Er. PERUMAL MANIMEKALAI COLLEGE OF ENGINEERING
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai
Accredited by NAAC with 'A' Grade & NBA (B.E. - CSE | ECE | EEE | MECH & B.TECH. - IT)
AN AUTONOMOUS INSTITUTION
Koneripalli, HOSUR - 635 117.

PMC TECH
INSPIRE TO INNOVATE

<u>**Internal Quality Assurance Cell (IQAC)**</u>

Minutes of IQAC meeting conducted on 05-01-2024 for the Academic year 2023-24

Venue   : IQAC Office

Time   : 11.30AM

Date   : 05.01.2024

S. No	Discussions and recommendations / Resolutions	Responsibility
1.	**<u>Co-curricular Activities</u>** All Departments must plan, Guest lectures, Symposiums and Industrial visits to enhance the students technical skills.	HODs
2.	**<u>Republic Day</u>** Republic day celebrations need to be planned using NCC and other cultural events. Students should be motivated to take part in all events	HODs
3.	**<u>Placement Orientation:</u>** The placement orientation needs to cover topics such as resume building, interview skills, and industry trends to ensure students are well-prepared for placements.	PLACEMENT TEAM MEMBERS
4.	**<u>Internships:</u>** Internships have become a necessity for students to acquire skills and build their professional network. Internships provides students with hands-on experience and prepares them for the workforce. So all students need to be motivated to go for internships in summer vacation holidays	HODs
5.	**<u>Faculty Orientation:</u>** To enhance teaching and learning outcomes, faculty development programs should focus on orienting faculty to the NBA accreditation process and strategies for achieving COPO (Continuous Quality Improvement) requirements.	IQAC MEMBERS
6.	**<u>AQAR Submission:</u>** The Annual Quality Assurance Report (AQAR) needs to be prepared by compiling all events that occurred during the academic year, including: - Curriculum updates and revisions - Placement activities and achievements - Guest lectures and seminars - Extra-curricular activities and student achievements - Industrial visits and collaborations This comprehensive report will provide a detailed snapshot of the institution's activities and accomplishments during the academic year.	HODs
7.	**<u>Research Plan:</u>** To foster a culture of innovation and research, it is mandatory for all students to undertake quality projects. These projects should be of sufficient merit to be published in reputable journals. Additionally, select projects with high potential may be identified for conversion into working models, and further, into patents, promoting intellectual property protection and entrepreneurship.	R&D Cell

8.	**Library Faculty Utilization:** To enhance academic excellence, it is mandatory for all faculty members to utilize the library for a minimum of 18 hours per week for academic purposes, such as research, curriculum development, and student mentoring. Furthermore, to promote library utilization among students, special events will be organized, including: - Author talks and book readings - Research workshops and training sessions - Quiz competitions and literary festivals These initiatives aim to foster a culture of academic inquiry, research, and learning among both faculty and students, and to promote effective utilization of library resources.	ALL FACULTY, LIBRARIAN & HODS
9.	**Institute Innovation Cell Activities :** Innovation Cell Coordinators shall prepare a comprehensive schedule of events and activities aimed at fostering innovation and entrepreneurship, and submit it for approval from the Management. Upon approval, the coordinators shall: - Organize workshops, seminars, and hackathons to promote innovative thinking and problem-solving - Invite industry experts and entrepreneurs to share their experiences and insights - Provide resources and support for student-led innovation projects and startups - Encourage collaboration and knowledge-sharing among students, faculty, and industry partners The goal of the Innovation Cell is to create a vibrant ecosystem that nurtures creativity, innovation, and entrepreneurship, and prepares students to become leaders and change-makers in their chosen fields.	HODs
10.	Innovative Teaching Tools Faculty should incorporate any one of the innovative teaching tools for their subjects. Some innovative teaching tools that can help slow learners: 1. Multimedia Resources: Videos, animations, and interactive simulations can help slow learners understand complex concepts better. 2. Gamification: Educational games and quizzes can make learning fun and engaging, motivating slow learners to participate and learn. 3. Virtual Reality (VR) and Augmented Reality (AR): Immersive experiences can help slow learners visualize and interact with concepts, improving retention and understanding. 4. Mind Maps and Visual Aids: Visual tools like mind maps, diagrams, and charts can help slow learners organize and connect ideas, making learning more accessible. 5. Audio-Visual Aids: Audio recordings, podcasts, and audiobooks can provide slow learners with an alternative way to learn, especially for those with reading difficulties. 6. Assistive Technology: Text-to-speech software, speech-to-text software, and other assistive technologies can help slow learners with disabilities or learning difficulties. 7. Personalized Learning Plans: Tailored learning plans can help slow learners focus on specific areas of need, with targeted support and resources. 8. Collaborative Learning: Pairing slow learners with peers or mentors can provide additional support, encouragement, and motivation. 9. Real-World Applications: Connecting academic concepts to real-world scenarios can help slow learners see the relevance and importance of what they're learning.	ALL FACULTY & HODs

	10. Formative Assessments: Regular, low-stakes assessments can help slow learners track their progress, identify areas for improvement, and build confidence. These innovative teaching tools can help slow learners access knowledge, build confidence, and achieve academic success.	

Members Present:

Sl.No.	Name of the Member	Position
1	Er.P.Kumar, Chairman, PMC TECH, Hosur.	Management Representative
2	Dr.S.Chitra, M.E.,Ph.D., Principal, PMC TECH, Hosur.	IQAC Chairman
3	Dr.M.Sahithullah, M.E.,Ph.D., Associate Professor/EEE, PMC TECH, Hosur.	IQAC Coordinator
4	Dr.R.Karthikeyan,M.E.,Ph.D., AP/AERO, PMC TECH, Hosur.	Teaching Faculty
5	Dr.N. Shunmugakarpagam, M.E.,Ph.D. HOD/CSE, PMC TECH, Hosur.	Teaching Faculty
6	Dr.C.R. Balamurugan, M.E.,Ph.D. HOD/ECE, PMC TECH, Hosur.	Teaching Faculty
7	Dr.S. Mahendran, M.E.,Ph.D. Prof/EEE, PMC TECH, Hosur.	Teaching Faculty
8	Mr. A. Richard William, M.E. HOD/IT, PMC TECH, Hosur.	Teaching Faculty
9	Dr.P.Rajasekaran, M.E.,Ph.D. HOD/Mechanical, PMC TECH, Hosur.	Teaching Faculty
10	Mrs.J.Kanagamalai, ,M.E., AP/Civil, PMC TECH, Hosur.	Teaching Faculty
11	Mr.N. Manivel, M.E., AP/Mechatronics, PMC TECH, Hosur.	Teaching Faculty
12	Dr.P. Mohan Raj, MBA., Ph.D., HOD/MBA, PMC TECH, Hosur.	Teaching Faculty
13	Mrs.M.Anjelinrosy.,MCA,M.Phil., Associate Professor/MCA, PMC TECH, Hosur.	Teaching Faculty
14	Dr.S.N.Deepa.,M.E.,Ph.D., Professor/EEE, NIT, Arunachala Pradesh..	Academic Expert
15	Mrs.Padma, Finance Officer, PMC TECH, Hosur.	Member (Administrative Staff)
16	Dr.J.Vijayakumar,M.A.,Ph.D., Public Relationship Officer, PMC TECH, Hosur.	Member (Administrative Staff)
17	Dr.N.Sekar, Secretary, NHRD, Hosur Chapter.	Member from Local Society
18	Ms.S. Bhuvaneshwari. II ECE, PMC TECH, Hosur.	Student Representative
19	Chandraprakashreddy, Chennamreddy, Senior Technical Lead, Mercedesbenz Research & Development India Pvt Ltd., Bangalore	Alumni Representative
20	Mr.M.Yogees kumar, Project Lead, L&T Infotech, Chennai	Industry Representative
21	Mr.V.Nagaraj, AGM, TAB INDIA, Hosur-635126.	Industry Representative
22	Mr.M.Ilango, Consultant Automobiles, Krishnagiri	Parent Member
23	Dr.R.Elavarasi, M.E.,Ph.D., Associate Professor/ECE, PMC TECH, Hosur.	Teaching Faculty (Co-coordinator)

S. cil

Principal