



SRI SHAKTHI
INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE, New Delhi - Affiliated to Anna University, Chennai
Chinniyampalayam, Coimbatore - 62.



Internal Quality Assurance Cell

18.1.2023

Agenda of the Meeting

1. Approval of the minutes of the previous meeting of IQAC held on 08.08.2022
2. Action Taken Report on decisions of the previous meeting of IQAC
3. Review of BoS meetings
4. Status of NBA accreditation of the 4 departments applied for.
5. Details of internship – all branches
6. Mini projects of the students
7. Patent publication status
8. Department action plan
9. Update of outreach programmes
10. Action plan for admissions
11. Sign of MoUs
12. Placement training plan
13. Proposal for the purchase of equipment, consumables, and other items
14. Proposal for the renovation of infrastructure
15. Faculty Induction Training Programme

IQAC Co-ordinator

Chairman



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19.1.2023

Minutes of the Meeting

The IQAC meeting was conducted on 19.1.2023 at 9:30 am at the Skype Hall. At the outset, Dr.A.R.Ravikumar, Principal welcomed the IQAC members. Dr. S. Prakash IQAC Coordinator briefed the significance of the meeting and requested all the members to interact freely for a better outcome based on the discussions. The subject matters discussed are:

Item No.	Points Discussed	Target	Responsibility
1	Approval of the minutes of the previous meeting of IQAC	19 Jan 2023	IQAC co-ordinator
2	Action Taken Report on decisions of the previous meeting of IQAC	19 Jan 2023	IQAC co-ordinator, Chairman, All HoD's
3	The dates of the BoS meetings of all the departments were discussed. The HoDs were asked to thoroughly review the curriculum and syllabus before convening the meetings.	March 2023	HoDs
4	The status of the NBA accreditation was deliberated, and the observations notified during the visit were discussed.	Continuous	HoDs
5	It was ensured that all the internships arranged were based on the syllabus of the existing semester.	Continuous	HoDs
6	A detailed explanation of the students' mini-projects done under the supervision of the faculty members was provided. It was also insisted to publish research articles based on that before July 2023.	July 2023	HoDs
7	The list of patent applications was reviewed and the HoDs were asked to give a tentative deadline to accomplish the same.	June 2023	HoDs

8	Each HoD presented the department action plan that includes results, a list of publications, a list of patents published, guest lectures, companies identified, programmes to be conducted, MoUs proposed, and pursuit of higher education.	June 2023	HoDs
9	The proposed outreach programmes were finalized.	May 2023	HoDs
10	The action plan for admissions 2024 was discussed in detail.	June 2023	Dean-Academics
11	The companies identifies to sign MoUs were discussed.	May 2023	HoDs
12	The placement training plan was explained and the number of companies identified were listed. The training for UPSC/TNPSC exams was finalized. The plan and MoU for higher education were approved.	June 2023	Dean- Placement Training
13	The estimation for the purchase of equipment, consumables, and other items was approved.	May 2023	Principal
14	The proposal for the renovation of the infrastructure was explained and the tentative time period was discussed.	June 2023	HoD-Civil
15	The Faculty Induction Training Programme was planned and the technical skills needed for the existing faculty members were discussed.	June 2023	Dean-Academics

After the discussions, the members were requested to submit the evidence of the subject matter before the target date. The meeting came to an end at 12:45 pm. The IQAC coordinator thanked the Principal and all the members for their support and cooperation.

IQAC Co-ordinator

Chairman