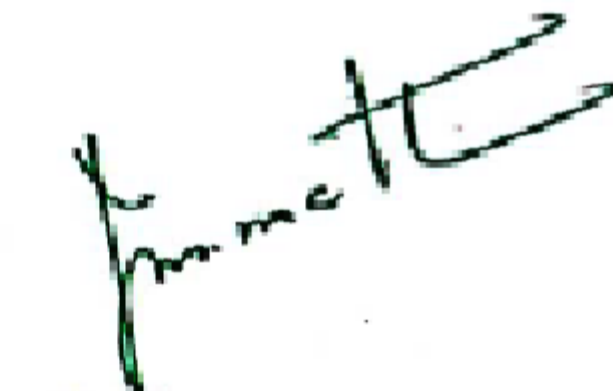22-07-2019

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### NOTICE

1st Meeting of Internal Quality Assurance Cell (IQAC) will be held on 25-07-2019 (3.00PM-5.00PM) at IQAC Room for monitoring the progress and functioning of academic and administrative units. All the members are requested to attend the meeting.

Agenda:

1. Action taken report on resolution of previous IQAC meeting.
2. Analysis report for feedback collected during Jan - June 2019
3. Action taken report of Audit conducted during Jan - June 2019
4. Planning for Green audits, Energy audits, Environmental Audits.
5. Any other by committee members
6. Any other point with permission of Chair.

Chairman
IQAC
PRINCIPAL
CHENNAI INSTITUTE OF TECHNOLOGY
SARATHY NAGAR, NANDAMPAKKAM POST
KUNDRATHUR, CHENNAI - 600 069.

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

| Minutes of the 1st IQAC Meeting, Dated 25-07-2019 | |
|---|---|
| Venue: IQAC Room Time : 3.00 PM | |
| Committee Members & Others Present | Mrs. S. Sridevi, Dr. J. M. Mathana, Dr. P. Partheeban, Mr.R.Ramesh, Mr.D.Kannan, Dr.B.Sundarambal Dr. B. R. Ramesh Bapu, Dr.L.Iyyappan, Dr.B.Muthukumar, Dr.R.Dhanagopal, Dr.A.Dhanasekar, Dr.M.Ettappan Dr.A.Srinivasan |
| Leave/ Absence: | Mr.S.Rahul |

| Sl.No | AGENDA | DISCUSSION | DECISIONS/ACTION TAKEN | RESPONSIBILITY |
|---|---|---|---|---|
| 1. | To read and approve the minutes of previous IQAC meeting | The minutes of last meeting were read, discussed and approved. | The documents submitted by assigned officials are approved and instructions were passed for implementation with immediate effect. | IQAC Coordinator to ensure the implementation |
| 2 | Action taken report on Resolution of previous IQAC meeting | The IQAC coordinator along with the team of 2 faculty members has monitored the action taken based on the resolution of previous meeting and found that the approx. 70% work has been completed. | The in charges are requested to complete the pending works by August 3rd week without fail. | In charges as finalized in Meeting |

| 3. | Analysis report for feedback collected during Jan - June 2019 | The analysis report of feedback of faculty from students has been presented before the committee | It was decided to take corrective action through counselling/induction program for the faculties having less than 75% response. | Principal in charge |
|---|---|---|---|---|
| 4 | SWOT Analysis of Institute | SWOT analysis is a vital process that helps an Institute to evaluate its internal and external environment by identifying strengths, weaknesses, opportunities and Threats. | IQAC Chairman requested IQAC Coordinator to invest significant time and effort to conduct a thorough assessment of internal strengths and weakness as well as an external review of opportunities and threats – a SWOT analysis. The analysis to be started with the identification and critical review of key institutional data. These key data sources included: <ul><li>Best Practices</li><li>Research and Extension activity</li><li>Curriculum and teaching learning process</li><li>Student support and Progression</li><li>Governance</li><li>Institutional values</li></ul> | IQAC members |
| 5 | Action taken report of Audits conducted during Jan - June 2019 | The audit observations or the audits conducted from Jan to June has been presented before the committee | The corrective actions were chalked out and IQAC | IQAC Coordinator |

| 6 | Activities will be planned for coming 6 months | To monitor the following area | Chairman requested IQAC team to finalize the following process manual | IQAC members |
|---|---|---|---|---|
| | | • Admission Quality | 1. IQAC Quality Manual | |
| | | • Student Profile | 2. Process Manual for Academic Planning and Monitoring | |
| | | • Placement Quality | | |
| | | • Admissions for Higher Studies | | |
| | | • Feedback Analysis | | |
| | | • Result Analysis | | |
| | | • Participation of student in Guest Lectures/Seminars/Workshops | | |
| | | • Day to day attendance | | |
| | | • monitoring | | |
| | | • Awards and recognition received by students/ faculty/i institute | | |
| | | • Alumni Profile/Distinguished Alumni | | |
| | | • Faculty Quality | | |
| | | • Outreach Activities | | |
| | | • Workshops /seminars /Conferences organized | | |
| | | • Workshops /seminars /Conferences participated | | |
| | | • Patents Applied / Awarded | | |
| | | • Books published/Reviewed/Edited | | |
| | | • Training Quality | | |
| | | • Faculty Guiding Ph.D | | |
| | | • Number of ICT programs | | |

| 7 | Vote of Thanks | On behalf of the IQAC Dr.Rameshbapu conveyed vote of thanks to Chairman and all members for attending the meeting and suggestions | | |
|---|---|---|---|---|

Chairman
IQAC

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KUNDRATHUR, CHENNAI - 600 069.

Copy to:

1. All Members of IQAC
2. All Faculties
3. All Assigned Officials