



PGP GROUP

PGP COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

NH-44, Namakkal - Karur Main Road, Namakkal - 637207, Tamil Nadu.



Ref: IQAC/2023-24/CIR/03

Date: 10.12.2023

Internal Quality Assurance Cell

Circular

A circular was issued by the IQAC Convener inviting members for the third IQAC meeting of the academic year 2023–24, along with the agenda and reports for discussion.

Meeting Details

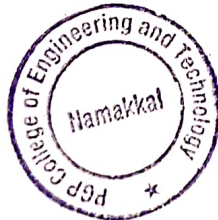
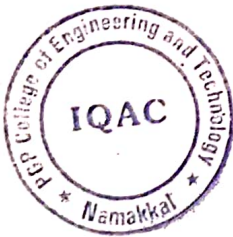
Date: 20 December 2023

Time: 11:00 AM – 1:00 PM

Venue: Conference Room, Administrative Block

Chairperson: Dr. V.Kavitha, Principal & Chairperson, IQAC

Convener: Prof. R.Senthilkumar, IQAC Coordinator




Principal
PRINCIPAL
PGP College of Engg. & Technology,
Namakkal - 637 207.



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Agenda of IQAC Meeting (December 2023 to March 2024)

1. Review of Action Taken on Second Meeting Decisions
2. Mid-year Departmental Reports & Workshop Week Planning
3. Monitoring of Ongoing Extension Projects
4. Feedback Implementation Measures
5. NAAC Preparedness & Documentation Audit
6. Green Campus and Sustainability Initiatives
7. Any Other Matter with the Permission of the Chair



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Internal Quality Assurance Cell

Venue : IQAC office

Date & Time : 20.10.2023 & 11 AM- 12.30 PM

Agenda Item 1: Action Taken Review

Prof. Rao reviewed the progress of action points from the October meeting.

Most items were completed, with ongoing work on Physics lab renovation and Wi-Fi upgrades.

Decision: Incomplete tasks to be prioritized for January closure.

Agenda Item 2: Departmental Reports & Workshop Week

All departments submitted mid-year academic and co-curricular reports.

January workshop week confirmed: 15–19 January 2024.

Decision: Departments to finalize themes and schedules by 5 January 2024.

Agenda Item 3: Extension Projects Update

Solar-energy project phase one completed successfully.

Industry tie-up projects are ongoing with positive student participation.

Decision: Prepare case studies for NAAC and internal review.

Agenda Item 4: Feedback Implementation

IT department reported 60% improvement in campus Wi-Fi bandwidth.

Cafeteria facilities upgraded as per student suggestions.

Decision: Conduct follow-up feedback survey in February 2024.

Agenda Item 5: NAAC Audit Preparation

Mrs. Verma initiated internal documentation audit; 65% of files updated.

Mock peer team visit planned for March 2024.

Decision: All departments to complete documentation by 20 February 2024.

Agenda Item 6: Sustainability Initiatives

Dr. Menon proposed tree plantation and e-waste collection drive.

Green audit planned for April 2024.

Decision: Organize eco-awareness week in March; finalize audit agency.

Agenda Item 7: Any Other Matter

Suggestion to conduct student innovation fair in April 2024.

Decision: Innovation Cell to submit proposal by 15 February 2024..

6. Next Meeting Schedule

Date: 10 March 2024

Time: 11:00 AM

Venue: Conference Room, Administrative Block

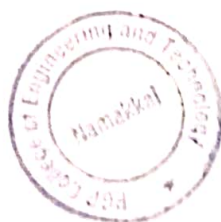
Meeting Adjourned at 1:05 PM

Prepared by: Prof. R.Senthilkumar IQAC Co-ordinator

Approved by: Dr. V. Kavitha, Principal & Chairperson, IQAC

Copy to:

IQAC File
Dean (AA),
Correspondent,
Chairman office




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