



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/2024-25/CIR/02

Date: 10.10.2024

Internal Quality Assurance Cell

Circular

A circular was circulated by the IQAC Convener to all members, inviting them for the second meeting of the IQAC for AY 2024-25 to review progress on quality initiatives and NAAC peer team preparations.

Date: 20 October 2024

Time: 11:00 AM – 1:00 PM

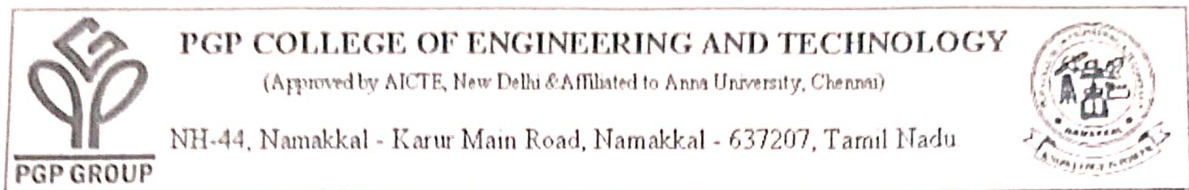
Venue: Conference Room, Administrative Block

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

Convener: Dr. R.Banupriya, IQAC Coordinator



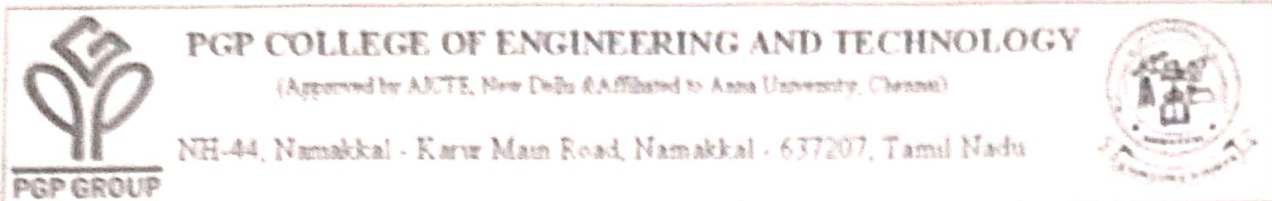
Principal
PRINCIPAL
PGP College of Engg. & Technology,
Namakkal - 637 207.



Internal Quality Assurance Cell

Agenda of IQAC Meeting (October 2024 to January 2025)

1. Review of Action Taken on First Meeting Decisions
2. Final Review of AQAR 2023-24 Submission
3. Progress Report on Add-on Courses
4. Industry Collaboration Updates
5. NAAC Peer Team Visit Planning & Mock Visit Outcomes
6. Green Campus Initiatives and IQAC Newsletter
7. Any Other Matter



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Internal Quality Assurance Cell

Venue : IQAC office

Date & Time : 20.10.2024 & 11:00 AM – 1:00 PM

Agenda Item 1: Action Taken Review

All action points from the first meeting were reviewed.

AQAR draft finalized; academic calendar published; internship cell initiated MoUs.

Decision: Continue documentation follow-up monthly.

Agenda Item 2: AQAR Submission

Final AQAR 2023–24 approved unanimously.

Decision: Submit AQAR to NAAC portal by 25 October 2024.

Agenda Item 3: Add-on Courses Progress

Departments of Computer Science and English started course enrollment.

Remaining departments in planning phase.

Decision: Monitor implementation and report during next meeting.

Agenda Item 4: Industry Collaboration

Internship Cell signed 3 MoUs; planning two expert talks in November.

Decision: Feedback mechanism to be created for industry partners.

Agenda Item 5: NAAC Peer Team Visit

Mock peer visit conducted 10 October 2024; key feedback noted.

Observations: need for better visual displays and student involvement.

Decision: Departments to upgrade displays and train student volunteers by 10 November 2024.

Agenda Item 6: Green Campus & Newsletter

Tree plantation drive held; e-waste drive scheduled in November.

Draft of IQAC newsletter presented.

Decision: Finalize and publish first issue by 15 November 2024.

Agenda Item 7: Any Other Matter

Proposal to conduct Annual Quality Conclave in February 2025.

Decision: Plan to be presented in next meeting.

6. Next Meeting Schedule

Date: 15 January 2025

Time: 11:00 AM

Venue: Conference Room, Administrative Block

Meeting Adjourned at 1:05 PM

Prepared by: Dr. Banupriya R, IQAC Coordinator

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

Copy to:

IQAC File
Dean (AA),
Correspondent,
Chairman office




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