



Minutes of IQAC Meeting

Venue: Conference Hall

Date: 07.06.2023

Time: 10.00 am

Agenda of the Meeting:

1. Ratification of the Previous Meeting
2. Academic Plan, Conduct of Continuous Internal Evaluation and Certification Courses
3. Faculty Induction Program
4. Quality Assurance Initiatives of the Institution - NAAC Accreditation
5. R&D Activities
6. Value Added Courses
7. Foreign Languages
8. Industrial Visit, Internship and In-Plant training
9. Placement and Training
10. Any other matter with the permission of the chair

Members Present

| S. No | Name | Designation | Role in IQAC | Signature |
|-------|------------------|-----------------------|------------------------|----------------|
| 1. | Dr.G.Uma Gowri | Principal | Chairperson | |
| 2. | Dr.P.Paramasivan | Director | Member-DACE Management | |
| 3. | Mr.C.Elayaraja | Academic Co-ordinator | Member-Senior Teacher | |
| 4. | Dr.K.Bogeshwaran | HoD-PETRO | Member-Senior Teacher | K. Bogeshwaran |
| 5. | Dr.P.Anand | HoD-EEE | Member-Senior Teacher | P. Anand |
| 6. | Dr.C.Satheesh | HoD-MECH | Member-Senior Teacher | |
| 7. | Dr.S.Manikandan | HoD-ROBO | Member-Senior Teacher | S. Manikandan |
| 8. | Dr.M.Kannan | HoD-ECE | Member-Senior Teacher | M. Kannan |
| 9. | Dr.R.Anbazhagan | HoD-S&H | Member-Senior Teacher | R. Anbazhagan |



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| S. No | Name | Designation | Role in IQAC | Signature |
|-------|----------------------|---|-----------------------|-----------------|
| 10. | Mr.A.Ahmed Basha | Administrative Officer | Member-Administration | A.Ahmed |
| 11. | Mr.P.Parthasarathy | Training Head, Godrej, Chennai | Member-Industry | P.Parthasarathy |
| 12. | Mr.H.Shoiab | CEO, Harris Infotech, Chennai. | Member-Industry | H.Shoiab |
| 13. | Mr.K.Manojkumar | Assistant Engineer, R.R.Electronics, Chennai. | Member-Alumni | K.Manoj |
| 14. | Mr.M.Mohammed Ridwan | Managing Director Millennium LED Lighting Solution, Chennai | Member-Alumni | M.Ridwan |
| 15. | Dr.M.Fathima | Assistant Professor, The Quaide Milleth College for Men, Chennai. | Member-Parent | M.Fathima |
| 16. | Ms.V.Kavya | IV - ECE | Member-Student | V.Kavya |
| 17. | Mr.A.Arshath Ahamed | IV - CSE | Member-Student | A.Arshath |
| 18. | Dr.J.Rahila | Professor-EEE | Head-IQAC | J.Rahila |

Points Discussed

Agenda No.1: Ratification of the previous minutes

Resolution: The coordinator read the minutes of earlier meetings and the minutes were reviewed and passed by the members.

Agenda No.2: Academic Plan, Conduct of Continuous Internal Evaluation and Certification Courses



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Agenda No.4: Quality Assurance Initiatives of the Institution - NAAC Accreditation

Resolution: IIQA was submitted on 26.05.2023. The mock audit for the preparation of documents for NAAC accreditation was conducted on 27.05.23. Dr. A.Saravanan and Dr. V.Sivasubramanyam, NPSBCET, Chennai conducted the audit. At the end of the audit, they submitted their report. Principal requested the members to prepare documents according to the report.

Agenda No.5: R&D Activities

Resolution: IQAC suggested that all Department faculty members and students have to attend various events such as FDPs, Workshops, and Webinars in reputed Colleges. Involving students in innovation activities through participation in Hackathon and setting up incubation centre.

Agenda No.6: Value Added Courses

Resolution: In order to inculcate employability skills among the students, the IQAC proposed to conduct value added courses by all Departments in the area of emerging trend.

Agenda No.7: Foreign Languages

Resolution: Chairperson asked to identify the students who are interested in foreign language program. An initiative was made to start Japanese and German language classes in online mode.

Agenda No.8: Industrial Visit, Internship and In-Plant training

Resolution: The details of industrial visit to be organized by the departments for the odd semester of the academic year 2023-2024 were reviewed. The IQAC suggested that at least one industrial visit per department per semester can be arranged. The details of internship and in-plant training carried out by students of various departments during the semester of the academic year 2022-2023 were reviewed.



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Agenda No.9: Training & Planning Activities

Resolution: The details of students who got placed during the academic year 2022-2023 have been presented. Principal informed that 80% students had been placed in various companies as per the reports submitted by Placement officer. To improve employability skills for students IQAC proposed to conduct more placement & training to the students.

Agenda No.10: Any other matter with the permission of the chair

Resolution: The Chairperson insisted all heads concentrate on improving the pass percentage of results and to follow student discipline in the college campus with proper dress code and avoid the roaming of students during class hours.

Copy to:

1. The Chairman
2. The Secretary
3. The Members of IQAC
4. Heads of all Departments



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ACTION TAKEN REPORT ON MINUTES OF IQAC MEETING

Academic Year 2023-2024

Action Taken Report on the decision of the IQAC meeting held on **07.06.2023** during the academic year **2023-2024**. To implement the decision of the IQAC meeting the following action were taken:

| Plan of Action | Action Taken |
|---|---|
| Placement /Training | Training Schedule was prepared and conducted with internal and external experts. |
| Industrial Visit | Based on the suggestions given by the members, the Departments arranged Industrial Visits to students to enhance their practical exposures as well as get knowledge in industry safety norms and standards. |
| Quality Assurance Initiatives of the Institution - NAAC Accreditation | The SSR documents were submitted on 17.07.23. |