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

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC meeting conducted on 06-08-2024 for the Academic year 2024-25

Venue   : IQAC Office

Time   : 1.30PM

Date   : 06.08.2024

S. No	Discussions and recommendations/ Resolutions	Responsibility
1.	**R&D:** Research Advisory Committee (RAC) must be formed by R&D Department to enhance and promote a culture of research excellence, foster collaboration, and drive innovation. The research activities including 1. Guiding Research Directions: RAC meetings provide a platform for discussing research priorities, goals, and objectives, ensuring alignment with institutional and national agendas. 2. Facilitating Collaboration: RAC meetings foster collaboration among researchers, academicians, and industry experts, promoting interdisciplinary research and knowledge-sharing. 3. Mentoring and Support: RAC meetings offer opportunities for junior researchers to receive guidance, mentorship, and support from experienced researchers and experts. 4. Reviewing and Refining Research Proposals: RAC meetings provide a forum for reviewing and refining research proposals, ensuring they meet institutional and funding agency standards. 5. Funding and Resource Allocation: RAC meetings help allocate resources, including funding, facilities, and equipment, to support research projects and initiatives. 6. Monitoring Progress and Evaluating Outcomes: RAC meetings enable the tracking of research progress, evaluation of outcomes, and identification of areas for improvement. 7. Promoting Research Ethics and Integrity: RAC meetings emphasize the importance of research ethics, integrity, and responsible conduct, ensuring compliance with institutional and national regulations. 8. Enhancing Research Visibility and Impact: RAC meetings discuss strategies for disseminating research findings, promoting research visibility, and maximizing impact. 9. Fostering Industry-Academia Partnerships: RAC meetings facilitate partnerships between academia and industry, leading to collaborative research, innovation, and knowledge transfer. 10. Informing Institutional Research Policies: RAC meetings provide input for developing and refining institutional research policies, ensuring they align with national and international best practices.	R&D

2.	**<u>Optimizing Utilization of AICTE IDEA Lab:</u>** To foster innovation, entrepreneurship, and hands-on learning, our institution aims to optimize the utilization of the AICTE IDEA Lab. This initiative will provide students, faculty, and staff with access to cutting-edge resources, enabling them to: 1. Develop innovative prototypes: Utilize the lab's facilities, including 3D printing, laser cutting, and electronics, to design and develop innovative prototypes. 2. Enhance hands-on learning: Integrate the IDEA Lab into curricular and co-curricular activities, promoting experiential learning and skill development. 3. Foster entrepreneurship: Encourage students to transform their ideas into viable startups, providing mentorship, funding, and networking opportunities. 4. Promote industry-academia collaboration: Leverage the IDEA Lab as a platform for industry-academia partnerships, facilitating joint research, innovation, and knowledge transfer. 5. Develop intellectual property: Support the creation of intellectual property, including patents, copyrights, and trademarks, through the IDEA Lab's resources and mentorship. To ensure optimal utilization, the HODs need to 1. Conduct workshops and training sessions: Organize regular workshops and training sessions to familiarize users with the lab's equipment and facilities. 2. Establish user guidelines and policies: Develop and communicate clear guidelines and policies for lab usage, ensuring safety, accessibility, and equity. 3. Monitor usage and feedback: Regularly monitor lab usage, gather feedback, and make improvements to optimize the user experience. 4. Foster a culture of innovation: Promote a culture of innovation, entrepreneurship, and creativity within the institution, encouraging users to explore new ideas and opportunities.	DEPARTMENT FACULTY MEMBERS & LAB INCHARGE
3.	**<u>Slow And Advanced Learners Student List Submission:</u>** Categorize the students based on 1. Academic Performance: Group students based on their academic achievement, such as high achievers, average performers, and struggling students. 2. Learning Styles: Categorize students based on their learning preferences, such as visual, auditory, or kinesthetic learners. 3. Personality Traits: Group students based on their personality characteristics, such as introverts and extroverts. 4. Interests and Strengths: Categorize students based on their interests, strengths, and passions, such as STEM enthusiasts, artists, or writers. 5. Special Needs: Identify students with special needs, such as students with disabilities, English language learners, or gifted and talented students. 6. Language Proficiency: Group students based on their language proficiency levels, such as beginner, intermediate, or advanced learners. 7. Socio-Economic Background: Categorize students based on their socio-economic status, such as students from low-income families or first-generation college students.	DEPARTMENT IQAC MEMBERS

	8. Career Aspirations: Group students based on their career goals and aspirations, such as students interested in medicine, engineering, or the arts.		
4.	**<u>Student Project Proposals:</u>** By utilizing student project preparations, faculty can create engaging, interactive, and meaningful learning experiences that foster academic excellence, creativity, and innovation 1. Research papers: Students conduct in-depth research on a specific topic, analyze data, and present their findings. 2. Innovative product designs: Students design and develop innovative products, considering factors like sustainability, functionality, and aesthetics. 3. Case studies: Students analyze real-world scenarios, identify challenges, and develop solutions. 4. Science fair projects: Students design and conduct experiments, collect data, and present their findings. 5. Business plans: Students develop business plans, including market research, financial projections, and marketing strategies. Assessment and Evaluation: 1. Project proposals: Students submit project proposals, outlining their objectives, methodology, and expected outcomes. 2. Progress reports: Students submit regular progress reports, detailing their accomplishments, challenges, and adjustments. 3. Final presentations: Students present their completed projects, showcasing their findings, solutions, and achievements. 4. Peer review: Students review and provide feedback on their peers' projects, promoting critical thinking and constructive criticism. 5. Self-assessment: Students reflect on their own learning, identifying strengths, weaknesses, and areas for improvement. Each department must plan minimum 5 projects for TNSCST Scheme	HODs	
5.	**<u>Independence Day Celebrations</u>** Independence Day needs to be celebrated in a way that promotes students' quality by fostering patriotism, critical thinking, creativity, and leadership skills through various educational activities and events	HODs	
6.	**<u>Engineers Day Celebrations</u>** Engineers Day needs to be celebrated in a way that promotes students' quality, innovation, and technical skills, while inspiring them to become creative problem-solvers, critical thinkers, and future leaders in the field of engineering.	HODs	

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.,	Teaching Faculty

	AP/AERO, PMC TECH, Hosur.	
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 R&D 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)

Principal