



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

IQAC/2024-2025/MoM1

Date:05/08/2024

MINUTES OF 1ST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Members Present

S. No	Name of the Members	Designation	Role
1.	Dr.V.Natarajan	PRINCIPAL	Chairperson
2.	Mrs.V.Hema Prasad	SECRETARY	Member
3.	Mr.Thiyagarajan	ADMIN. OFFICER	Member
4.	Mr. R. Prakasam	HOD / MECH	Co-Ordinator
5.	Dr.S.Narendiran	HOD / EEE	Co-Ordinator
6.	Dr. R.Madhanraj	HOD / S&H	Co-Ordinator
7.	Mr.M.Manjunathan	AP/CSE	Member
8.	Mr.S.Siva Kumar	STUDENT	Member
9.	Mrs.J Soniga	ALUMINI	Member
10.	Dr. A.S. Vijay Vikram	HOD / CIVIL	IQAC Director


Members Absent

S. No	Name of the Members	Designation	Role
1.	Dr. ChandruS	HOD / ECE	Co-Ordinator
2.	Dr. D.UdayaSuriyaRajKumar D	HOD / CSE	Co-Ordinator

Agenda:

- Result Analysis
- Feedback Analysis
- Research and Placement Activities
- Suggestion for TLP Improvement




Dr. V. NATARAJAN, M.E., Ph.D., FIE.,
Principal
Global Institute of Engineering and Technology
Melvisharam, Ranipet Dt. - 632 509.



Result Analysis

- Department-wise results were analyzed based on individual subjects.
- Departments with lower pass percentages were advised to take corrective actions for upcoming semesters.

Feedback Analysis

- Compared current academic year results with the previous year to identify areas for improvement.
- Reviewed placement and internship reports from the previous year.
- The Chair decided to conduct IQAC meetings for all departments

Research and Placement Activities

- A research committee was formed to coordinate research initiatives benefiting both students and faculty.
- All departments were encouraged to host international and national conferences.
- Suggested setting up a “Speaker’s Corner” to motivate faculty and students to engage in research.
- Decided to organize workshops every semester.

Suggestions for Teaching–Learning Process (TLP) Improvement

- Teachers were asked to adopt innovative teaching methods and submit implementation plans to their departments.
- Proposed a seminar on modern teaching techniques such as flipped classrooms, free online learning tools, and gamification.
- Recommended focusing on future plans to enhance communication and administrative system design.



Principal

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IQAC/2024-2025/MoM2

Date:03/03/2025

MINUTES OF 2nd MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Members Present

S. No	Name of the Members	Designation	Role
1.	Dr.V.Natarajan	PRINCIPAL	Chairperson
2.	Mr. R. Prakasam	HOD / MECH	Co-Ordinator
3.	Dr.S.Narendiran	HOD / EEE	Co-Ordinator
4.	Dr. R.Madhanraj	HOD / S&H	Co-Ordinator
5.	Mr.M.Manjunathan	AP/CSE	Member
6.	Mr.S.Siva Kumar	STUDENT	Member
7.	Mrs.J Soniga	ALUMINI	Member
8.	Dr. A.S. Vijay Vikram	HOD / CIVIL	IQAC Director

Members Absent

S. No	Name of the Members	Designation	Role
1.	Mrs.V.Hema Prasad	SECRETARY	Member
2.	Mr.Thiyagarajan	ADMIN. OFFICER	Member

Agenda:

- Performance of various committees and cells
- Academic Calendar
- Admission and Placement Strategies and Plan
- Stakeholder suggestion

Performance of Committees and Cells

- Reviewed the action plans and activities carried out by various committees.
- Proposed suggestions for improvement in select committees.

Academic Calendar

- The Principal emphasized that all departments must strictly adhere to their work plans to complete the syllabus on schedule, with monitoring by the respective Heads of Departments.
- Extracurricular and co-curricular activity dates were finalized and included in the events calendar.

Admission and Placement Strategies

- Planned an institutional visit for higher secondary school students to promote admissions.
- Decided to allocate extra hours for placement training sessions.

Stakeholder Suggestions

- Analyzed feedback received from parents, alumni, and employers.
- Identified areas for improvement.




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IQAC/2025-2026/MoM1

Date:06/10/2025

MINUTES OF 1ST MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Members Present

S. No	Name of the Members	Designation	Role
1.	Dr. V. Natarajan	PRINCIPAL	Chairperson
2.	Mrs. V. Hema Prasad	SECRETARY	Member
3.	Mr. Thiyagarajan	ADMIN. OFFICER	Member
4.	Mr. R. Prakasam	HOD / MECH	Co-Ordinator
5.	Dr. R. Madhanraj	HOD / S&H	Co-Ordinator
6.	Mr. M. Manjunathan	AP/CSE	Member
7.	Mr. V. Deva	STUDENT	Member
8.	Mrs. J. Soniga	ALUMINI	Member
9.	Dr. A. S. Vijay Vikram	HOD / CIVIL	IQAC Director


Members Absent

S. No	Name of the Members	Designation	Role
1.	Dr. Chandru S	HOD / ECE	Co-Ordinator
2.	Dr. D. Udaya Suriya Raj Kumar D	HOD / CSE	Co-Ordinator

Agenda:

- ERP Implementation
- NBA Accreditation
- Result Improvement Strategies




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Agenda Item	Discussion Points	Action Plan
ERP Implementation	<ul style="list-style-type: none">Reviewed current status of ERP modules (academics, examination, finance, HR).Suggested training sessions for faculty and staff to ensure smooth adoption.Decided to appoint ERP coordinators in each department for monitoring usage.	ERP vendor to provide demo and customization plan within one month.
NBA Accreditation	<ul style="list-style-type: none">Discussed progress on preparation of Self-Assessment Report (SAR).Emphasized mapping of PEOs, POs, and COs with proper documentation.Departments instructed to update course files, attainment records, and evidence of continuous improvement.	NBA core committee to finalize draft SAR
Result Improvement Strategies	<ul style="list-style-type: none">Analyzed previous semester results department-wise.Identified subjects with low pass percentage; remedial classes to be scheduled.Faculty advised to adopt innovative teaching methods (flipped classroom, gamification, peer learning).	HoDs to submit department-level action plans for result improvement.



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