



Agni College of Technology

Estd. in 2001

Affiliated to Anna University, Chennai. Approved by AICTE & Accredited by NBA, New Delhi. ISO 9001:2008 Certified Institution
OMR, Thalambur, Chennai - 600 130 Phone : (044) 3290 3293, 3290 3295, 3190 3296, 3190 3297,
Fax : (044) 2749 8656 E-mail : mail@act.edu.in Website : www.act.edu.in

CIRCULAR

ACT/IQAC/2015-16/06/02-1

Date: 02/06/2015

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting - I (2015-16) - Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the first meeting for the academic year 2015-16 is scheduled on 03/06/2015. All are requested to attend the meeting.

Venue : Board Room

Time : 3.00 PM to 4.00 PM


IQAC Coordinator


Principal
PRINCIPAL
AGNI COLLEGE OF TECHNOLOGY
OMR, Thalambur,
Chennai - 600 130.

Copy to

- 1, Chairperson
2. All members of IQAC
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OMR, Thalambur, Chennai - 600 130

Date: 02/06/2015

Agenda for IQAC Meeting - I going to be held on 03/06/2015

1. Welcome address and Importance of NAAC & IQAC by principal
2. Information about IQAC by IQAC coordinator
3. Awareness Program on IQAC
4. Bridge course for first year students
5. Introduction of new branches
6. Extension of NBA accreditation
7. Establishment of Research Centre
8. Formation of Centralized Exam Cell


IQAC Coordinator


Principal
PRINCIPAL
AGNI COLLEGE OF TECHNOLOGY
OMR, Thalambur,
Chennai - 600 130.


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AGNI COLLEGE OF TECHNOLOGY
Old Mahabalipuram Road,
Thalambur, Chennai - 600130.

4. **Extension of NBA Accreditation**


Since the NBA accreditation for CSE, ECE and EEE expires on 2016, suggested to go for extension.

5. **Establishment of Research Centre**

It is suggested to establish research centre in the department of Electronics and Communication Engineering to enhance the research oriented activities.

6. **Centralized Exam Cell**

A Centralized exam cell needs to be constituted to improve the quality of conducting assessment and model examinations for all branches of the Institution.


IQAC Coordinator


Principal

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- To be circulated to all members of IQAC

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OMR, Thalambur, Chennai – 600 130

Date: 04/06/2015

Minutes of IQAC meeting – I held on 03/06/2015

Venue – Board Room

Principal welcomed the members of Internal Quality Assurance Cell (IQAC) for the first meeting. He explained the objectives and importance of IQAC. He emphasized on the quality of engineering education, activities to be carried out through IQAC to enhance the quality and achievement of vision and mission of the institution.

Dr.Gnanasivam, Coordinator – IQAC described about NAAC and IQAC. He explained about the Process and procedure of NAAC. He also elaborately described about IQAC, its composition, functions and operational features.

After formal greetings the following points were discussed in the meeting.

1. Awareness Program on IQAC

An awareness program on “Internal Quality Assurance Cell (IQAC) and its functions” needs to be conducted for the faculty and staff members.

2. Bridge Course for First Year Students

A bridge course for the students going to be admitted in first year to conducted every year before the commencement of the first semester classes. The main objective of the course is to bridge the gap between subjects studied at school level and subjects they would be studying in engineering. The syllabus for the course is framed in such a way that equal importance is given to both Engineering discipline and personality development which includes soft skills and other activities

3. Introduction of New Branches

Since the scope and opportunities are emerging for Chemical Engineering and Mechanical & Automation Engineering, IQAC suggested introducing those branches in the academic year 2016-17.


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Minutes of Meeting II

The following points were discussed in the IQAC meeting II which was held on 09/09/2015.

1. Guest lectures, Workshops and Hands on Training

In order to give exposure to the students about the current trends, industrial requirements guest lectures on emerging trends, Workshops and Hands on training on the practical aspects need to be arranged.

2. Organizing International Conference

To bring the students in line with ongoing researches, to give them the expert's views and interaction with international researchers and scientists, international conferences need to be organized. To start with, Department of Electronics and Communication needs to conduct the conference in 2016.

3. Establishing Centre of Excellence

Centre of excellence needs to be established in ACT to enhance the skills of the students. The students will be familiar with the industrial practices and latest technologies through COE.

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Date: 10/09/2015

Minutes of IQAC meeting - II held on 09/09/2015

Venue - Board Room

IQAC coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the second meeting. He explained the action taken on the points discussed in meeting- I. Also he stated the points to be discussed in the meeting II.

Action Taken Report of Meeting I

Sl.No	Points Discussed	Action Taken
1	Awareness Program on IQAC	Governing council has approved to conduct the awareness program
2	Bridge Course for First Year Students	Approval obtained from Governing Council. First year HOD has prepared the schedule.
3	Introduction of New Branches	Governing council has approved to introduce the new branches. Works have been initiated.
4	Extension of NBA Accreditation	Approval obtained from Governing Council. Respected department heads were informed.
5	Establishment of Research Centre	Approval obtained from Governing Council. Head of ECE department was informed and asked to start the process
6	Centralized Exam Cell	This point was discussed in HODs meeting and the heads gave their consent.


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ACT/IQAC/2015-16/09/07-1

Date: 07/09/2015

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – II (2015-16) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the second meeting for the academic year 2015-16 is scheduled on 09/09/2015. All are requested to attend the meeting.

Venue : Board Room

Time : 3.00 PM to 4.00 PM


IQAC Coordinator


Principal
PRINCIPAL
AGNI COLLEGE OF TECHNOLOGY
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Chennai - 600 130.

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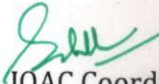

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Date: 07/09/2015

Agenda for IQAC Meeting - II going to be held on 09/09/2015

1. Welcome address by IQAC Coordinator
2. Discussion on action taken for the points discussed in Meeting I
3. Guest lectures, Workshops and Hands on Training
4. Organizing International Conference
5. Establishing Centre of Excellence
6. Vote of Thanks


IQAC Coordinator


Principal
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Minutes of Meeting III

The following points were discussed in the IQAC meeting II which was held on 02/12/2015.

1. Training for higher Semester Students in Aptitude

An aptitude test is a structured assessment that aims to evaluate job candidates' or even existing employees' talent and/or skill in completing certain tasks without any prior knowledge or training. So, training on Aptitude is very essential for the students. Aptitude training classes need to be conducted for the students.

2. Establishing Industry powered Labs

To propel the engineering education, Industry Powered Laboratories are to be established in collaboration with leading Companies across engineering branches.

3. Certificate Courses to enhance the skill sets.

To enhance the skill sets required to make the students industry ready, Certificate courses on various skill sets need to be conducted across all engineering branches of the Institution.

- To be circulated to all members of IQAC

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Date: 03/12/2015

Minutes of IQAC meeting - III held on 02/12/2015

Venue - Board Room

IQAC coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the third meeting. He explained the action taken on the points discussed in meeting-II. Also he stated the points to be discussed in the meeting III.

Action Taken Report of Meeting II

Sl.No	Points Discussed	Action Taken
1	Guest lectures, Workshops and Hands on Training	Discussed in the HODs meeting. All heads of the departments were started working on it. Two days Workshop and Hands on "Robotics and Arduino Training" will be conducted by ECE department on 21 & 22 January 2016
2	Organizing International Conference	Communicated to Governing Council for approval. Planning has been completed. Planned to conduct in three tracks. Electrical & Electronics, Civil & Mechanical and CSE & IT on 6 th and 7 th May 2016.
3	Establishing Centre of Excellence	Necessary action has been taken to establish centre of excellence "AGNI - Texas Instruments" in Analog and Embedded System by department of ECE.


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ACT/IQAC/2015-16/11/30-1

Date: 30/11/2015

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting - III (2015-16) - Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the third meeting for the academic year 2015-16 is scheduled on 02/12/2015. All are requested to attend the meeting.

Venue : Board Room

Time : 10.30 AM to 11.30 AM


IQAC Coordinator

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Principal
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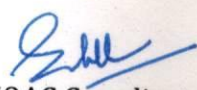

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OMR, Thalambur, Chennai – 600 130

Date: 30/11/2015

Agenda for IQAC Meeting – III going to be held on 02/12/2015

1. Welcome address by IQAC Coordinator
2. Discussion on action taken for the points discussed in Meeting II
3. Training for higher Semester Students in Aptitude
4. Establishing Industry powered Labs
5. Certificate Courses to enhance the skill sets.
6. Vote of Thanks


IQAC Coordinator


Principal

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Minutes of Meeting IV

A meeting has been organized with the students before the meeting to know their views on academic developments. The points discussed also included in the minutes.

The following points were discussed in the IQAC meeting II which was held on 03/03/2016.

1. Retest procedure for Assessment and Model Examinations

In order to give time and opportunity to all the students to earn their internal marks at least with repetitive efforts, Retest for assessment and model examinations to be conducted for the students who scored low marks.

2. Issuing Question Bank to the students

Students were expressed their views about the exam preparation. They requested to provide question bank for all subject. So, Question bank to be given to the students. It should contain all important questions and previous year university questions.

3. Classifying Students according to their performance.

Since the learning level of the students in a class differs, it reflected in their academic performance, In order to improve the quality of teaching learning process, it is planned to classify the students as advanced learners and slow learners. Coaching classes need to be conducted for slow learners to improve their academic performance.

- To be circulated to all members of IQAC

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Date: 04/03/2016

Minutes of IQAC meeting - IV held on 03/03/2016

Venue - Board Room

IQAC coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the fourth meeting. He explained the action taken on the points discussed in meeting-III. Also he stated the points to be discussed in the meeting IV.

Action Taken Report of Meeting III

Sl.No	Points Discussed	Action Taken
1	Training for higher Semester Students in Aptitude	Discussed in the HODs meeting. It has been decided that training on Aptitude will be carried out by internal faculty members. Training session will commence from the month of July 2016.
2	Establishing Industry powered Labs	Initiation has been taken by the heads of the department to set up industry powered labs for their department. Expecting the approval from the governing council.
3	Certificate Courses to enhance the skill sets.	Discussed in the HODs meeting, All the departments have submitted the list of certificate programs to be conducted for the academic year 2016-17.


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ACT/IQAC/2015-16/03/01-1

Date: 01/03/2016

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – IV (2015-16) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the fourth meeting for the academic year 2015-16 is scheduled on 03/03/2016. All are requested to attend the meeting.

Venue : Board Room

Time : 3 PM to 4 PM


IQAC Coordinator


Principal
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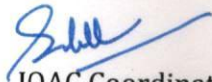

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Date: 1/3/2016

Agenda for IQAC Meeting - IV going to be held on 03/03/2016

1. Welcome address by IQAC Coordinator
2. Discussion on action taken for the points discussed in Meeting III
3. Retest procedure for Assessment and Model Examinations
4. Issuing Question Bank to the students
5. Classifying Students according to their performance.
6. Vote of Thanks


IQAC Coordinator


Principal

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