



SRI SHAKTHI
INSTITUTE OF ENGINEERING AND TECHNOLOGY
Approved by AICTE, New Delhi • Affiliated to Anna University, Chennai
Chinniyampalayam, Coimbatore - 62.



Internal Quality Assurance Cell (IQAC)

Date: 26.05.2023

SIET/IQAC/2023-24/Meeting 01

Circular for IQAC Meeting

1st Internal Quality Assurance Cell (IQAC) Meeting is scheduled on 02.06.2023. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

Venue: Board Room

Time:10.00 am

Agenda:

1. Dean Academics & IQAC coordinator Dr. S. Prakash -Welcome Address
2. Action taken on the minutes of the previous meeting
3. Review of IQAC Report and improvements
4. Feedback on curriculum by stakeholders
5. Adopting Design Thinking approach in teaching methodologies
6. Conduction of External/Internal Audit
7. Approval of plan of Action for the academic year 2023-2024
8. Approval of sanctioned Budget
9. Concluding remarks by Dr.A.R.Ravikumar /Principal

Members:

1. Dr.A.R.Ravikumar/Principal
2. Dr.A.Vanathi /Prof/ ECE /PSG
3. Dr.K.Ragu /Prof / Mech /PSG
4. Mr.Santhosh/M/s. Robert Bosch, Coimbatore
5. Mr. Vengidapathy/ CEO/Sporada Secure India
6. Dr.S.Prakash/Dean -Academics/IQAC
Coordinator/HoD/IT
7. Mr.Satheesh /Dean Placement & Training
8. Dr.Kannamal K E/CoE/HoD /CSE
9. Dr.Raneesh/HoD/AGRI
10. Mr.Dinaharan/HoD/AIDS
11. Mrs.Hemalatha/ HoD/AIML
12. Dr.Shalini R V/HoD/BME
13. Dr.J.Bindhu / HoD/Biotech
14. Dr. Madheswaran K/HoD,Civil
15. Mr. R Karthiban/HoD/Cyber Security
16. Dr.Bhavani/HoD /ECE
17. Dr.Sundar/HoD/EEE
18. Dr.Allwyn Sundar/HoD/Food Tech
19. Dr.Gnanasekaran /HoD/Mechanical
20. Dr. Pitchumani Violet Mary C/HoD/Physics
21. Mrs.Jayapriya/HoD/Chemistry
22. Dr.Hemamalini M/HoD/English
23. Mrs.Kavitha/HoD/Maths
24. Ms Rini Mathew /Alumni/CSE
25. Siddharth S / CSE/III Year
26. Vishnu Ram/ECE /IV year



IQAC Co-ordinator



Chairman

Copy to:

Chairman, Secretary and Joint Secretary
All Deans & HoD's
IQAC file



Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Biannual Meeting I dated 02.06.2023

The members presented and approved the Minutes-Ist IQAC-Biannual meeting for the academic year 2023-2024.

Item.No	Points Discussed	Target	Responsibility
1.	The Principal and Chairperson of IQAC greeted and welcomed all the members present for the meeting. He also introduced all the new members of IQAC.		
2.	It is proposed to conduct a board of studies meeting and academic council meeting to finalise the syllabus revision of the R2021 Curriculum. <ul style="list-style-type: none">• BoS Meeting• Academic Council• Governing Council	August 2023	Dean Academics
3.	Dr.A.Vanathi appreciated the structure followed in Curriculum framing. She further added that having the Curriculum Development Committee incorporate the stakeholder's input and deliberating the contents of the syllabi is a perfect practice.	-	-
4.	IQAC Coordinator presented the various initiatives and activities of IQAC The major points covered in the presentation are	-	NAAC Coordinator

	<ul style="list-style-type: none"> Action taken on the minutes of the previous academic year meeting. The members approved the same. IQAC plans scheduled for the academic year 2023-2024 Major achievements/reforms from April 2022 to June 2023 Feedback on the curriculum received from the stakeholders such as Alumni, Industry, Students, and Faculty and valid suggestions incorporated in the curriculum suitably. 		
5.	Dr.K.Ragu reviewed elaborately and given the input to prepare documents as per the SSR SOP. Further instructed to check the action plan for 23-24 covers all pillar activities.		
6.	Dr.K.Ragu & Dr.A.Vanathi suggested that all the documents shall be maintained as soft copies in the departments as we have to upload scanned copies of all the documents for processing in the upcoming years.	Continuous	All Heads & Deans
7.	Dr.A.Vanathi insisted that the photographs should be taken with a geotag while conducting the events and extension activities both inside and outside of the campus.	Continuous	All Heads & Deans
8.	Mr.Santhosh & Mr. Vengidapathy emphasized undertaking more collaborative activities with industries to seek more research funds.	Continuous	All Heads & Deans

9.	Alumni members appreciated the steps taken to raise more awareness of entrepreneurship and startup registration. He also expresses the importance of establishing a greater number of Centre of Excellence, patent and start-up	-	R & D Coordinator
10.	The Principal insisted that all the faculty members were directed to publish at least 1 research paper per semester in SCI/WOS indexed or UGC care journals.	Continuous	All Heads & Deans
11.	Dr.A.Vanathi suggested that the prepared case study videos on industrial problems and solutions by the students are to be uploaded onto social media such as Youtube, and Facebook for the benefit of others. Also insisted on following Design Thinking-based teaching methods very meticulously.	Continuous	All Heads & Deans
12.	Academic Expert, I insisted on using various teaching pedagogies by effective utilization of ICT tools for their teaching and learning,	Continuous	All Heads & Deans
13.	Dr.A.R.Ravikumar, Principal instructed that the faculty members to prepare course materials with DT concepts.	Continuous	All Heads & Deans
14.	The academic Dean discussed the academic schedule for Odd and Even semesters. He further informed that registration for open electives will be announced one day prior so that the students are informed in advance to make their choices. Members suggested to increase the student count if more are opting for the same course,		
15.	Mr. Vengidapathy suggested that technical training	Continuous	Head/English

	can be given by the department to enhance the knowledge of recent trends in technology. He also suggested, that through the Department of English, we can handle the soft skill/communication skills coaching for freshers who join our Institution.		
16.	Dr.A.R.Ravikumar consolidated the points discussed and presented the concluding remarks		
17.	IQAC Coordinator Dr S.Prakash thanked all the members present in the meeting for the useful deliberation made.		

IQAC Co-ordinator

Chairman

Copy to:

Chairman, Secretary and Joint Secretary
All Deans & HoD's
IQAC file



Internal Quality Assurance Cell (IOAC)

SIET/IQAC/2023-2024/Meeting-01

Date: 02.06.2023

ACTION TAKEN REPORT

POINTS DISCUSSED	ACTION TAKEN
Suggested that the documents shall be maintained as a soft copy in the departments as we have to upload the scanned copy of all the supporting documents for processing in the coming years.	Given guidelines to the departments to have a separate Google Drive and store all photos, documents and invitations.
Insisted that the photographs should be taken with geotag while conducting the events and extension activities inside and outside.	All the faculty members and staff are instructed to take geo-tagged photographs for all the events and extension activities conducted both inside and outside.
Emphasized to undertake more collaborative activities with industries to seek more research funds.	R&D cell of institutions have given the guidelines for undertaking collaborative activities with industries.
The chairman insisted that all the faculty members were directed to publish at least 1 research paper per semester in SCI/WOS indexed or UGC care journals.	Faculty members who completed and pursuing their Ph.D are instructed to publish at least 1 paper per semester in SCI/Scopus/WOS journals.

IQAC Co-ordinator

Chairman