

**E.G.S. PILLAY ENGINEERING COLLEGE (AUTONOMOUS)**

NAGAPATTINAM – 611 002. TN, India.

(An Autonomous Institution, Affiliated to Anna University, Chennai.)

All UG Programmes Accredited by NBA, New Delhi, Accredited by NAAC 'A' Grade

Ph: 04365 – 252882, 7373067032

Email: iqac@egspec.org

**INTERNAL QUALITY ASSURANCE CELL (IQAC)****Dr. S. Ramabalan**  
Chairperson / IQAC**Dr. M. Chinnadurai**  
Director / IQAC**Prof. K. Nagalakshmi**  
Coordinator / IQAC

Ref. No. 2020-21/IQAC/1

12/10/2020

**CIRCULAR**

A meeting of Internal Quality Assurance Cell (IQAC) committee members will be conducted on 14.10.2020 at IQAC, Board Room, at 10.00 am.

**Agenda:**

- 1: Reconstitution of IQAC Committee members
2. Review and Assessment of all academic and other academic activities during the last Academic year
3. Discussions on various formats prepared by IQAC
4. Planning for the academic year 2020-2021
5. Discussion AQAR submission to NAAC for 2020-2021
6. Any other matter with the permission of chair

  
Director / IQAC  
Chairperson / IQAC

CC to

The Secretary / CEO / COE / Dean/ All HODs / Committee Members/ Office / File

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. No. 2020-21/IQAC/2

16/10/2020

### CIRCULAR - INTERNAL QUALITY ASSURANCE CELL (IQAC)

As per the guidelines of National Assessment and Accreditation Council, Internal Quality Assurance Cell (IQAC) is reconstituted in the college for the academic year 2020-2021 with a view to develop a system for conscious, consistent and catalytic action for improving the academic and administrative performance of the institution and to promote measures for institutional functioning towards quality enhancement through internalization and institutionalization of quality enhancement initiatives.

The following members are nominated to the IQAC for a period of two years:

S.No	Name of the Member	Designation
1	Dr.S. Ramabalan	Principal & Chairperson
2	Dr. M. Chinnadurai	Director/IQAC
3	Prof. K. Nagalakshmi. ASP/IT	Coordinator/IQAC
4	Dr.S. Paramesvaran	Management Representative
5	Mr. K. Muthukumarasami	Administrative Officer
6	Mr. M.A. Haja Mohideen	Administrative Officer
7	Mr. V.M.Suresh	Internal Member
8	Dr. B. Padhmanaban	Internal Member
9	Prof. Mr. S. Manikandan	Internal Member
10	Dr. T. Suresh Padmanabhan	Internal Member
11	Dr. N. Murali	Internal Member
12	Dr. S. Krishna Mohan	Internal Member
13	Prof. S. Savithiri	Internal Member
14	Prof. C. Mallika	Internal Member
15	Prof. R.Seetha	Internal Member
16	Lion.Jc.S.Baraneedharan	Community Representative
17	Mr. V. Raghuram, Manager, L&T, Chennai	Industry Representative
18	Mr.Chakkrapani Pandian, Proprietor of Nano Tech, Nagapattinam	Alumni Representative
19	Ms. S. Sri Abidharsini	Student Representative

  
DIRECTOR/IQAC

  
PRINCIPAL

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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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14/10/2020

**Minutes of the Internal Meeting of IQAC held on 14-10-2020 at 10.00 A.M in Board Room, E.G.S. Pillay Engineering College.**

The internal meeting of IQAC, E.G.S. Pillay Engineering College for the academic year 2020-2021 was held on 14-10-2020 at 10.00 A.M in Board Room. The following members were present.

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Dr. S. Ramabalan             | Principal/Chairperson |
| 2. Dr. M. Chinnadurai           | Director/IQAC         |
| 3. Prof. K. Nagalakshmi         | Coordinator/IQAC      |
| 4. IQAC department Coordinators | All Departments       |

### **Welcome address by Chairman:**

Honorable Principal, Dr. S. Ramabalan, the Chairman, welcomed the Internal Quality Assurance Cell Members. The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions. He mentioned that quality assurance is vital for effective education and research in higher educational institutions. He requested Dr. M.Chinnadurai, Director/IQAC to take the agenda forward.

The Director, IQAC gave an overview of IQAC organization including the Structure of IQAC and its major functions, Composition and Current Members of IQAC Members.

### **Agenda:**

1. Reconstitution of IQAC Committee members
2. Review and Assessment of all academic and other academic activities during the last Academic year
3. Discussions on various formats prepared by IQAC
4. Planning for the academic year 2020-2021
5. Discussion AQAR submission to NAAC for 2020-2021
6. Any other matter with the permission of chair

#### **1. Reconstitution of IQAC committee members**

The IQAC department coordinators are requested to discuss their department heads to select members for reconstitution of IQAC.

**Action to be taken by:** All department IQAC coordinators

2. **Review and assessment of all academic and non-academic activities during the last Academic year**

Director/IQAC reviewed all academic and non-academic activities carried out during the last Academic year and briefed the members regarding the action taken.

3. **Discussions on various formats prepared by IQAC**

The AQAR formats suggested by the members can be fine-tuned internally and after finalizing them, can be shared to all the concerned stake holders for implementation.

**Action to be taken by:** All department IQAC coordinators

4. **Planning for the academic year 2020-2021**

Director/IQAC discussed the Roadmap for the year 2020-2021 and briefed the duties and responsibilities of IQAC team members. He requested Prof. K. Nagalakshmi to mail the Roadmap before 19-10-2020. He requested all the team members to execute the activities as per the roadmap in a timely manner.

**Action to be taken by:** Prof. K. Nagalakshmi

5. **Discussion on AQAR submission to NACC for 2020-2021**

Director/IQAC requested Prof. K. Nagalakshmi to distribute the circular for collecting, consolidating and validating AQAR 2018-19 data from departments on time.

**Action to be taken by:** Prof. K. Nagalakshmi

6. **Any other matter with the permission of the Chair**

The Director/IQAC highlighted the status of the various Quality initiatives (Dissemination of information, Documentation, Training programs, Academic and Administrative Audit, and Internalization of quality culture) to be undertaken by IQAC.

Director Dr. M.Chinnadurai thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 11.00 A.M.

  
DIRECTOR/IQAC

  
PRINCIPAL

Minutes prepared by: Prof. K. Nagalakshmi

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16/10/2020

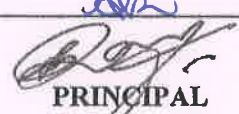
### CIRCULAR - INTERNAL QUALITY ASSURANCE CELL (IQAC)

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**Dr. S. Ramabalan**  
Chairperson / IQAC

**Dr. M. Chinnadurai**  
Director / IQAC

**Prof. K. Nagalakshmi**  
Coordinator / IQAC

Ref. No. 2020-21/IQAC/3

30/01/2021

### **CIRCULAR**

A meeting of Internal Quality Assurance Cell (IQAC) committee members will be conducted on 01-02-2021 at IQAC, Board Room, EGSPEC at 3.30. am.

#### **Agenda:**

1. To discuss about the submission of various proposals for grants
2. To motivate faculties to attend more skill development programmes
3. Developing students ' Interpersonal skill to achieve good placement
4. Industry Internship for students
5. Any other matter with the permission of chair

  
Director / IQAC

  
Chairperson / IQAC

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

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01/02/2021

**Minutes of the Internal Meeting of IQAC held on 01-02-2021 at 10.00 A.M in Board Room, E.G.S. Pillay Engineering College.**

The internal meeting of IQAC, E.G.S. Pillay Engineering College was held on 10-06-2019 at 10.00 A.M in Board Room. The following members were present.

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Dr. S. Ramabalan             | Principal/Chairperson |
| 2. Dr. M. Chinnadurai           | Director/IQAC         |
| 3. Prof. K. Nagalakshmi         | Coordinator/IQAC      |
| 4. IQAC department Coordinators | All Departments       |

### Welcome address by Chairman:

Honorable Principal, Dr. S. Ramabalan, the Chairman, welcomed the Internal Quality Assurance Cell Members. He requested Dr. M.Chinnadurai, Director/IQAC to take the agenda forward.

The Director, IQAC gave an overview of the following agenda given below.

### Agenda:

1. To discuss about the submission of various proposals for grants
2. To motivate faculties to attend more skill development programmes
3. Developing students ' Interpersonal skill to achieve good placement
4. Industry Internship for students
5. Any other matter with the permission of chair

### 1. To discuss about the submission of various proposals for grants

Faculty members are asked to submit more quality proposals for grants.

**Action to be taken by:** R&D coordinator

### 2. To motivate faculties to attend more skill development programmes

Faculty members are advised to attend more FDP related to their fields, core subject, pedagogy and new areas to enhance their quality of teaching.

**Action to be taken by:** All the HODs

### 3. Developing students ' Interpersonal skill to achieve good placement

Emphasis needs to be laid on developing students ' Interpersonal skill In order to achieve good placement.

**Action to be taken by: All the HODs**

**4. Industry Internship for students**

Discussed to arrange more valuable industry Internships for students.

**Action to be taken by: All IQAC coordinators**

**5. Any other matter with the permission of the Chair**

Director Dr. M.Chinnadurai thanked all the members for their sustained efforts and cooperation in the activities of IQAC. The meeting was concluded at 11.00 A.M.

  
DIRECTOR/IQAC

  
PRINCIPAL

Minutes prepared by: Prof. K. Nagalakshmi

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