



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

19.05.2022 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Faculty paper publication
2. Extension Activity & Community service
3. Book publication

Members attended

1. Dr T Sasilatha, Dean Academic
2. Dr S Prabhakaran, Professor, Dept. of Marine Engineering
3. Dr D Rajasekar, Professor & Head, AMET Business School (Special Invitee)
4. Dr D Arivazhagan Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. The committee discussed the current status of the paper publications and recommended to fix target to each faculty members to improve the publications like 4 papers for Professors, 3 for Associate. Professor and 2 for Assistant Professor
2. After verified the statistics the committee recommended to encourage the faculty members to do extension activity and community service.
3. The committee felt that the number of book publication is very low. So it recommends one book to be published by each professor and Associate Professor.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	Increase the paper publication of the University	Circular issued to all faculty members regarding the target fixed to each faculty regarding paper publication
2	Social relationship through extension and community service	Circular issued to all faculty members to organize one community service and one extension programme with NGOs

IQAC-Coordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

14-04-2022 at 05.00 pm in Vice Chancellor's Conference Hall, AMET

Agenda:

1. Introduction of Merit awards
2. Dress code with in the campus
3. Any other item from the permission of chair.

Members Present:

1. The Vice Chancellor
2. The Registrar
3. The Controller of Examination
4. The Principal – DGS Courses
5. The Proctor
6. The Co-ordinator – Students Council
7. The IQAC Co-ordinator

Minutes of the meeting

Merit Award

- It is observed that the Merit Award for the Rank Holders are yet receive for the Previous Two Semesters and the same will be awarded within the month of September.
- Vice Chancellor welcomed all the Gathering and introduced the Office Bearers to all the Heads of the Department.
- Vice-Chancellor invites the Students Council Office Bearers to express their issuesrelated to Academic.
- All the Heads of the department should ensure the faculties from the respective departments are wearing their Identity card, failing to which a warning may be given to them.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	Campus discipline maintenance	Circular issued to students and staff to maintain decorum of the university by wearing proper dress code with Id cards
2	Implementation of study hours	Circular issued to all hostel students that study hours has been implanted

IQAC-Coordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

04-03-2022 at 05.00 pm in Vice Chancellor's Conference Hall, AMET

Agenda:

1. Students participation in competitive examination
2. Students participation in NPTEL
3. Examination schedule
4. Any other item from the permission of chair.

Members present

1. The Vice-Chancellor
2. The Registrar
3. The Director – Student Affairs
4. The Controller of Examination
5. Mr.Prakash, Director-Placement
6. Dr. D. Arivazhagan, IQAC Co-ordinator
7. Dr. V Leela Vinodhan, Co-ordinator, Career Development
8. The Co-ordinator, Student Council
9. Purchase Manager
10. Assistant Registrar, Maintenance

The following points were discussed during the meeting

1. The Vice-Chancellor read the previous minutes of the meeting of the Student Council and the following recommendations have been made
 - a) Uniforms will be issued to the students in time in future
2. The Vice-Chancellor suggested that Value Added courses like SAP, MS Office, Foreign Language, TOEFL, GRE, AUTO CAD and GATE for the students and sought opinion from the members present in the meeting. All the members unanimously agreed upon the above

suggestion. The Council recommended that the action will be initiated to conduct the above courses from the academic year 2021-22. Also the Vice-Chancellor request. Dr. V Leela Vinodhan, Co-ordinator, Career Development to invite experts for an Introduction programme about the above said courses for the student representatives.

3. The Vice-Chancellor requested Dr. V Leela Vinodhan, Co-ordinator, Career Development to circulate the Brochure for NPTEL Classes to all the departments for the benefit of the students and the same was recommended and approved.
4. The Controller of Examinations explained the Rules and Regulations of Examinations. Since the dates of examinations were changed last year, the students faced difficulty in booking their tickets. Hence the Controller of Examinations listed out the dates of the ensuing semester examinations and assured that the dates of the examinations will not be changed.
5. In D-Block the class rooms of the department of B.Sc.-Nautical Science are closed with ply wood and hence there is no ventilation. It was recommended to remove the ply woods and curtains will be arranged.
6. It is recommended that the main students mess may be closed at 08.45 am daily to avoid late comers to the class rooms
7. It is recommended to provide adequate chairs in the Girls Mess.
8. Since the rest rooms in the hostels are not clean, it is recommended to rectify the same.
9. It is recommended to issue badges to the student representatives.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	More value added courses may be conducted	Circular issued to all departments to conduct value added courses in collaboration with Industry
2	Encourage the student to participate in NPTEL course	Circular issued to all departments that additional credits will be given to who successfully complete NPTEL course

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

12-02-2022 at 05.00 pm in Vice Chancellor's Conference Hall, AMET

Agenda

1. Placement initiatives
2. Guest lecture arrangement
3. Infrastructure Contribution

Members attended

1. Mr. Asthosh kumar Singh, Naval Architecture
2. Mr. Doney Bobby, Management Studies
3. Mrs. Sangeetha, AMET Alumni Association
4. Dr. S. Prabhakaran, Professor, Dept. of Marine Engineering
5. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. The committee members discussed with Alumni members about the placement opportunities and how the alumni can help in the placement of students. It was decided that send communication to all alumni students regarding placement opportunity in their current working company.
2. Suggested the Departments to utilize the alumni for giving guest lecture related to their working environment and applications.
3. The committee suggested to send communication to all the alumni students for their contribution towards infrastructure.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	Placement initiative through Alumni	Mails sent to all Alumni to help the university in placing the final year students
2	Guest lectures may be organized through Alumni to share industry requirement.	Circular issued to all departments to organize guest lectures through Alumni to enhance the industry knowledge to all students

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

22-01-2021 at 05.00 pm in Vice Chancellor's Conference Hall, AMET

Agenda

1. Improve the Environment of the campus
2. Waste water management
3. Energy saving campus

Members attended

1. Mr. Sudhakar, Asst.Registrar, Maintenance
2. Mr. Prem, Maintenance Manager
3. Dr. S. Prabhakaran, Professor, Marine Engineering
4. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. The committee members discussed environment around the campus and suggested to plant more trees around the campus and make it greenery so that pollution in the campus may be reduced.
2. Recommends the administration to take more steps to save water through rain harvesting, purify the waste water and utilize for gardening
3. To save the energy the committee members recommends to install more solar energy panel and celebrate “**No Vehicle Day**” in the campus.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	Greenery campus planned	Created awareness among students and staff about pollution and requirement green campus by Biotechnology department by planting more trees
2	More rainwater harvesting pits to be implemented	Orders issued to the maintenance department to clean rainwater harvesting pits wherever possible to collect more rainwater.

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

08-01-2022 at 05.00 pm in Vice Chancellor's Conference Hall, AMET

Agenda

1. Improve the IT Knowledge of Department secretaries
2. Introduction of ERP in Registrar office
3. Administrative procedures using IT facility

Members attended

1. Mr. P. C. Selvam, Deputy Registrar, Academic
2. Mr. Subramanian, Assistant Registrar, Administrative
3. Mr. Muruganandham, Secretary, Dept. of Nautical Science
4. Ms. Deepika, Secretary, Dept. of Marine Department
5. Mr. Kirubamoorthy, Secretary, AMET Business School
6. Dr. S Prabhakaran, Professor, Dept. of Marine Engineering
7. Dr. D Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. The committee members discussed with representatives of secretaries and recommended IQAC to conduct two orientation programme for secretaries on Microsoft technology.
2. Automation of Registrar office work may be initiated in phased manner recommended
3. To reduce the paper work and printout, the members considered Information technology solution to reduce some extent. It recommends to send circulars & notification to the individuals through mail.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	A workshop on Microsoft tools may be organized	A workshop organized by the Information Technology department with hands on experience for all secretaries
2	For communication purpose groupids may be created for various committees, teaching and non- teaching staff	Circular issued that all communication will be sent through e-mail except few official communication.

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

23-12-2022 at 05.00 pm in Vice Chancellor's Conference Hall, AMET

Agenda

1. Quality Research publication
2. Extension Programme for Research Scholars
3. Research people talk

Members attended

1. Dr. M. Rajavelan, Assistant Professor, Dept. of Marine Department, (CWG) IQAC
2. Dr. S. Prabhakaran, Professor, Dept. of Marine Engineering
3. Dr. D. Rajasekar, Professor, AMET Business School
4. Dr. Anitha Warriar, Dept. of Physics (Special Invitee)
5. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and Resolved to recommend the following:

1. Discussed the current paper publication quality of research scholars and suggested few tips to improve the quality of paper publications.
2. Suggested to involve the Research scholars in extension programmes by ask them to conduct local problem survey and suggest solutions for the same.
3. The members suggested to have a meeting involves all research scholars for sharing their experience which will widen the knowledge of all scholars.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl. No	Action Plan	Action Taken
1	To improve research publication quality a workshop may be conducted	A workshop has been organized by the Department of Research on “ Quality Research Article ” on 28-01-2021
2	Plan to organize one meeting/month for Research Scholars to share their experience	Research collegium has been asked to conduct meeting frequently for research scholar.

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

25-11-2022 at 05.00 pm in Vice Chancellor's Conference Hall, AMET

Agenda

1. Finding a suitable models for Curricula and Syllabi in a common framework to suit OBE.
2. Finalizing the contents and format for the Course File Document
3. Inclusion of NPTEL courses in curriculum

Members attended

1. Capt. Karthk, Dean, Dept. of Nautical Science
2. Dr. T. Sasilatha, Professor & Dean Academic
3. Dr. M. Rajavelan, Assistant Professor, Dept. of Marine Department, (CWG) IQAC
4. Dr. S. Prabhakaran, Professor-Dept. of Marine Engineering
5. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and Resolved to recommend the following:

1. After verification of sample models of different universities and institution the members recommended format has been placed for concurrence and accepted by all members.
2. Course File contents has been finalized with 26 items to be placed for Theory and 6 items to be placed for practical. The HOD's are permitted to change based on the course.
3. The members discussed various NPTEL courses which are suitable for subjects and finally came to a conclusion the students who completed the NPTEL courses may be given additional credit.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl. No	Action Plan	Action Taken
1	The finalized model should be intimated to the Departments to implement	Circular issued to all Departments with template to implement OBE model
2	Course file content list finalized by the committee to be informed to all Department to implement	Circular issued to all departments with template to prepare course file

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

07-10-2021 at 05.00 pm in Vice Chancellor's Conference Hall, AMET

Agenda

1. Assessment and outcome attainment aspects of the OBE
2. Finalizing the syllabi for Core and Open Elective courses for Engineering Departments
3. Follow up of activities related to the previous meeting recommendations

Members attended

1. Dr. T. Sasilatha, Professor & Dean Academic
2. Dr. S Prabhakaran, Professor Dept. of Marine Engineering
3. Dr. M. Rajavelan, Assistant Professor, Dept. of Marine Department, (CWG) IQAC
4. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. Course outcome for various types' courses like Engineering courses, Basic courses and value added courses has been discussed and finalized.
2. Syllabi for Core and Open Elective courses for Engineering Departments recommended for approval and inclusion in the CBCS manual.
3. Follow up of activities related to the previous meeting recommendations were discussed. A circular for open elective courses selection by students through online may be issued.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	OBE concepts to be explained to the first year students	Circular issued to all departments to conduct guest lecture on OBE concepts by the mentors
2	Core and Open elective courses syllabus to be verified with industries	Circular issued to departments to send the core and open elective course syllabus to the industries and get their opinion and modify as per the industry requirement.

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

10-09-2021 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Student attendance, shortage of attendance, condonation aspects
2. Finalizing the syllabi for Open Elective courses for Allied departments
3. Follow up of activities related to the previous meeting recommendations

Members attended

1. Dr. S Prabhakaran, Professor, Dept. of Marine Engineering
2. Dr. D Rajasekar, Professor, AMET Business School (Special Invitee)
3. Dr. T Sasilatha, Professor & Dean Academic
4. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. Student attendance, shortage of attendance, condonation aspects
 - a. The Committee has recommended to ensure the following percentage of attendance keeping in view of the UGC and DGS regulations for minimum requirement of attendance (UGC prescribes 75% and DGS prescribes 90% attendance)
 - i. For DGS courses: 90%
 - ii. For Other Courses: 75%
 - b. However, there shall be relaxation of 10% in case of medical and other important reasons as certified by the Head of the Departments
 - c. The students who are in shortfall of attendance have to complete a minimum of 60 hours extra classes which are to be ensured by the Head of the Department
 - d. There shall no condonation for any category of students
2. Syllabi for Open elective courses from allied department may be considered and recommended for approval and inclusion in the CBCS manual under core departments.

3. Follow up of activities related to the previous meeting recommendations were discussed. Two circulars were issued with reference to course file preparation and formatting of syllabi and curricula. The follow up works are to be speeded up since the IQAC has scheduled Academic and Administrative Audit during Feb 2017

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	Examination attendance requirement may be intimated to the students	Circular issued to all students regarding attendance requirement for semester examination
2	An opportunity should be given to the allied Departments to offer Open elective courses in concern with core Departments	Circular issued to design open elective courses in current trend of allied Department in concern with core Department.

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

19-08-2021 at 11.00 am in Vice Chancellor's Conference Hall, AMET

Agenda

1. Review of activities of IQAC during 2020-2021
2. Recommendations on the activities proposed for the academic year 2020-2021
3. Review and recommend on the performance of University Departments for their academic accomplishments
4. Strategies for the preparation and submission of Annual Quality Assurance Report (AQAR) to the NAAC
5. Any other with the permission of the Chair

Members Present

1. **Col Dr. G. Thirvasagam**, Vice Chancellor, Chairman
2. **Mr. S. Karikalan**, Senior Vice President-AMET, Member (Management)
3. **Dr. M. Jayaprakashvel**, Registrar i/c, Member
4. **Dr. V. Ramachandran**, Former Vice Chancellor, Anna University, Trichy
5. **Dr. RM. Chandrasekaran**, Director, Distance online Education
6. **Dr. Abudhahir A**, Director (IQAC) B.S. Abdur Rahman Crescent Institute of Science & Technology Vandalur, Chennai
7. **Dr. Sanjib Kumar Patanaik**, Professor, Director, Centre for Academic Courses, Department of Electrical and Electronics Engineering, College of Engineering Guindy, Anna University, Chennai
8. **Dr. S. Balakrishnan**, IQAC Coordinator Professor Dept. of Earth Sciences, Pondicherry University
9. **Prof. Dr. Sasilatha**, Dean, EEE Marine & Dean - Academics, Member
10. **Dr. S. Prabhakaran**, Professor, Marine Engineering
11. **Capt. K. Karthik**, Associate Professor & Dean - Nautical Science
12. **Mr. R. Sundar**, Assistant Professor, Dept. EEE
13. Chairperson of the Student Council AMET (Student - Member)
14. **Mr. B. Dinesh**, Crew Operator, Maersk, Chennai (Employer - Member)

15. **Mr. Arumugam**, President, Fishermen Association, Kanathur (Local Society - Member)
16. **Mr. Muralitharan K**, Manager, NRR Finance, Trichy (Parent-Member)
17. **Dr. R.Karthik**, Regional Business Manager, Provet Pharma Private Limited, Chennai
(Alumni - Member)
18. **Prof. Dr. D. Arivazhagan**, Director, Ranking and Accreditation - Coordinator

Deliberations held and suggestions/recommendations given

1. Vice Chancellor, the Chairman of IQAC welcomed the members for the meeting of IQAC for the academic year 2020-2021.
2. Vice Chancellor in his presidential remarks narrated the immense importance of sustaining the quality after NAAC accreditation and also the scope for further improvement to upgrade the University.
3. Vice Chancellor has made special mention about the initiatives of the University in promoting research, development and consultancy activities in the University
4. The Coordinator, IQAC has presented the activity report of IQAC for the year 2020-2021.
5. The Coordinator, IQAC has submitted the action plan for preparation of AQAR, proposed activities of IQAC for the year 2020-2021, and Department Progress Report summary for the year 2019-2020 in the form of handouts to all the members based on which the members of IQAC have provided their comments, suggestions and recommendations and are listed below.
6. Members have appreciated the pivotal role taken by the IQAC for taking quality initiatives.
7. Members have appreciated that the University is collecting feedback report about Faculty and also University has obtained Self Appraisal Forms from Faculty and provided faculty with grades A, B and C
8. However, it is now suggested that while giving the final outcome of the self-appraisal, criterion wise strength and weakness of the Faculty shall be given to the faculty concerned.
9. University shall look into getting sponsors from Industries for conducting Conferences
10. University shall enhance the consultancy income
11. University is conducting Tutorial classes for select subjects. However, this shall be reflected in the time table, lesson plan and daily log
12. University shall appoint more number of Faculty with Doctorate Degree in Professional courses

13. University shall appoint some more Post-Doctoral Research Fellows
14. University shall explore the possibilities of applying for 2F/12B status with the UGC
15. Members have appreciated that University is providing incentives for publications and also reimbursing publication costs incurred by the Faculty
16. University shall form a **RESEARCH PARK**, wherein separate cabins with all computer and internet facilities be created for Faculty with PhD or doing active research in the University
17. Members have appreciated that University has formed a **CORE GROUP** for preparing the Annual Quality Assurance Report (AQAR)
18. Members have emphasized the timely submission of AQAR
19. Collection of data for AQAR shall be at Department level
20. Appropriate documentation of initiatives and activities is to be ensured for strengthening the AQAR
21. University shall consider reorientation and repurposing of some innovative courses for example MBA Harbour Management. Emerging area such as Management of Minor ports, Design and Construction of Small Ships and yatches etc shall be given priority in repurposing of course
22. University shall maintain all documents in online. University may update the new developments and publications in the server.
23. University shall orient its activities to make understand all the stakeholders that quality sustenance is a collective effort for achieving higher standards
24. Department level meetings may be conducted at regular interval and documented centrally.
25. Every faculty shall emphasize on the introduction of the course, essential and suggested readings for the course and also the learning outcomes.
26. University shall find ways to strengthen the interdepartmental collaborations
27. University shall increase the research infrastructure
28. Though University is providing seed money to Faculty, more number of University Research Fellowships for full time PhD scholars may be provided.
29. For enhancing the interpersonal skills, soft skills and professional approach, students may be provided with options for making travel with regard to co- curricular, extra-curricular, extension and social service activities.
30. The projects of final year students may be given more important and shall be guided by research motivated Faculty. These projects may be converted in to research publications.

31. University shall create a dynamic online platform for students as an **ONLINE GALLERY** to exhibit their research models or subject related presentations of video essays. Students may be given the option to upload their contents themselves.
32. University shall promote students to undertake more courses in NPTEL.
33. University shall collect and analyses feedback of stakeholders across the organization i.e., overall the organization and within the departments.
34. University shall consider internal certification/appreciation policy for appreciating Faculty and Students under various categories.
35. All the Departments shall be asked to provide monthly action plan and also to submit the monthly activity report. This shall be reviewed centrally and documented.
36. University shall enhance the facilitation skills (subject based training) of the Faculty
37. University shall promote MOOC based courses and explore the possibilities of introducing Mobile Learning
38. Student member has opined that students may be provided with attitude enhancement trainings through Faculty members of their own subjects
39. Workshops, model displays and web based trainings shall be arranged frequently for the students.

Coordinator IQAC, has given the formal vote of thanks to all the members.

Sl.No	Action Plan	Action Taken
1	Faculty self-appraisal monthly form to be created and circulated	Faculty self-appraisal form created and circulated among faculty members to fill the data. Every month the data has been analyzed and grade has been issued
2	Academic Administrative Audit (AAA) has to be conducted	AAA has been conducted by inviting outside professional members. Based on their feedback the Department taken corrected action.

IQAC Co-ordinator



INTERNAL QUALITY ASSURANCE CELL (IQAC) – 2021-2022

Minutes of the Meeting

16-06-2018 at 02.00 pm in AF2, Mahatma Gandhi Block, AMET

Agenda

1. Research policy
2. Faculty Development
3. Collaboration Activity

Members attended

1. Dr. T Sasilatha, Dean Curriculum Development
2. Dr S Prabhakaran, Professor, Dept. of Marine Engineering
3. Dr D Rajasekar, Professor, AMET Business School (Special Invitee)
4. Dr. D. Arivazhagan, Coordinator-IQAC (Convener)

Agenda points discussed by the Committee and resolved to recommend the following:

1. The committee discussed the current status of the research and suggested to modify the research policy in such a way that faculty and research student's interaction and production should be more efficient.
2. The committee recommends to encourage each faculty to attend the faculty development programme by providing incentive.
3. The committee felt that the collaborative activity with other institution is very less. So at least the faculty members can take an effort to publish research paper with outside faculty members.

The IQAC Co-ordinator thanked all the members for their contribution.

Sl.No	Action Plan	Action Taken
1	Research policy to be modified	Circular issued to Director research to form a committee for modifying research policy as per the new requirement. Modified and got approval from Academic Council
2	Faculty development programme incentive	Circular issued to all faculty members to submit the FDP certificate to eligible for incentive. Incentive given to eligible faculty Members.

IQAC Co-ordinator