



Agni College of Technology

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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/2016-17/06/06-1

Date: 06/06/2016

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – I (2016 - 17) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the first meeting for the academic year 2016-17 is scheduled on 08/06/2016. All are requested to attend the meeting.

Venue : Board Room

Time : 3.00 PM to 4.00 PM


IQAC Coordinator


Principal
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OMR, Thalambur,
Chennai - 600 130.

Copy to

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

AGNI COLLEGE OF TECHNOLOGY
OMR, Thalambur, Chennai - 600 130

Date: 06/06/2016

Agenda for IQAC Meeting - I (2016 -17) going to be held on 8/06/2016

1. Welcome address by principal
2. Bridge course for first year students.
3. Participation in EXPOs
4. Extension of NBA Accreditation
5. Renewal of Research centres
6. Vote of Thanks by IQAC Coordinator


IQAC Coordinator


Principal
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Old Mahabalipuram Road,
Thalambur, Chennai - 600130.

Date: 06/06/2016

Minutes of IQAC meeting - I (2016-17) held on 08/06/2016

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Principal welcomed the members of Internal Quality Assurance Cell (IQAC) for the first meeting of the academic year (2016 -17). IQAC Coordinator explained the agenda of the meeting.

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

1 ■

A bridge course for the students going to be admitted in first year need to be conducted every year before the commencement of the first semester classes.

2 ■

To get the awareness about the latest trends in engineering, industries in their fields and the products, students should visit EXPOs frequently.

3 ■

NBA Accreditation of EEE department expires on 2016. Necessary steps to be taken to renew the Accreditation status.

4 ■

Research centre facility of EEE department expires on 2016. Necessary steps to be taken to renew the research centre facility.

IQAC coordinator delivered the vote of thanks.


IQAC Coordinator


Principal

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ACT/IQAC/2016-17/09/05-1

Date: 05/09/2016

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – II (2016-17) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the second meeting for the academic year 2016-17 is scheduled on 07/09/2016. All are requested to attend the meeting.

Venue : Board Room

Time : 3.00 PM to 4.00 PM


IQAC Coordinator


Principal

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Date: 05/09/2016

Agenda for IQAC Meeting - II (2016 -17) going to be held on 7/09/2016

1. Welcome address by IQAC Coordinator
2. Discussion on action taken on the points discussed in meeting I.
3. Department Academic Review Meeting
4. Choice Based Credit System (CBCS)
5. Vote of Thanks by IQAC Coordinator


IQAC Coordinator


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Date: 08/09/2016


Minutes of IQAC meeting - II (2016-17) held on 07/09/2016

Venue - Board Room

Principal welcomed the members of Internal Quality Assurance Cell (IQAC) for the second meeting of the academic year (2016 -17). After discussing the action taken report for the points discussed in meeting I, IQAC Coordinator explained the agenda of the meeting.

Action Taken Report of Meeting I (2016-17)

Sl.No	Points Discussed	Action Taken
1	Bridge course for first year students.	Schedule has been prepared by the Head, S&H.
2	Participation in EXPOS	Students of biomedical engineering department visited the Medical expo-2017 held at Chennai trade centre on 28.07.2017. The expo exhibited on the latest trend in Biomedical technology available in different parts of the world with emphasis on healthcare, telemedicine, biotechnology, operation theatre devices. Students were exposed to different buyers, dealers, manufacturers, sellers in health care.
3	Extension of NBA Accreditation	Submitted to governing council for approval. Document preparation work has been initiated.
4	Renewal of Research Centre Facility	Submitted to governing council for approval. Document preparation work has been initiated.


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

1. Department Academic Review Meeting.

In order to ensure the syllabus coverage, quality of assessment process and the activities carried out in the department a review system is required. This review system is termed as Department Academic Review Meeting (DARM). DARM needs to be implemented effectively from the academic year 2017 - 18.

2. Choice Based Credit System

Anna University, Chennai has planned to introduce Choice Based Credit System from the academic year 2017-18. The following points were discussed regarding CBCS.

- CBCS will be implemented for the students who are going to be admitted in the academic year 2017-18. Existing system remains for other students.
- CBCS is learner centric. It provides opportunities for self - paced learning.
- It allows learner autonomy and facilitates learner mobility.

Had discussion about the methods to be followed towards the implementation of CBCS.

IQAC coordinator delivered the vote of thanks.


IQAC Coordinator

- To be circulated to all members of IQAC

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ACT/IQAC/2016-17/12/04-1

Date: 04/12/2016

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – III (2016-17) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the third meeting for the academic year 2016-17 is scheduled on 07/12/2016. All are requested to attend the meeting.

Venue : Board Room

Time : 9 AM to 10 AM


IQAC Coordinator


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Date: 04/12/2016

Agenda for IQAC Meeting - III going to be held on 07/12/2016

1. Welcome address by IQAC Coordinator
2. Discussion on action taken for the points discussed in Meeting II
3. Awareness Program on CBCS
4. Internal web portal entry software
5. Change in assessment test pattern
6. Vote of Thanks


IQAC Coordinator


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Date: 08/12/2016

Minutes of IQAC meeting - III (2016-17) held on 09/09/2015

Venue - Board Room

IQAC coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the third meeting of the academic year 2016-17. 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	Department Academic Review Meeting.	Discussed in HODs meeting. Decided to have 3 DARM per semester. Necessary steps were initiated to implement the DARM from the academic year 2017-18.
2	Choice Based Credit System	Discussed in HODs meeting. The heads requested to conduct an awareness program on CBCS to the faculty and students.

Minutes of Meeting III

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

1. Awareness Program on CBCS

As per the discussion had in the HODs meeting, An Awareness Program on CBCS needs to be conducted. IQAC planned to conduct the program for the faculty and students separately.


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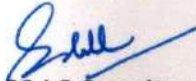
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2. Internal web portal entry software

To ensure the effectiveness of the internal marks entered, an unique software for entering and calculating the internal marks of the students needs to be purchased or designed.

3. Change in assessment test pattern

Assessment test question papers need to be set for 100 marks. Normally the portion assessment tests will be 1 ½ units to 2 units. Setting the question paper for 100 marks will cover almost all parts of the unit and the students will study all the topics with out omission. This will make the students understand the concept clearly and score good marks in end semester examinations.


IQAC Coordinator


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CIRCULAR

ACT/IQAC/2016-17/02/27-1

Date: 27/02/2017

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – IV (2016-17) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the fourth meeting for the academic year 2016-17 is scheduled on 01/03/2017. All are requested to attend the meeting.

Venue : Board Room

Time : 3 PM to 4 PM


IQAC Coordinator

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Date: 27/02/2017

Agenda for IQAC Meeting - IV (2016 -17) going to be held on 01/03/2017

1. Welcome address by IQAC Coordinator
2. Discussion on action taken on the points discussed in meeting III.
3. ISO Certification.
4. Training for higher semester students in core areas.
5. Effectiveness of Class Committee Meetings
5. Vote of Thanks by IQAC Coordinator


IQAC Coordinator


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Date: 02/03/2017

Minutes of IQAC meeting - IV (2016-17) held on 01/03/2017

Venue - Board Room

IQAC Coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the fourth meeting of the academic year (2016 -17). After discussing the action taken report for the points discussed in meeting III, IQAC Coordinator explained the agenda of the meeting.

Action Taken Report of Meeting III (2016-17)

Sl.No	Points Discussed	Action Taken
1	Awareness Program on CBCS	Awareness program on CBCS was conducted for the faculty and students separately by IQAC.
2	Internal web portal entry software	Discussed in HODs meeting. Also had discussion with Exam cell coordinator. Started collecting information about the softwares. Sent to the approval of Governing Council.
3	Change in assessment test pattern	Discussed in HODs meeting. Decided to adapt pattern prescribed by IQAC. Planned to have 10 two marks questions, 5 Thirteen Marks Question and one 15 Marks question. Will be implemented from the academic year 2017-18.

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

1. ISO Certification

In order to achieve the following the committee decided to go for ISO certification.


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- Needs to demonstrate its ability to support the acquisition and development of competence through teaching, learning or research;
- Aims to enhance satisfaction of learners, other beneficiaries and staff through the effective application of its EOMS, including processes for improvement of the system and assurance of conformity to the requirements of learners and other beneficiaries.

2. Training for higher semester students in core areas

As per the discussion had with students it is identified that the students are interested in training in core areas along with aptitude and soft skills. So the IQAC decided to implement technical training from the academic year 2017-18.

3. Effectiveness of Class Committee Meeting

The effectiveness of the class committee meeting conducted in each semester as per the norms of Anna University has been discussed. IQAC is very much concern about the effectiveness and instructed to device methods to ensure it.

IQAC coordinator delivered the vote of thanks.


IQAC Coordinator


Principal

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