



PMC TECH
Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to Anna University, Chennai
NAAC A Grade & An ISO 9001:2015 Certified Institution)

Krishnagiri-Hosur National Highway, Koneripalli, Hosur-635117



Internal Quality Assurance Cell

Minutes of Meeting held on: 03.02.2022

Next meeting of IQAC Cell is proposed on: 14.05.2022

Venue: PMC Tech

Time: 11:00 am

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., PMC TECH.
5. Dr.R.Mallikarjuna Vaggar.,M.E., Ph.D., PMC TECH
6. Dr.D.Zealakashmi., 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.D.Ramya Durai, M.E.,Ph.D., PMC TECH
10. Dr.M.Rajagopal,M.E.,Ph.D., PMC TECH
11. Dr.M.Suresh,M.Sc.,Ph.D., PMC TECH
12. Dr.P.Mohanraj, M.E.,Ph.D., PMC TECH
13. Mrs.M.Anjelinrosy.,MCA,M.Phil., PMC TECH
14. Dr.S.N.Deepa.,M.E.,Ph.D., Professor/EEE, NIT, AP
15. Mrs.N.Padmavathi, Finance Officer, PMC TECH
16. Dr.J.Vijayakumar,M.A.,Ph.D., PMC TECH
17. Dr.N.Sekar, Member from Local Society
18. Ms.K.S.Divya Latha, IV ECE, PMC TECH, Hosur.
19. Mr.M.Ilango, Parent, Consultant Automobiles, Krishnagiri
20. Mr.Mohammed Tanveer Alumni, SKF India Ltd ,
Bangalore.
21. Mr.V.Nagaraj, Industry, AGM, TAB INDIA, Hosur-635126.
22. Mr.M.Yogeesh kumar, Industry, Project Lead, L&T InfoTech, Chennai.

Sl.No	Agenda
01	<p><u>Academic:</u></p> <ul style="list-style-type: none"> i) DAAC Phase II Meeting Plan ii) Month end stock verification - Service requirements iii) Odd Sem Course file & Logbook - Verification iv) Faculty details -AICTE, Anna University & AISHE
02	<p><u>Continuous Internal Assessment</u></p> <ul style="list-style-type: none"> i) Test and Assignment ii) Lab additional experiments iii) Project Review meetings
03	<p><u>Cocurricular: (Students Related):</u></p> <ul style="list-style-type: none"> i) Co-Curricular Action Plan ii) Review of Students Internship iii) NPTEL Course enrolment iv) Review of Co-curricular activities v) INFYTQ, Infosys Spring Board - Certification Courses
04	<p><u>Cocurricular: (Faculty Related):</u></p> <ul style="list-style-type: none"> i) Faculty NPTEL registration - January to April 2022 ii) INFYTQ, Infosys Spring Board - Certification Courses iii) Review of External FDP/STTP iv) Review of Faculty Publications
05	<p><u>Audit:</u></p> <ul style="list-style-type: none"> i) ISO External Audit ii) Review of academic audit iii) 5S Implementation iv) NIRF Registration v) NBA - Expert visit
06	<p><u>MOU</u></p> <p>Existing MOU - Action Plan</p>
07	<p><u>Training and Placement</u></p> <p>Wipro & Infosys Registration</p>

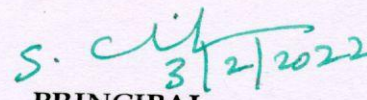
S. No	Discussions and recommendations/ Resolutions	Responsibility	Target Date
1.	<u>DAAC Phase II Meeting Plan:</u> Informed to HODs to get dates from DAAC experts for Phase-2 DAAC meeting. (Preference for offline meeting)	HODs	March 2022
	<u>Month end stock verification - Service requirements:</u> Based on Month end stock verification, department to forward service requirements along with quotation from approved suppliers.	HODs	Feb 2022
	<u>Course file & Logbook:</u> Informed to HODs to get closing sign from Logbooks & Course file of Odd sem 21-22	HODs	Feb 2022
	<u>Faculty details:</u> Informed to complete faculty details in AICTE, Anna University & AISHE portal	HODs	Feb 2022
2.	<u>Test and Assignment</u> To audit the quality of test question papers in line with blooms taxonomy action verb	HODs	-
	<u>Lab additional experiments</u> To conduct the additional experiments (content beyond syllabus) in each cycle	HODs	-
	<u>Project Review meetings</u> To organize the review meetings with specialized subject expert	HODs	-
3.	<u>Co-Curricular Action Plan</u> Informed to HoDs to submit the co-curricular action plan for this even semester 2021-22	HODs	March 2022
	<u>Review of Student Internship:</u> HODs send core company details to III cell for students Internship. Total 69 internships have attended by students.	III Cell & Coordinator Industry cell	-

	<u>NPTEL Course enrolment:</u> Informed to register in NPTEL in Even sem session	HODs	Feb 2022
	<u>Review of Co-curricular activities:</u> Department wise cocurricular activities have been reviewed. Total 71 activities have conducted.	IQAC Coordinator	-
	<u>INFYTO, Infosys Spring Board:</u> Identified faculty in charges in each department for registration and give awareness to students.	HODs	Feb 2022
4	<u>NPTEL Course faculty registration:</u> Informed to fill google sheet regarding subject enrolled details and assignment dates for continuous follow up	HODs	Feb 2022
	<u>INFYTO, Infosys Spring Board:</u> Identified faculty in charges in each department for registration and give awareness to students.	Dr.Ramya - SPOC	Feb 2022
	<u>Review of External FDP/STTP:</u> Department wise FDP/STTP have reviewed. Total 130 FDP/STTP have attended by faculty.	HODs	-
	<u>Review of Faculty Publications:</u> Reviewed faculty publications department wise. 52 journals have published by faculty.	Coordinator- Industry cell	-
5	<u>ISO External Audit</u> TUV External audit is completed on 31.01.2022 & 01.02.2022. Audit points were discussed with all process owners.	IQAC Coordinator	Feb 2022
	<u>Review of academic audit</u> Internal audit carried out in the month of January 2022; 42 NCs recorded and circulated to all HODs. The corrective actions have been taken. Question papers,	IQAC Coordinator	-

	<u>5S Implementation</u>		
	Internal audit planned for 1S of 5S audit as per schedule.	QIC Coordinator	April 2022
	<u>NIRF Registration</u>		
	NIRF parameter wise criteria coordinators identified and informed to register data in NIRF portal in line with NAAC & NBA.	IQAC Coordinator	Feb 2022
	<u>NBA Expert Visit</u>		
	Expert visit on 25.03.2022, 26.03.2022 & 27.03.2022. Informed to all committee members to be ready with all updated criteria files.	NBA Coordinator	Feb 2022
6	<u>Existing MOU - Action Plan</u>		
	Department submitted action plan for existing MOU. Informed to update the details.	HODs	March 2022
7	<u>Training and Placement</u>		
	Informed to submit the Training calendar and Placement schedule for this even semester.	Training and Placement Co-Ordinator	March 2022


IQAC Coordinator
 The Co-ordinator
 Internal Quality Assurance Cell
 Er. Perumal Manimekalai College of Engineering
 Koneripalli, Hosur - 635117




PRINCIPAL
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