



Internal Quality Assurance Cell

Minutes of IQAC Meeting

Ref: PSNCET/IQAC/23-24/ODD Sem/MOM/01 .

25.08.2023

IQAC meeting for academic session 2023-24 was held on 23rd August 2023 at 3.00 PM. The following members attended the meeting

S. No	Name of the Criterion	Designation
1.	Dr.V.Manikandan	Principal
2.	Dr.Arun Prasath	Coordinator, IQAC
3.	Dr.C.Mariyal	Assistant Coordinator, IQAC
4.	Dr. A. Packia Antony Amalan	Head of Department, Aeronautical Engineering
5.	Dr.M.Varghese	Head of Department, Computer Science Engineering
6.	Ms.A.Shiny Pradeepa	Head of Department, Electrical Engineering
7.	Mr. V. Ramesh	Assistant Professor, Civil Engineering
8.	Dr.T.Rajesh	Head of Department, Electronics and Communication Engineering
9.	Dr.R.Satheeshraja	Head of Department, Marine Engineering
10.	Mr. S. Paramasivan	Assistant Professor, Mechanical Engineering
11.	Mr. V.Ramkumar	Head of Department, Mechanical and Automation Engineering
12.	Mr. K. Sundararajan	Head of Department, MBA

Principal, Dr.V.Manikandan opened the meeting with welcome note. IQAC Coordinator, Dr.K.Arun Prasath briefed members about the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

Agenda 1: Review and confirmation of minutes of last IQAC Meeting

The minutes of last meetings meeting were readout with a formal discussion and minutes of

last meeting were confirmed.

Agenda 2: Action taken report on the proposals of the last meeting

Action taken report for the last meeting was discussed and confirmed. It was confirmed that academic audit to be carried out at the end of every semester. Defined process to be developed for checking of Course file and personal files of faculty during academic audits.

Agenda 3: Initiatives proposed by IQAC

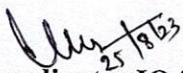
Dr.K.Arun Prasath, Coordinator, IQAC presented initiatives taken by IQAC for quality sustenance and quality improvement. Initiatives taken are for developing standard formats / procedures developed were discussed. Formats discussed were

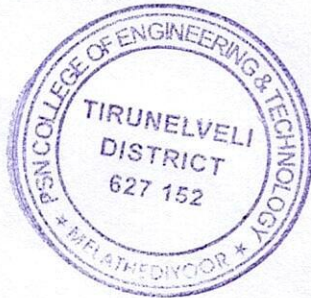
1. Class Committee Meeting
2. Contents of Academic calendar
3. Result Analysis
4. Impact analysis and feedback of students
5. Students feedback on Infrastructure and facilities

Agenda 4: Issues open for discussion

A) It was decided that Committee comprising internal IQAC members to be formed which will be responsible for monitor and visit departments to take review for the implementation of IQAC initiatives.

B) Departments should put effort in initiating value added and certificate courses for students.


25/10/23
Coordinator, IQAC





Principal

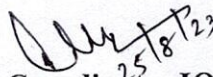
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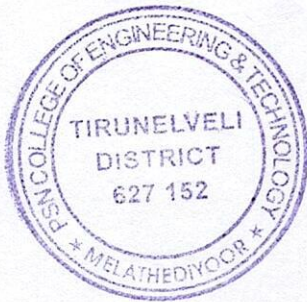


Internal Quality Assurance Cell
IQAC Meeting Held on 23rd August 2023

Action Taken Report for the IQAC Meeting Held on 23rd August 2023

S.NO	Agenda Item	Resolution	Action taken
01	Review and confirmation of minutes of last IQAC Meeting	Minutes of meeting confirmed.	Noted.
02	Action taken report on the proposals of the last meeting	Action taken report confirmed. At the end of every semester, academic audit to be carried out.	Noted. Instructions given to Institute level academic coordinator and heads of Department.
03	Initiatives proposed by IQAC	All the initiatives approved by committee.	All formats shared with departments.


25/8/23
Coordinator, IQAC



Principal

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