

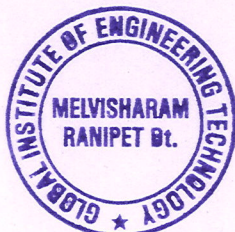


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INSTITUTE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE & Affiliated to Anna University)
257/1, Bangalore – Chennai High Way, Melvisharam, Ranipet – 632 509

Venue	: IQAC Hall	Academic Year	: 2023-2024
Schedule Date	: 02.04.2024	Time	: 10.00 AM

IQAC Members

Member from Management	: Mrs.R.HemaPrasad	Chairperson
Head of the Institution	: Dr.V.Natarajan	Principal
Administrative Office	: Mr.Thiyagarajan	Administrative Office
Faculty Members	: Dr. A.S.VijayVikram	HOD/CIVIL
	: Dr. D.UdayasuriyaRajkumar	HOD/CSE
	: Dr. S. Sengottaian	HOD/EEE
	: Dr. S.Chandru	HOD/ECE
	: Dr. J.Daphney Joann	HOD/IT
	: Mr.V.PrinceImmanuel	HOD/PETRO
	: Dr. R.Madhanraj	HOD/H&S
	Mr.V.Vijayakumar	HOD/AUTO
	Mr.R.Prakasam	HOD/MECH
Nominee from Students	: Mr.N.Adithya	IV/ECE
	: Ms.M.Porkodi	III/EEE
Nominee from Alumni	: Mr.P.Rajesh	ALMUNI
Coordinator of the IQAC	: Dr. A.S. Vijay Vikram	IQAC COORDINATOR



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Chairperson of the IQAC, Welcomed the members of IQAC

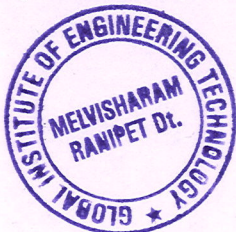
The following agenda were taken for discussion one by one.

S.No	AGENDA	DISCUSSION	ACTION TAKEN
1	Preparation of SSR	Discussed about the NAAC guidelines	Discussed about the NAAC guidelines and manual specific based on GIT
2	Criteria Discussion	Criteria-Wise Preparation and verification of Documents	Faculty Coordinators and Members are allocated for the Criteria 1- 7
3	HEI and IIQA discussion	Registration of the HEIs on the NAAC website	Management planned to register Institutional Information for initial Quality Assessment (IIQA) on April month
4	SSR discussion	Submission of the Self-study report (SSR) on acceptance of IIQA.	Management, Principal IQAC coordinator along with the expert team insisted the criteria heads to complete the documentation and uploading files
5	Faculty Development Program	IQAC	Planned to Organize FDP related to IQAC

IQAC Coordinator gave vote of thanks and concludes the meeting.

Prepared By:


IQAC Coordinator




Principal

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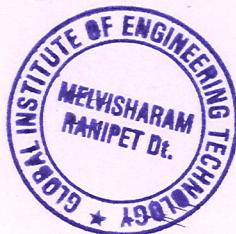
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Venue	: IQAC Hall	Academic Year	: 2022-2023
Schedule Date	: 27.01.2023	Time	: 10.00 AM

IQAC Members

Member from Management	: Mrs.R.HemaPrasad	Chairperson
Head of the Institution	: Dr. S. Sengottaian	Principal
Administrative Office	: Mr.Thiyagarajan	Administrative Office
Faculty Members	: Dr. A.S.VijayVikram	HOD/CIVIL
	: Dr. D.UdayasuriyaRajkumar	HOD/CSE
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	: Dr. Manivannan P	HOD/IT
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Nominee from Students	: Mr.N.Adithya	III/ECE
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Coordinator of the IQAC	: Dr. A.S. Vijay Vikram	IQAC COORDINATOR



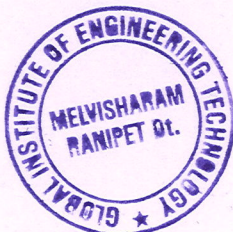
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Chairperson of the IQAC, Welcomed the members of IQAC
The following agenda were taken for discussion one by one.

S.No	AGENDA	DISCUSSION	ACTION TAKEN
1	Academic Activities	Class Committee Meeting and Project Review	<ul style="list-style-type: none">• Discussed about Class Committee• Discussed about Final Year Project review
2	Orientation Programme	Induction Programme for First Year	The First Year Inauguration Programme was conducted on . Report Reviewed
3	Internship/ Industrial Visit	Certificate/report	<ul style="list-style-type: none">• The Internship participation certificate are received from students and reviewed.• Necessary guidelines are given to HODs to enrich the Internship culture in the department.• HODs are insisted to identify the industries for the academic year 2023-2024
4	Anna University Examination	Result Analysis	Discussed about Nov-Dec 2022-2023 Result analysis
5	Co-Curricular and Extra Curricular Activities	Technical Events	HODs are instructed to Organize/ Conduct the Workshop, seminar, Conference etc




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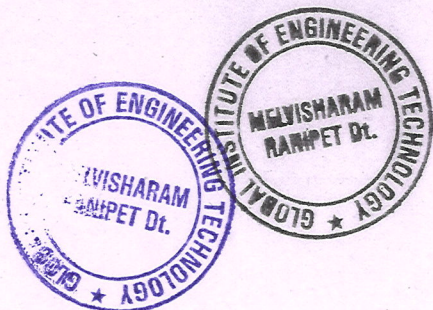
6	MOUs	MoU, Value Added Courses, Professional body activities	<ul style="list-style-type: none">• HODs are insisted to sign minimum MoU per department and conduct events under signed MoU• Discussed about Value added courses• All are instructed to have a professional body membership
7	NAAC	FDP	Planned to conduct the FDP related to NAAC
8	ERP	Updating	HODs are insisted to update all details in ERP software
9	Placement Training	Placement activities	Placement activities and training programmes are discussed.
10	Symposium	Reports	Planned for National Level technical Symposium for various departments
11	Smart India Hackathon	Activities	Smart India Hackathon(SIH) team preliminary reviews are conducted.
12	Cultural/Other annual events	Placement Day, Graduation Day, Alumini Meet, cultural and Sports	All events are discussed and decided to be conducted on the planned day.

IQAC Coordinator gave vote of thanks and concludes the meeting.

Prepared By: *S. R. S. ASHOKUMAR*
[Signature]

[Signature]
IQAC Coordinator

[Signature]
Principal



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