



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

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ACT/IQAC/2019-20/06/02-1

Date: 02/06/2019

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting - I (2019-20) - Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the first meeting for the academic year 2019-20 is scheduled on 05/06/2019. 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


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

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

Date: 02/06/2019

Agenda for IQAC Meeting – I (2019-20) going to be held on 05/06/2019

1. Welcome address by Principal
2. Action taken report on the points discussed in meeting IV (2018-19).
3. Surveillance Audit for ISO
4. Reviewing Subject Preparation
5. Vote of Thanks by IQAC Coordinator


IQAC Coordinator


Principal
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Chennai - 600 130.


Principal
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Date: 06/06/2019

Minutes of IQAC meeting - I (2019-20) held on 05/06/2019

Venue - Board Room

Principal welcomed the members of Internal Quality Assurance Cell (IQAC) for the first IQAC meeting of the academic year (2019 -20). IQAC Coordinator elaborated the action taken on the points discussed in meeting IV (2018-19) and explained the agenda of the meeting.

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

Action Taken Report of Meeting IV (2018-19)

Sl.No	Points Discussed	Action Taken
1	300 Startups .	It is the vision of the management. 300 Startups is focussed on the students of AGNI College of Technology, where students from all the 4 years have formed teams and started a company. These companies focus on Government Departments of Tamilnadu and will strive to solve an issue / create a product / service for that department. The process has been initiated.
2.	Agni Hackathon.	Hackathon 2019 jointly organized by Wells Fargo & Agni Foundation at Agni College of Technology has turned out to be immensely successful.
3	Subject Proficiency matrix Matrix for Subject Allocation.	Discussed in HODs meeting. Implemented for allocating the subject before the commencement of the classes every semester

Minutes of Meeting - I (2019-20)


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1. Surveillance Audit for ISO.

Needs to go for ISO surveillance audit.

- Surveillance audit will be conducted once in a year after receiving the ISO certification.
- The authorities will start each time by looking at your key processes (such as management review, internal audit, and corrective actions), and will then only look at some of the remaining processes within your QMS. They may also only look at a portion of the whole organization

2. Reviewing Subject Presentation

In order to ensure the quality of the teaching learning process the preparation of content for the allotted subjects of faculty need to be reviewed and verified.

The following are to be verified.

1. The overview of the subject
2. Role of the subject in students career (With respect to Job opportunities, higher education)
3. Hour plan allotted to topics
4. How much is the focus on each unit?
5. Current trends in that course.
6. Details of ICT tools to be used
7. How to consummate a unit to 3 sec outcome of each unit?
8. Previous year result record of the subject
9. Faculty expertise in the subject
 - Number to times handled with result record
 - Details of FDP, online courses completed in the course
10. Details of online certificate courses offered in this subject (to recommend to the students)
11. List of Slow learners (from previous record) and coaching plan for slow learners


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ACT/IQAC/2019-20/09/01-1

Date: 01/09/2019

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – II (2019-20) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the second meeting for the academic year 2019-20 is scheduled on 04/09/2019. 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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Chennai - 600 130.

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OMR, Thalambur, Chennai - 600 130

Date: 01/09/2019

Agenda for IQAC Meeting - II (2019-20) going to be held on 04/09/2019

1. Welcome address by IQAC Coordinator
2. Action taken report on the points discussed in meeting I (2019-20).
3. ARIIA
4. Unit Test
5. NIRF Ranking
6. Participation in Chatra Viswakarma
7. Revision Classes - Methods
8. Vote of Thanks by IQAC Coordinator


IQAC Coordinator


Principal
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Date: 05/09/2019

Minutes of IQAC meeting - I (2019-20) held on 05/06/2019

Venue - Board Room

IQAC Coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the second IQAC meeting of the academic year (2019 -20). IQAC Coordinator elaborated the action taken on the points discussed in meeting I (2019-20) and explained the agenda of the meeting.

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

Action Taken Report of Meeting IV (2018-19)

Sl.No	Points Discussed	Action Taken
1	Surveillance Audit for ISO.	Obtained the approval from Governing Council. Dr.K.Padmanathan will be the in charge for the audit. He started the work for the audit.
2.	Reviewing Subject Presentation	A committee has been appointed. They check the contents and preparation of subject by the faculty after the subject allocation and before the commencement of class, every semester.

Minutes of Meeting - II (2019-20)

1. ARIIA.

Institute needs to apply for ARIIA for the year 2020.

2. Unit Test

To make the students perform well in the university end semester examination, it is planned to conduct unit tests in all subjects of the semester. The tests should be conducted for all the 5 units of the subjects.


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The pattern of the test will be 5 two marks questions and 2 fifteen marks questions.

3. NIRF Ranking

The National Institutional Ranking Framework (NIRF) was approved by the MHRD. This framework outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover "Teaching, Learning and Resources," "Research and Professional Practices," "Graduation Outcomes," "Outreach and Inclusivity," and "Perception".

It is recommended to apply for NIRF in the academic year 2019 – 20.

4. Participation in Events / Competition conducted by AICTE

It is very important to make the students to participate the events conducted by All India Council for Technical Education. IQAC insisted the departments to guide the students and make them participate in such events.


5. Revision Class – Methods

Revision classes to be conducted after completing the syllabus and before the commencement of the examinations. Two subjects should be allocated per day. One subject in the morning and the other in the afternoon.

The faculty members should clarify the doubts of the students and give the overview in the first one and half hours and a test has to be conducted subsequently for next 1 ½ hours. The test should be for 50 Marks. Same procedure needs to be followed for the afternoon session.


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IQAC coordinator delivered the vote of thanks.


IQAC Coordinator


Principal

- To be circulated to all members of IQAC

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ACT/IQAC/2019-20/12/01-1

Date: 01/12/2019

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – III (2019-20) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the third meeting for the academic year 2019-20 is scheduled on 04/12/2019. All are requested to attend the meeting.

Venue : Board Room

Time : 3 PM to 4 PM


IQAC Coordinator


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Date: 01/12/2019

Agenda for IQAC Meeting - III (2019-20) going to be held on 04/12/2019

1. Welcome address by IQAC Coordinator
2. Action taken report on the points discussed in meeting II (2019-20).
3. Smart India Hackathon
4. Workshops on IPR
5. Centre for Research and Development
6. TRENZ
7. Micro Analysis of Subject Assesment
8. Vote of Thanks by IQAC Coordinator



IQAC Coordinator



Principal

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Thalambur, Chennai - 600 130.

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OMR, Thalambur, Chennai - 600 130

Date: 01/12/2019

Minutes of IQAC meeting - III (2019-20) held on 04/12/2019

Venue - Board Room

IQAC Coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the third IQAC meeting of the academic year (2019 -20). IQAC Coordinator elaborated the action taken on the points discussed in meeting II (2019-20) and explained the agenda of the meeting.

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

Action Taken Report of Meeting II (2019-20)

Sl.No	Points Discussed	Action Taken
1	ARIIA.	Obtained the approval from Governing Council. Dr.K.Padmanathan will be the in charge for the audit. He started the work for the audit.
2.	Unit Test	A committee has been appointed. They check the contents and preparation of subject by the faculty after the subject allocation and before the commencement of class, every semester.
3	NIRF Ranking	Application submitted for NIRF.
4	Participation in Events / Competition conducted by AICTE	Discussed in HODs meeting. They assured to make the students attend. ECE students participated in Chatra Viswakarma Award completion conducted by AICTE.


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5	Revision Class – Methods	Discussed in HODs meeting. HODs conveyed the information to the Faculty. Faculty started following the procedure.
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Minutes of Meeting – III (2019-20)

1. Smart India Hackathon

IQAC insisted all the heads of the departments to make the students participate in Smart India Hackathon (SIH). An internal Hackathon has to be conducted for the students to select best batches among the participants.

2. Workshops on IPR

The faculty members and the students need to be aware of the intellectual property rights in order to protect their ideas and innovations. So, it is decided to conduct guest lectures on intellectual property Rights.

3. TRENZ

Students of Agni College of Technology need to focus on latest trending technology, innovation & best engineering methods practiced realtime in the industry, in weekends. So, "Technology Revolution Engineering Novelty Zone" TRENZ need to be established.

4. Centre for Research & Development

ACT needs to establish this centre of excellence on Research and Development (CRD) to provide high – quality research training for students with a view to produce a new generation of young innovative professionals.

5. Micro Analysis of Subject Assessment

Micro analysis on the subjects being taught need to be carried out. IQAC discuss with heads and device the method.


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 Thalambur, Chennai - 605 149.

IQAC coordinator delivered the vote of thanks.



IQAC Coordinator



Principal

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- To be circulated to all members of IQAC

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ACT/IQAC/2019-20/03/01-1

Date: 01/03/2020

To,

All Members of IQAC

Sub: Internal Quality Assurance Cell (IQAC) Meeting – IV (2019-20) – Reg.

The members of Internal Quality Assurance Cell (IQAC) are informed that the fourth meeting for the academic year 2019-20 is scheduled on 03/03/2020. All are requested to attend the meeting.

Venue : Board Room

Time : 3 PM to 4 PM


IQAC Coordinator


Principal
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OMR, Thalambur,
Chennai - 600 130.

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Date: 01/3/2020

Agenda for IQAC Meeting - IV (2019-20) going to be held on 03/03/2020

1. Welcome address by IQAC Coordinator
2. Action taken report on the points discussed in meeting III (2019-20).
3. EWYL
4. Vote of Thanks by IQAC Coordinator



IQAC Coordinator



Principal

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Date: 04/03/2020

Minutes of IQAC meeting – IV (2019-20) held on 03/03/2020

Venue – Board Room

IQAC Coordinator welcomed the members of Internal Quality Assurance Cell (IQAC) for the fourth IQAC meeting of the academic year (2019 -20). IQAC Coordinator elaborated the action taken on the points discussed in meeting III (2019-20) and explained the agenda of the meeting.

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

Action Taken Report of Meeting III (2019-20)

Sl.No	Points Discussed	Action Taken
1	Smart India Hackathon	Dr.Kamalakannan, Associate Professor-EEE has been appointed as the in charge for SIH. Internal Hackathon has been conducted to select 5 best teams from the college.
2.	Workshops on IPR	3 workshops have been conducted for the faculty members. Resource Person – Dr.Geetha, Women Scientist.
3	TRENZ	Technology Revolution in Engineering Novelty Zone has been started. Workshops have been conducted every Saturday
4	Centre for Research & Development	Centre for Research & Development has been started in the campus of Agni College of Technology.
5	Micro Analysis on Subject Assessment	Discussed in HODs meeting. HODs conveyed the information to the Faculty. Faculty started following the procedure.


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Minutes of Meeting - IV (2019-20)

1. EWYL

Earn while you learn is a quality initiative of Agni college of Technology. It provides an opportunity to the students of Agni to earn while they are studying. This system to be initiated immediately and Heads and faculty members need to involve making more students participate in this event.

IQAC coordinator delivered the vote of thanks.


IQAC Coordinator


Principal
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