

### 6.5.3 QUALITY ASSURANCE INITIATIVES OF THE INSTITUTION

#### INDEX PAGE

Sl. No.	Description
1	Regular meeting of Internal Quality Assurance Cell (IQAC)
2	Stakeholder Feedback Analysis Report 2020-21
3	Action Taken Report on Feedback
4	Evidences for Action Taken Report on Feedback
5	Conferences, Seminars, Workshops on quality conducted
6	Orientation programme on quality issues for teachers and students organised
7	Collaborative quality initiatives with other institution(s)
8	Participation in NIRF
9	NBA certification received with program specifications



Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
BARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.

16.12.2020


## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### NOTICE

2<sup>nd</sup> Meeting OF Internal Qulaity Assurance Cell(IQAC) will be held on 18.12.2020(3.00 PM-5.00 PM) through online mode (Google meet) for monitoring the progress and functioning of academic and administrative units. All the members are requested to attend the meeting.

#### Agenda

1. Progress of all activities
2. Action taken report on resolution of previous IQAC meeting
3. Any other committee members
4. Any other points with the permission of chair.



Chairman

IQAC

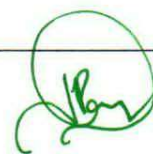


Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, KANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.

## INTERNAL QUALITY ASSURANCE(IQAC)

Minutes of the 2 <sup>nd</sup> IQAC Meeting, Dated 18.12.2020	
Venue: Online Mode (Google meet) Time: 3.00 PM	
Committee Members & others Present	Mrs.S.Sridevi, Dr.A. Ramesh, Dr.A.Prasina, Mr.R. Ramesh, Dr.R.Dhanagopal, Dr.R.Karthikeyan, Dr.R. Balamurali, Dr..M.D. Vijayakumar, Dr.O.S.Rajamohan, Mr.R.Raghuraman, Mr.N.Vinoth, Ms.Y.J.Breetha, Mrs.J .Krithiga, Mrs.M.Shanmuga Sundari, Mr.P.Subash, Mr.S. Rahul,Mr.Ganesh Ramkumar, Mr.D. Kannan
Leave/Absence:	NIL

SI No	Agenda	Discussion	Decisions/Action taken	Responsibility
1	To discuss on improvising and approving the minutes of previous IQAC meeting	The minutes of the last meeting was read, discussed and approved.	The documents submitted by assigned officials are approved and instructions were passed for implementation with immediate effect.	IQAC coordinator has to ensure the implementation
2	Online class: Progress review	The classes for the students for the current semester subjects are offered through online	The schedule of the online classes has been circulated to the students through program coordinators.	IQAC members has to collect the online schedule
3	Admission: Progress review	The admission procedure can be done thorough online mode.	Virtual tour of the campus can be displayed to the students and parents.	IQAC members
4	Online Webminars	Experts like Academician, Experts from Industry can be invited to take online webminars	The participants are invited from various educational Institutions/Industries for the participation and the E-brochure is circulated among all known contacts through media	IQAC members
5	Promoting faculty to publish papers	Promoting faculty to publish papers in Scopus/Web of science Journals and reviewing their performance periodically.	The program coordinators are informed to make follow upon the action	IQAC members



6	Vote of thanks	On behalf of the IQAC Dr.A.Dhanasekar conveyed vote of thanks to Chairman and all members for attending the meeting and suggestions		
---	----------------	---	--	--

Copy to

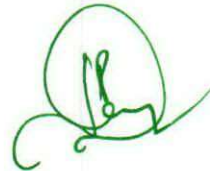
1. All Members of IQAC
2. All Faculties
3. All assigned Officials

Transformation

Academics: Theory classes, Laboratory Classes, Project Review, Internship, Internal Assessment, Remedial classes, Co and extra curricular Activities.

Administration: Review meetings , Action Plan and Action taken monitoring

Admissions: Ok



**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069. .

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the 2 <sup>nd</sup> IQAC Meeting,		Dated 18-12-2020		
Venue: Online mode(Google meet) Room		Time:3.00 PM		
Committee Members & Others Present	1.	Mrs.S.Sridevi	Secretary	CIT Management Representative
	2.	Dr.A. Ramesh	Principal	Chairman
	3.	Dr.A.Prasina	Professor	EEE Coordinator
	4.	Mr.R. Ramesh	Administrative Officer	Senior Faculty Member/Administrative Member
	5.	Dr.R.Dhanagopal	Associate Professor ,ECE	Administrative Member
	6.	Dr.R.Karthikeyan	Professor,ECE	Center for Non-Linear
	7.	Dr.R. Balamurali	Head-Industry Relations	Administrative Member
	8.	Dr..M.D. Vijayakumar	Associate Professor, Mechanical	Senior Faculty Member
	9.	Dr.O.S.Rajamohan	Associate Professor, Science & Humanities	Senior Faculty Member
	10.	Mr.R.Raghuraman	Assistant Professor, EEE	Faculty Member
	11.	Mr.N.Vinoth	Assistant Professor, Mechatronics	Faculty Member
	12.	Ms.Y.J.Breetha	Assistant Professor, Civil	Faculty Member
	13.	Mrs.J .Krithiga	Assistant Professor, ECE	Faculty Member
	14.	Mrs.M.Shanmuga Sundari	Assistant Professor, CSE	Faculty Member
	15.	Mr.P.Subash	Assistant Professor, Mech	Faculty Member
	16.	Mr.S. Rahul	Area ABB	Alumni Member
	17.	Mr.Ganesh Ramkumar	Student Member	
	18.	Mr.D. Kannan	DGM, Daimler India	Parent/Industrial Member
Leave/ Absence:	NIL			



Dr. A. RAMESH, M.E., Ph.D.  
PRINCIPAL

CHENNAI INSTITUTE OF TECHNOLOGY  
SADASHIV NAGAR, MANDIALAYAM POST

S.No	AGENDA	DEPT	DISCUSSION	DECISIONS/ ACTION TAKEN	RESPONSIBILITY
1.	To discuss about the IQAC Audit conducted from 16/12/2020 to 18/12/2020 for the departments.	<b>CIVIL</b>	<p><b>Student Details:</b> Assessment mark entry not updated.</p> <p><b>Faculty details</b> New faculty details are not updated Completely.</p> <p><b>Teaching learning process:</b> Construction techniques practices subject lesson plan must include more planning for better understanding.</p>	All the uncompleted details have to update on or before Tuesday 22/12/2020 and final audit will be conducted on Thursday 24/12/2020.	HOD and Programme co-ordinator.
2.		<b>ECE</b>	<p><b>Student Details:</b> Parents Photo, Aadhar number, 10<sup>th</sup> and 12<sup>th</sup> Certificate number missing,</p>	All the uncompleted details have to update on or before Tuesday 22/12/2020 and final audit will be conducted on	HOD and Programme co-ordinator.

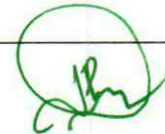


**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**

CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,

			<p>Identification marks are not fully updated.</p> <p><b>Faculty details</b> New faculty details are not updated completely.</p> <p><b>Teaching learning process:</b> Notes of lesson, Attendance, Assessment entry are not fully completed.</p>	<p>Thursday 24/12/2020.</p>	
3.		<b>CSE</b>	<p><b>Student Details:</b> Parents Photo are not fully updated.</p> <p><b>Faculty details &amp; Teaching learning process</b> Updated completely.</p>	<p>Parent Photos have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Wednesday 23/06/2021.</p>	<p>HOD and Programme co-ordinator.</p>
4.		<b>MECH</b>	<p><b>Student Details:</b> Parents Photo, Aadhar number,</p>	<p>All the uncompleted details have to update on or before</p>	<p>HOD and Programme co-ordinator.</p>

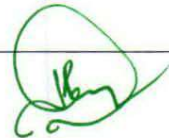
			<p>10<sup>th</sup> and 12<sup>th</sup> Certificate number missing, Identification marks are not fully updated.</p> <p><b>Faculty details:</b> Qualification and experience details has not fully updated.</p> <p><b>Teaching learning process:</b> Notes of lesson entry are not fully completed.</p>	<p>Tuesday 22/12/2020 and final audit will be conducted on Thursday 24/12/2020.</p>	
5.		<b>EEE</b>	<p><b>Student Details:</b> Parents Photo, Aadhar number, 10<sup>th</sup> and 12<sup>th</sup> Certificate number are not fully updated.</p> <p><b>Faculty details</b> New faculty details are not updated Completely.</p>	<p>All the uncompleted details have to update on or before Tuesday 22/12/2020 and final audit will be conducted on Thursday 24/12/2020.</p>	<p>HOD and Programme co-ordinator.</p>



**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**



			<p><b>Teaching learning process:</b> Assessment Entry not completed.</p>		
6.		<b>MCT</b>	<p><b>Student Details:</b> Parents Photo, Aadhar number, 10<sup>th</sup> and 12<sup>th</sup> Certificate number missing, community, Identification marks are not fully updated.</p> <p><b>Faculty details</b> All faculty details Completely updated.</p> <p><b>Teaching learning process:</b> Lesson plan and Assessment are updated.</p>	<p>All the uncompleted details have to update on or before Tuesday 22/12/2020 and final audit will be conducted on Thursday 24/12/2020.</p>	<p>HOD and Programme co-ordinator.</p>
7.		<b>BTech. IT</b>	<p><b>Student Details &amp; Faculty details</b> Updated</p>	<p>Notes of lesson have to update on or before Tuesday 22/02/2022 and final audit will be conducted on</p>	<p>HOD and Programme co-ordinator.</p>



			completely. <b>Teaching learning process:</b> Notes of Lesson are not updated completely.	Wednesday 23/02/2022.	
8.		<b>BME</b>	<b>Student Details:</b> Model marks are not fully updated. <b>Faculty details:</b> updated completely. <b>Teaching learning process:</b> Notes of lesson entry and subject Assessment entry are not fully completed.	All the uncompleted details have to update on or before Tuesday 22/12/2020 and final audit will be conducted on Thursday 24/12/2020.	HOD and Programme co-ordinator.
9.		<b>S &amp; H</b>	<b>Student Details:</b> Mechanical department Student count have to divide into two sections. Parents	All the uncompleted details have to update on or before Tuesday 22/12/2020 and final audit will be conducted on Thursday	HOD and Programme co-ordinator.

  
**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**

CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KIINDRATHUR, CHENNAI - 600 082 .

			<p>Photo are not fully updated.</p> <p><b>Faculty details:</b> New faculty details are not updated completely.</p> <p><b>Teaching learning process:</b> Notes of lesson, Attendance, Assessment entry are not fully completed.</p>	24/12/2020.	
--	--	--	--	-------------	--

Copy to:

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




**Dr. A. RAMESH, M.E., Ph.D.**  
**PRINCIPAL**  
CHENNAI INSTITUTE OF TECHNOLOGY  
SARATHY NAGAR, NANDAMPAKKAM POST,  
KUNDRATHUR, CHENNAI - 600 069.