.S.N.Deepa.,M.E.,Ph.D., Professor/EEE, NIT, AP 17. Mrs.N.Padmavathi, Finance Officer, 18. Dr.J.Vijayakumar,M.A.,Ph.D., 19. Dr.N.Sekar, Member from Local Society 20. Ms.K.S.Divya Latha, III ECE, PMC TECH, Hosur. 21. Mr.M.Yogees kumar, Industry, Project Lead, L&T InfoTech, Chennai. 22. Mr.M.Ilango, Parent, Consultant Automobiles, Krishnagiri 23. Chandraprakashreddy Chennamreddy, Alumni, Mercedesbenz R&D, Bangalore. 24. Mr.V.Nagaraj, Industry, AGM, TAB INDIA, Hosur-635126.
Leave of absence	Nil

Sl.No	Observation taken from previous Meeting & Action taken
01	SOP for Online Teaching Learning Process for the forthcoming semester
02	Online Administration and Academic audit systems
03	Online Monitoring and action
04	Approval of the minutes and action taken report of various IQAC meeting
05	Meeting of Statutory and Non Statutory Committee
06	IQAC Programs and Initiatives of the Institution
07	Review of Admissions and Brand building
08	Placement and Training Development activities
09	Faculty Development Programs Workshops and Conference
10	AU Examination and Notifications

Sl.No	Agenda	Discussion	Decision	Responsibility
01	Online classes	Virtual Class time table should be prepared as per the university guidelines by Head of the Department and same should be approved by the Principal well in advance. The SOP prepared and approved from the Head of the Institution.	As per Anna University guidelines the virtual class to be scheduled for 05 Contact periods per day and 03 periods for preparing materials, recording lectures by the Faculty. Virtual Class common link for each class should be created.	All HoD and Time Table coordinator
02	Online Administrative and Academic Audit	The academic Administrative audit will be conducted in the last week of June month	Faculties are instructed to prepare and maintain their academic as well as administrative documents	All faculty and various In charges
03	Monitoring and Action	Discussion on monitoring the online classes and other activities in the department.	Plan to get schedule from IQAC office to verify the documents	IQAC coordinator and Principal
04	Approval of the minutes and action taken report of various IQAC meeting	The minutes of IQAC Meeting is prepared approved.	Plan to get schedule and will implemented.	IQAC coordinator

05	IQAC Initiatives	Discussion on will submit necessary documents for DVV clarifications, if any. Academic and Administrative Audit (AAA) will be conducted during June 2020	Pan to get clear the NAAC DVV documents from all NAAC criteria coordinators.	IQAC Coordinator
06	Placement & Training activities	Discussion with Placement co coordinator informed that more IT and core companies will visit for recruitment.	List of companies to be collected by the training and placement coordinator and the same submitted to the Principal	Training coordinators
07	Co curricular Activities	A discussion on the department co curricular and extracurricular activities with IQAC coordinator	The action plan to be prepared and get approval from principal	HOD and Co curricular member.
08	Extension activities	The members reviewed the outreach and extension activities planned and conducted. 20 outreach and extensions activities have been conducted successfully.	Additional programs will be conducted before the end of the academic year.	**Principal & NSS Coordinator**
09	Certificate Programs	The Certificate or Add-on course and Value Added Course are prepared and get approved by Members.	10 certificate courses and 10 VAC will be conducted before the end of the academic year.	**Principal & HODs**
09	AU Examination and Notifications	Discuss with the department Exam cell members for the conduction of online proctored examination	Assigned exam cell coordinator from each department	**Principal & Exam cell Coordinator**