



SRI RANGANATHAR
INSTITUTE OF ENGINEERING AND TECHNOLOGY
(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
(An ISO 9001:2015 Certified Institution)
Athipalayam, Coimbatore - 641 110. Web site: www.sriet.ac.in Ph: 0422 2697792



INTERNAL QUALITY ASSURANCE CELL (IQAC)

02.12.2017

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting has been planned on 5th December 2017 at 10:30 A.M in the Principal's office along with its executive body members. All the IQAC Members are asked to attend the meeting without fail.

Agenda for the meeting:

1. Minutes of the previous meeting
2. Academic improvement process
3. Academic Calendar
4. Certification, value added courses, Training and Add-On courses
5. Student and Faculty Activity Report
8. Parent Teacher Activity
9. Feedback from students, parents


02/12/17
IQAC DIRECTOR


PRINCIPAL

Copy To,

IQAC Members



IQAC Committee Members

Name	Responsibility	Signature
Dr. B.Sanjay Gandhi, Principal	Chairperson - IQAC	
Dr. J.Maalmarugan, Professor & Head, EEE	Director - IQAC	
Mr.T.Balachandar, Director, Good Will Systems, Coimbatore	External Expert	
Mr.T.Ramesh, GM , S&G Innovators Coimbatore	External Expert	
Mr.L.Pradeepkumar Professor & Head, Civil	Member, IQAC	
Mrs.C.P.Tamilselvi, Professor & Head, CSE	Member, IQAC	
Mr.K.Jayaram, Professor & Head, ECE	Member, IQAC	
Mr.D.K.Saravanan, Professor & Head, Mechanical	Member, IQAC	
Dr.S.V.Manemaran, Professor & Head, Science and Humanities	Member, IQAC	
Mr.S.Sivasubramaniyan, IV Year, EEE	Member Student	
Mr.K.Anto Praveen, IV Year, Mech	Member Student	
Mr.K.Nagalingam, CAD Designer , Royal chains Pvt. Ltd, Mumbai, India	Alumni Representative	
Mr. M.Suruskumar, Assistant Professor, CSE	Secretary, IQAC	



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ISO 9001:2015

INTERNAL QUALITY ASSURANCE CELL
(IQAC)

IQAC IInd Meeting Minutes
Academic Year (2017-18)

Prepared By
Dr.J.Maalmarugan
HoD-EEE & Director IQAC



IQAC 2nd MEETING MINUTES

Meeting Date and Time	05-12-2017 (10:30 AM to 01:00 PM)
Venue	Board Room

Academic Year 2017- 2018

Members present in the Meeting:

S.No.	Name of the Faculty	Department
1	Dr.B.Sanjay Gandhi, Chairperson-IQAC	Principal
2	Dr.J.Maalmarugan, Director-IQAC	HoD/EEE
3	Mr.Jayaram,Member-IQAC	HoD/ECE
4	Mr.D.K.Saravanan, Member-IQAC	HoD/Mech
5	Mr.L.Pradepkumar, Member-IQAC	HoD/Civil
6	Dr.S.V.Manjmaran, Member-IQAC	HoD/S&H
7	Mrs.C.P.Tamilselvi, Member-IQAC	HoD/CSE
8	T.Balachandar, Good will System	External Member
9.	Mr.M.Sureshkumar, Secretary, IQAC	AP/CSE

After the inauguration of IAQC, IAQC has planned to conduct a meeting for the academic year 2017-2018 on 05.12.2017 at 10.30am to 1.00pm in the Principals chamber. All the members are informed to attend without fail. Dr. B.Sanjay Gandhai, Chairperson, welcomed T.Balachandar, Industrial Expert, Good will systems, Coimbatore and new members for the IQAC committee meeting followed by review presentation made by Dr. J.Maalmarugan, Associate Professor, Department EEE, and the Director of IQAC. The above mentioned IQAC members attended the meeting.

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The following points were discussed in the meeting:

- Review of minutes of previous IQAC Meeting and action taken report on the decisions of the previous meeting.
- The last IQAC meeting was held on 17th July 2017 at 11:00 a.m. The minutes of meeting were readout with a formal discussion with all IQAC members. The IQAC members approved these minutes of meeting of Discussed the enhancement of the quality improvements in the academic process.
- It was decided to have a course file audit by department heads at the end of the current semester. The HOD of particular department will be the auditor for another department.
- It was suggested to improve the usage of ICT facility in teaching process. Head of various departments were requested to encourage the students to take part in field projects, mini projects and internships to inculcate experiential and participating learning.
- It was directed to collect feedback responses from students, parents and other stakeholders. The chairman of IQAC motivate the all heads of departments, to organize workshops, seminars on advanced topics to promote the quality circles. It was decided to conduct Engineering foundation program for students.
- The members of IQAC insisted to incorporate the outcome based educational system with proper Course Outcomes and Program Outcomes and the mentioning of the Course outcomes in the internal question papers with corresponding Blooms level.
- It was decided to conduct motivational program for students and all faculty members.
- Discussion on Institute distinctiveness- different and innovative from others it was planned to conduct Parent Teacher Activity (PTA) during the second week of July 2018.
- Review of Faculty and Student Activity mentioned given below:



SI.No.	Points Discussed	Response from other members	Target Date	Responsibility
1	Review of Faculty Activities			
a)	Department Events	All heads of Department presented the details of Events which was conducted in their respective department during the past three months	-	-
b)	FDP's	Faculties from all departments have registered for FDP's and they may be provided On Duty for attending the FDP's	-	-
2	Review of Student Events			
a)	Industrial Visit	All HoD where presented the details of Industrial visits arranged for their students and the benefits of the visit	-	-
b)	Internship	Principal insisted to HoDs that all the students form all department must go to Internship or Implant training during the semester holidays and details of visit must be presented in next IQAC meeting	Dec 2017	HoD/Dept Placement Coordinator
c)	focusing the result	CIA test performance was discussed and coaching for Semester examination was planned for weak students and must ensure for producing the good results	Nov 2017	All HoD's/staffs
d)	Placement	Principal mentioned that we should bring more companies for the placement. And number of	All days`	Placement Officer/Placeme



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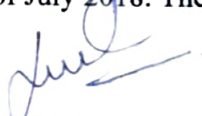


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		student count in getting placement should get increased		nt Coordinator
e)	Attendance	Minimum attendance required for the students to appear for Anna University Semester Examination	Continuous	HoD Concerned
f)	Feedback	Feedback must be obtained from all the students for all the courses in their respective departments and analysis is to be made	During the end of semester	Hod/ Staff-incharge for feedback

IQAC Director proposed the date for the next meeting and unanimously decided tentatively scheduled during the month of July 2018. The meeting ended with formal vote of thanks by IQAC Director


IQAC Director


Principal

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Principal Office
IQAC Members
IQAC File

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