



*Internal Quality Assurance Cell*

**Minutes of Meeting held on: 08.05.2020**

**Next meeting of IQAC Cell is proposed on:03.10.2020**

**Venue: Online (G-Meet)**

**Time: 11:00am**


Members present	<ol style="list-style-type: none"><li>1. Shri.P.Kumar., Management Representative, PMC TECH.</li><li>2. Dr.S.Chitra., M.E.,Ph.D., Principal, IQAC Chairman, PMC TECH.</li><li>3. Dr.M.Sahithullah., M.E.,Ph.D., IQAC Coordinator, PMC TECH.</li><li>4. Dr.K.Kalaiselvan,M.E,Ph.D., IQAC Co-coordinator, PMC TECH.</li><li>5. Dr.R.Malliarjuna Vaggar.,M.E., Ph.D., PMC TECH</li><li>6. Dr.A.Sudhakar.,M.E.,Ph.D., PMC TECH</li><li>7. Dr.B.Madhusudhanan., M.E.,Ph.D., PMC TECH</li><li>8. Dr.V.Vijayakumari., M.E.,Ph.D., PMC TECH</li><li>9. Dr.V.Nandagopal, M.E.,Ph.D., PMC TECH</li><li>10. Dr.A.Mahesh, M.E.,Ph.D., PMC TECH</li><li>11. Dr.P.Rajasekaran, M.E.,Ph.D., PMC TECH</li><li>12. Dr.M.Rajagopal,M.E.,Ph.D., PMC TECH</li><li>13. Dr.M.Suresh,M.Sc.,Ph.D., PMC TECH</li><li>14. Dr.R.Rajesh, M.E.,Ph.D., PMC TECH</li><li>15. Mrs.M.Anjelinrosy.,MCA,M.Phil., PMC TECH</li><li>16. Dr.S.N.Deepa.,M.E.,Ph.D., Professor/EEE, NIT, AP</li><li>17. Mrs.N.Padmavathi, Finance Officer,</li><li>18. Dr.J.Vijayakumar,M.A.,Ph.D.,</li><li>19. Dr.N.Sekar, Member from Local Society</li><li>20. Ms.K.S.Divya Latha, III ECE, PMC TECH, Hosur.</li><li>21. Mr.M.Yogees kumar, Industry, Project Lead, L&amp;T InfoTech, Chennai.</li><li>22. Mr.M.Ilango, Parent, Consultant Automobiles, Krishnagiri</li></ol>
Leave of absence	<ol style="list-style-type: none"><li>23. Chandraprakashreddy Chennamreddy, Alumni, Mercedesbenz R&amp;D, Bangalore.</li><li>24. Mr.V.Nagaraj, Industry, AGM, TAB INDIA, Hosur-635126.</li></ol>

Sl.No	Observation taken from previous Meeting & Action taken
01	Online Teaching Learning Process for the forthcoming semester
02	Online Administration for the AAA audit.
03	Online Monitoring and action
04	IQAC Programs and Initiatives of the Institution
05	Placement and Training Development activities
06	Conduction of Co curricular Activities by the department
07	Faculty Development Programs Workshops and Symposium
08	Selection of Certificate Courses, Value Added Courses and Vocational Educational Training to be conducted


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 by Head of the Department.	All HoD and Time Table coordinator
02	Online Administration	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 Incharges
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	IQAC Initiatives	Administrative Audit (AAA) will be conducted during June 2020 through online.	Pan to get clear the NAAC DVV documents from all NAAC criteria coordinators.	IQAC Coordinator
05	Placement & Training activities	Discussion with Placement co	List of companies to be collected by the	Training coordinators



		coordinator informed that more IT and core companies will visit for recruitment.	training and placement coordinator and the same submitted to the Principal	
06	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.
07	Extension activities	The members reviewed the outreach and extension activities planned and conducted. 25 outreach and extensions activities have been conducted successfully.	Additional programs will be conducted before the end of the academic year.	Principal & NSS Coordinator
08	Certificate Programs	The Certificate or Addon course and Value Added Course are prepared and get approved by Members.	6 certificate courses and 8 Value added courses will be conducted before the end of the academic year.	Principal & HODs

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



  
**PRINCIPAL**  
  
**Principal**  
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