CHENNAI INSTITUTE OF TECHNOLOGY

16.06.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

4th Meeting of Internal Quality Assurance Cell(IQAC) will be held on 18.06.2021(9.00 AM-10.00 AM) 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. 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.
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CHENNAI INSTITUTE OF TECHNOLOGY

INTERNAL QUALITY ASSURANCE(IQAC)

Minutes of the 4th IQAC Meeting, Dated 18.06.2021	
Venue: IQAC Room	Time: 9.00 AM
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

Sl 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	Offline Classes	The classes can be conducted in the allotted class rooms	The program coordinators are informed to make follow upon the action	IQAC members
3	Admission: Progress review	The admission procedure can be done thorough offline.	Campus tour to the students and parents.	IQAC members
4	Guest lectures	Experts like Academician, Experts from Industry can be invited to talk on latest topics	Participants were students from various Programes	IQAC members
5	NIRF ,NBA,NAAC and ARIIA	The members encourage the institution to apply for NIRF,NBA, NAAC and ARIIA.	College is encouraged to apply for Ranking and accredition.	
6	Promoting faculty to publish papers,Patents	Promoting faculty to publish papers in Scopus/Web of science Journals and patents. Reviewing their performance periodically.	The program coordinators are informed to make follow upon the action	IQAC members
7	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		

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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, Applying for
NBA, NAAC, NIRF etc

Administration: Review meetings , Action Plan and Action taken monitoring

Admissions: Ok

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

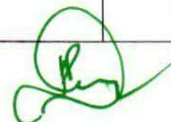| Minutes of the 4thIQAC Meeting,			Dated 18-06-2021	
Venue: IQAC Room			Time:9.00 AM	
Committee Members & Others Present	1	Mrs.S.Sridevi	Secretary	CIT Management Representative
	2	Dr.A. Ramesh	Principal	Chairman
	3	Dr.A.Prasina	Professor	EEE Coordinator
	4	Mr.R. Ramesh	Administrative Officer	Senior 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			

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Sl.No	AGENDA	DEPT	DISCUSSION	DECISIONS/ACTION TAKEN	RESPONSIBILITY
1.	To discuss about the IQAC Audit conducted from 16/06/2021 to 18/06/2021 for the departments.	CIVIL	**Student Details:** Counselling details of students not updated. **Faculty details** New faculty details are not updated Completely. **Teaching learning process:** TDP subject lesson plan must include more planning for better understanding.	All the uncompleted details have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday 24/06/2021.	HOD and Programme co-ordinator.
2.		CSE	**Student Details:** Parents Photo, Aadhar number, 10th and 12th Certificate number missing, Identification marks are not fully updated. **Faculty details** New faculty details are not updated	All the uncompleted details have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday 24/06/2021.	HOD and Programme co-ordinator.

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			completely. **Teaching learning process:** Notes of lesson, Attendance, Assessment entry are not fully completed.		
3.		ECE	**Student Details:** Parents Photo are not fully updated. **Faculty details& Teaching learning process** Updated completely.	Parent Photos have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday 24/06/2021.	HOD and Programme co-ordinator.
4.		EEE	**Student Details:** Parents Photo, Aadhar number, 10th and 12th Certificate number missing, Identification marks are not fully updated. **Faculty details:** Qualification and experience details has not fully updated. **Teaching learning process:** Notes of lessonentry are not fully	All the uncompleted details have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday 24/06/2021.	HOD and Programme co-ordinator.

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			completed.		
5.		MECH	**Student Details:** Parents Photo, Aadhar number,10th and 12th Certificate number are not fully updated. **Faculty details** New facultydetails are not updated Completely. **Teaching learning process:** Assessment Entry not completed.	All the uncompleted details have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday 24/06/2021.	HOD and Programme co-ordinator.
6.		MCT	**Student Details:** Parents Photo, Aadhar number, 10th and 12th Certificate number missing, community,Identificat ion marks are not fully updated. **Faculty details** All faculty details Completely updated. **Teaching learning process:** Lesson plan and	All the uncompleted details have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday 24/06/2021.	HOD and Programme co-ordinator.

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			Assessment are updated.		
7.			BME	**Student Details& Faculty details** Updated completely. **Teaching learning process:** Notes of Lesson are not updated completely.	Notes of lesson have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday 24/06/2021.	HOD and Programme co-ordinator.
8.			BTech. IT	**Student Details:** Model marks are not fully updated. **Faculty details:** updated completely. **Teaching learning process:** Notes of lesson entry and ADC subject Assessment entry are not fully completed.	All the uncompleted details have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday 24/06/2021.	HOD and Programme co-ordinator.
9.			S & H	**Student Details:** Mechanical department Student count have to divide into two sections. Parents Photo are not fully updated. **Faculty details:** New faculty details	All the uncompleted details have to update on or before Tuesday 22/06/2021 and final audit will be conducted on Thursday	HOD and Programme co-ordinator.

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			are not updated completely. **Teaching learning** **process:** Notes of lesson, Attendance, Assessment entry are not fully completed.	24/06/2021.	

Copy to:

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