



PMCTECH
INSPIRE TO INNOVATE

Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai

Accredited by NAAC with 'A' Grade & NBA (B.E. - CSE | ECE | EEE | MECH & B.TECH. - IT)

AN AUTONOMOUS INSTITUTION

Koneripalli, HOSUR - 635 117.

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting conducted on 23-06-2023 for the Academic year 2023-24

Venue : IQAC Office

Time : 10.30AM

Date : 23-06-2023

S. No	Discussions and recommendations/ Resolutions	Responsibility
1.	<u>Course File Verification:</u> Verify course files with a checklist and prepare the audit report. Ensure all required documents are included and meet the necessary standards.	DEPARTMENT IQAC MEMBERS
2.	<u>Log Book Submission:</u> Ensure that the logbook is signed by the Principal weekly, on the allotted day	DEPARTMENT IQAC MEMBERS
3.	<u>Slow And Advanced Learners Student List Submission:</u> Informed to submit the list of slow and advanced learners of student immediately to IQAC office	DEPARTMENT IQAC MEMBERS
4.	<u>FDP Plan Submission:</u> Departments should plan Faculty Development Programs (FDP) for difficult subjects and submit their plans.	HODs
5.	<u>IQAC Opening and Closing Form Submission:</u> Informed to submit the opening and closing forms of completed events of student deliverable immediately to IQAC office.	DEPARTMENT IQAC MEMBERS
6.	<u>Lab Equipment's Quotation Submission:</u> NBA departments informed to access existing lab equipment's, for new requirements to get quotation from approved suppliers.	HODs

7.	<u>Industrial Visit Plan:</u> Departments must submit the industrial visit plan for the odd semester (2023-24) to the IQAC office, in consultation with the III cell.	DEPARTMENT IQAC MEMBERS
8.	<u>Faculty Participation (NPTEL, Workshop, Conference):</u> Motivate faculty members to participate in NPTEL courses, workshops, and conferences hosted by reputed institutions.	HODs
9.	<u>Students' Participation (Project, Symposium):</u> Motivate all students to attend to attend symposium and present projects in various colleges to make students gain & Plan for Project Exhibitions.	HODs
10.	<u>Library Faculty Utilization:</u> Ensure all faculty members utilize the library for a minimum of 18 hours per week for academic purposes.	HODs
11.	<u>Institute Innovation Cell Activities :</u> Innovation cell coordinators should prepare schedules for events and seek approval from the management.	IIC CELL
12.	<u>Co-Curricular Activities :</u> All co-curricular events should be planned and approved by the management.	HODs

Members Present:

Sl.No.	Name of the Member	Position
1	Er.P.Kumar, Chairman, PMC TECH, Hosur.	Management Representative
2	Dr.S.Chitra, M.E.,Ph.D., Principal, PMC TECH, Hosur.	IQAC Chairman
3	Dr.M.Sahithullah, M.E.,Ph.D., Associate Professor/EEE, PMC TECH, Hosur.	IQAC Coordinator
4	Dr.R.Karthikeyan,M.E.,Ph.D., AP/AERO, PMC TECH, Hosur.	Teaching Faculty
5	Dr.N. Shunmugakarpagam, M.E.,Ph.D. HOD/CSE, PMC TECH, Hosur.	Teaching Faculty

6	Dr.C.R. Balamurugan, M.E.,Ph.D. HOD/ECE, PMC TECH, Hosur.	Teaching Faculty
7	Dr.S. Mahendran, M.E.,Ph.D., Prof/EEE, PMC TECH, Hosur.	Teaching Faculty
8	Mr. A. Richard William, M.E., HOD/IT, PMC TECH, Hosur.	Teaching Faculty
9	Dr.P.Rajasekaran, M.E.,Ph.D. HOD/Mechanical, PMC TECH, Hosur.	Teaching Faculty
10	Mrs.J.Kanagamalai, ,M.E., AP/Civil, PMC TECH, Hosur.	Teaching Faculty
11	Mr.N. Manivel, M.E., AP/Mechatronics, PMC TECH, Hosur.	Teaching Faculty
12	Dr.P. Mohan Raj, MBA., Ph.D., HOD/MBA, PMC TECH, Hosur.	Teaching Faculty
13	Mrs.M.Anjelinrosy.,MCA,M.Phil., Associate Professor/MCA, PMC TECH, Hosur.	Teaching Faculty
14	Dr.S.N.Deepa.,M.E.,Ph.D., Professor/EEE, NIT, Arunachala Pradesh..	Academic Expert
15	Mrs.Padma, Finance Officer, PMC TECH, Hosur.	Member (Administrative Staff)
16	Dr.J.Vijayakumar,M.A.,Ph.D., Public Relationship Officer, PMC TECH, Hosur.	Member (Administrative Staff)
17	Dr.N.Sekar, Secretary, NHRD, Hosur Chapter.	Member from Local Society
18	Ms.S. Bhuvaneshwari. II ECE, PMC TECH, Hosur.	Student Representative
19	Chandraprakashreddy, Chennamreddy, Senior Technical Lead, Mercedesbenz Research & Development India Pvt Ltd., Bangalore	Alumni Representative
20	Mr.M.Yogees kumar, Project Lead, L&T Infotech, Chennai	Industry Representative
21	Mr.V.Nagaraj, AGM, TAB INDIA, Hosur-635126.	Industry Representative
22	Mr.M.Ilango, Consultant Automobiles, Krishnagiri	Parent Member
23	Dr.R.Elavarasi, M.E.,Ph.D., Associate Professor/ECE, PMC TECH, Hosur.	Teaching Faculty (Co-coordinator)



Principal