

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

Date: 08/06/2017

Minutes of IQAC meeting - I (2017-18) held on 07/06/2017

Venue - Board Room

Principal welcomed the members of Internal Quality Assurance Cell (IQAC) for the first meeting of the academic year (2017 -18). IQAC Coordinator elaborated the activities carried out during the academic year 2016-17 and explained the agenda of the meeting.

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

Action Taken Report of Meeting IV (2016-17)

Sl.No	Points Discussed	Action Taken
1	Effectiveness of Class Committee Meeting	Discussed in the HODs meeting. HODs were informed to ensure the effectiveness of the class committee meeting. Class Committee Reports are to be thoroughly verified and necessary action to be taken immediately after discussing with the concerned authority.
2.	ISO Certification	Governing Council has approved and Necessary steps have been initiated. Ms.Srividya has been appointed as the Management Representative.
3	Training for higher semester students in core areas	Approval obtained from governing council. Department heads are informed to identify the vendors offering technical training, soft skills and Aptitude training.



PRINCIPAL

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

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

Date: 08/06/2017

Minutes of IQAC meeting - I (2017-18) held on 07/06/2017

Venue - Board Room

Principal welcomed the members of Internal Quality Assurance Cell (IQAC) for the first meeting of the academic year (2017 -18). IQAC Coordinator elaborated the activities carried out during the academic year 2016-17 and explained the agenda of the meeting.

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

Action Taken Report of Meeting IV (2016-17)

Sl.No	Points Discussed	Action Taken
1	Effectiveness of Class Committee Meeting	Discussed in the HODs meeting. HODs were informed to ensure the effectiveness of the class committee meeting. Class Committee Reports are to be thoroughly verified and necessary action to be taken immediately after discussing with the concerned authority.
2.	ISO Certification	Governing Council has approved and Necessary steps have been initiated. Ms.Srividya has been appointed as the Management Representative.
3	Training for higher semester students in core areas	Approval obtained from governing council. Department heads are informed to identify the vendors offering technical training, soft skills and Aptitude training.



PRINCIPAL

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

Minutes of Meeting - I (2017-18)

1. **Changes in Bridge Course for First Year**

The bridge course syllabus, schedule and other related contents were reviewed and IQAC suggested few modifications in the syllabus (More practical examples and Science in day to day activities) and delivering methods.

2. **Training program with industry powered labs**

Training Programs need to be arranged with the Industry Powered Labs of concerned departments to improve the quality of engineering and to enhance the skills of the students.

IQAC coordinator delivered the vote of thanks.


IQAC Coordinator


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

- To be circulated to all members of IQAC

Copy to

1. Governing Council
2. IQAC
2. Office File


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



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/2017-18/09/04-1

Date: 04/09/2017

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting - II (2017-18) - Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the second meeting for the academic year 2017-18 is scheduled on 06/09/2017. 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
3. File


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

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

Date: 04/09/2017

Agenda for IQAC Meeting - II (2017 -18) going to be held on 06/09/2017

1. Welcome address by IQAC Coordinator
2. Action taken report on the points discussed in meeting I.
3. Renewal of Research Centre (EEE)
4. Participation in Smart India Hackathon
5. Vote of Thanks by IQAC Coordinator


IQAC Coordinator


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


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

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

Date: 07/09/2017

Minutes of IQAC meeting - II (2017-18) held on 07/09/2017

Venue - Board Room

IQAC Coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the second meeting of the academic year (2017 -18). IQAC Coordinator elaborated the action taken on the points discussed in meeting I and explained the agenda of the meeting.

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

Action Taken Report of Meeting I (2016-17)

Sl.No	Points Discussed	Action Taken
1	Changes in Bridge Course for First Year	Discussed in the HODs meeting. The following modifications were incorporated. <ul style="list-style-type: none">➤ More Practical examples➤ Science in day to day activities➤ More demonstrations➤ Animations and Working videos
2.	Training program with industry powered labs	Discussed in the HODs meeting. All the departments are keen to start the training program. Asked to submit the training program details.

Minutes of Meeting - II (2017-18)

1. Renewal of Research Centre

IQAC is keen on the renewal of the Research centre facility of EEE department. Necessary steps to be taken to initiate the renewal process to get extension.




PRINCIPAL

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

2. Participation in Smart India Hackathon

Participation in competition like Smart India Hackathon will set a platform for the students to showcase their talents. Also they can learn new things while participating in the competition. So, all the department heads should take necessary action to make the students to participate.

IQAC coordinator delivered the vote of thanks.


IQAC Coordinator


Principal

- **To be circulated to all members of IQAC**

Copy to

1. Governing Council
2. IQAC
2. Office File


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



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/2017-18/12/03-1

Date: 03/12/2017

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – III (2017-18) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the third meeting for the academic year 2017-18 is scheduled on 06/12/2017. All are requested to attend the meeting.

Venue : Board Room

Time : 3 PM to 4 PM


IQAC Coordinator


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

Copy to

- 1, Chairperson
2. All members of IQAC
3. File


PRINCIPAL
AGNI COLLEGE OF TECHNOLOGY
Old Mahabalipuram Road,
Thalambur, Chennai - 600 130.

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

Date: 03/12/2017

Agenda for IQAC Meeting - III (2017 -18) going to be held on 06/12/2017

1. Welcome address by IQAC Coordinator
2. Action taken report on the points discussed in meeting II.
3. NBA Accreditation for Mechanical and Information Technology
4. Application for ARIIA
5. Effective usage of ICT Tools
5. Vote of Thanks by IQAC Coordinator

IQAC Coordinator

Principal

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

PRINCIPAL

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

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

Date: 07/12/2017

Minutes of IQAC meeting – III (2017-18) held on 06/12/2017

Venue – Board Room

IQAC Coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the third meeting of the academic year (2017 -18). IQAC Coordinator elaborated the action taken on the points discussed in meeting II and explained the agenda of the meeting.

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

Action Taken Report of Meeting II (2016-17)

Sl.No	Points Discussed	Action Taken
1	Renewal of Research Centre	Sent to the governing council for approval. Head of the EEE department started to look into the process of renewal of Research Centre Facility.
2.	Participation in Smart India Hackathon	Discussed in the HODs meeting. All the heads of the department were accepted to insist the students to participate in the Smart India Hackathon contest for the year 2018-19.

Minutes of Meeting – III (2017-18)

1. NBA Accreditation for Mechanical and Information Technology
Accreditation is very much important to ensure the quality of the departments in all aspects. IQAC insisted Mechanical and Information Technology department to apply for NBA accreditation in the academic year 2018-19.



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

2. **Application for ARIIA**

Atal Ranking of Institutions on Innovation Achievements (ARIIA) is an initiative of Ministry of Education (MoE), Govt. of India to systematically rank all major higher educational institutions and universities in India on indicators related to "Innovation and Entrepreneurship Development" amongst students and faculties. IQAC insisting the institution to apply for ARIIA ranking for the year 2018 - 19.

3. **Effective Usage of ICT Tools**

The faculty members of ACT are using ICT tools in their teaching process. Effective usage of ICT tools enhances the teaching learning process. So IQAC insisted the faculty to use the ICT tools extensively.

IQAC coordinator delivered the vote of thanks.


IQAC Coordinator


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

- To be circulated to all members of IQAC

Copy to

1. Governing Council
2. IQAC
2. Office File


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



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/2017-18/03/04-1

Date: 04/03/2018

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting - IV (2017-18) - Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the fourth meeting for the academic year 2017-18 is scheduled on 07/03/2018. All are requested to attend the meeting.

Venue : Board Room

Time : 3 PM to 4 PM


IQAC Coordinator


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

Copy to

- 1, Chairperson
2. All members of IQAC
3. File


PRINCIPAL
AGNI COLLEGE OF TECHNOLOGY
Old Mahabalipuram Road,
Thalambur, Chennai - 600 130.

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

Date: 04/03/2018

Agenda for IQAC Meeting - IV (2017 -18) going to be held on 07/03/2018

1. Welcome address by IQAC Coordinator
2. Action taken report on the points discussed in meeting III.
3. Surrender of PG courses (MBA and M.E., Manufacturing Engineering)
4. Increasing the number of certificate courses conducted.
5. Inclusion of Course Outcome and Program Outcome in Assessment test Question paper
5. Vote of Thanks by IQAC Coordinator


IQAC Coordinator


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


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

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

Date: 08/03/2018

Minutes of IQAC meeting - IV (2017-18) held on 07/03/2018

Venue - Board Room

IQAC Coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the fourth meeting of the academic year (2017 -18). IQAC Coordinator elaborated the action taken on the points discussed in meeting III and explained the agenda of the meeting.

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

Action Taken Report of Meeting II (2016-17)

Sl.No	Points Discussed	Action Taken
1	NBA Accreditation for Mechanical Engineering and Information Technology	Sent to the governing council for approval. Mechanical and IT heads are started preparation of data collection work.
2.	Application for ARIIA	Awaiting approval from governing council. Initiated the identification of data required and the process involved.
3	Effective Usage of ICT Tools	Discussed in the HODs meeting. Communicated to all faculty members. Percentage of faculty members using ICT Tools gets increased. Latest ICT Tools are practised by faculty members.

Minutes of Meeting - IV (2017-18)

1. Surrender of PG Courses

Since the number of students admitted in the following courses, IQAC suggested to surrender the branches,


PRINCIPAL

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

- Master of Business Administration
- M.E., Manufacturing Engineering

2. **Increase the Number of Courses Conducted.**

In order to improve the students' participation in certificate courses and to make the students to be skilled in variety of technological development, the number of certificate courses conducted need to be increased.

3. **Inclusion of Course outcomes in assessment test question papers.**

To make the students know about the outcomes of the courses they are studying and the questions asked in the question paper covers which course outcome, Course outcomes need to be included in the assessment test and model examination question papers.

IQAC coordinator delivered the vote of thanks.


IQAC Coordinator

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

- To be circulated to all members of IQAC

Copy to

1. Governing Council
2. IQAC
2. Office File


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