



**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: 29.11.2023

**SIET/IQAC/2023-24/Meeting 02**

#### Circular for IQAC Meeting

Internal Quality Assurance Cell (IQAC) 2<sup>nd</sup> Meeting is scheduled on 04.12.2023. 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. Principal - Welcome Address
2. Action Taken on the Minutes of Previous Meeting
3. Discussion on Internal Academic Audit outcomes
4. Outcome of Slow learners and Advanced Learners Activities
5. Seed money Projects & Consultancy
6. Discussions on Research Supervisor Recognition
7. Startup / Innovation
8. Bridge courses and organizing program on soft skills and life skills
9. Value added courses
10. Concluding remarks by IQAC coordinator Dr. S. Prakash

## Members:

1. Dr.A.R.Ravikumar/Principal
2. Dr.A.Vanathi /Prof/ ECE /PSG
3. Dr.K.Ragu /Prof / Mech /PSG
4. Ms.Sujitha Sadashivam HR/Quinbay/CBE
5. Mr.Santhosh/M/s. Robert Bosch/ CBE
6. Dr.S.Prakash/Dean -Academics/IQAC Coordinator
7. Mr.Satheesh /Dean Placement & Training
8. Dr.Kannamal K E/COE/HOD /CSE
9. Dr.Ibrahim Sheriff/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. E. Nandakumar /HoD/EEE
18. Dr.Sridhar Natarajan/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. Mr. N.Harish/Alumni
25. Mr.Prames M/ECE /III Year
26. Ms.Aishwarya S/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 II dated 04.12.2023

The members presented and approved the Minutes-2<sup>nd</sup> 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.		
2.	The Principal informed about the preparation of faculty and infrastructure data for Anna University affiliation Visit that is tentatively scheduled on July 2023 for all affiliated Institutions.		Office/AU Coordinator
3.	The IQAC Coordinator discussed the IQAC activities and actions taken in the previous meeting minutes.	-	IQAC Coordinator
4.	The IQAC Coordinator, Dr. S. Prakash, presented the outcomes of the recent internal academic audit. Key observations and recommendations were discussed, including: <ul style="list-style-type: none"><li>• Strengths identified in various departments</li><li>• Areas needing improvement</li><li>• Action plan for addressing the identified issues</li></ul>	-	IQAC Coordinator
5.	Dr.A.Vanathi expressed her view for including one-credit courses, new elective courses, and courses related to recent technologies in the syllabus revision of forthcoming BoS meetings.  Introduction and implementation of value-added courses were discussed. The meeting covered: <ul style="list-style-type: none"><li>• Identification of relevant value-added courses</li><li>• Collaboration with industry experts for course delivery</li></ul>		All Heads and Deans

	<ul style="list-style-type: none"> <li>• Benefits to students' employability and skill enhancement</li> </ul>		
6.	The Academic expert, Dr. K. Ragu appreciated the initiative of career-track courses into the curriculum which is relevant to employability, entrepreneurship and higher studies and also insisted on giving suitable training for the same.	-	All Heads and Deans
7.	Discussion on the status and progress of seed money projects and consultancy works was held. Key points included: <ul style="list-style-type: none"> <li>• Current projects funded through seed money</li> <li>• New consultancy projects initiated</li> <li>• Challenges faced and proposed solutions</li> </ul>	-	All Heads and Deans
8.	Dr. K. Ragu, insisted on preparing a master plan charted for AQAR 2024-25 submission and also, he asked about the progress of NIRF 2024 data preparation. IQAC coordinator explained the progress and the tentative score obtained.	-	IQAC Coordinator
9.	Dean Placement & Training Mr. K. Satheeshkumar discussed the list of companies to be visited for on-campus placement in forthcoming days.	-	Placement Coordinator
10.	Dr. A. Vanathi asked about the status of research proposals received from various government and non-government organizations also he insisted on converting the outcome of the research to a patent.	-	R&D Coordinator
11.	The R&D Coordinator insisted that the mini projects and academic projects are to be aligned with the design thinking concept and should be related to the technology domain.	-	All Heads and Deans
12.	Alumni member Mr. N. Harish suggested doing interdisciplinary projects, student exchange, faculty exchange, implant training and internships in collaboration with industries and foreign universities.		
13.	Dr. S. Prakash, Dean of Academics consolidated the points discussed and presented the concluding remarks and also thanked all the members present in the meeting for the useful deliberations made.		

IQAC Co-ordinator

Chairman



### Internal Quality Assurance Cell (IQAC)

SIET/IQAC/2023-2024/Meeting-02

Date: 04.12.2023

### ACTION TAKEN REPORT

<b>POINTS DISCUSSED</b>	<b>ACTION TAKEN</b>
The IQAC Coordinator, Dr. S. Prakash, presented the outcomes of the recent internal academic audit. Key observations and recommendations were discussed, including strengths identified in various departments, areas needing improvement, and an action plan for addressing the identified issues.	Departments have been informed of their strengths and areas for improvement. An action plan has been drafted and distributed for implementation.
Academic Expert expressed his view for including one-credit courses, new elective courses, and courses related to recent technologies in the syllabus revision of forthcoming BoS meetings. Introduction and implementation of value-added courses were discussed.	Relevant value-added courses have been identified. Collaboration with industry experts is underway.
Discussion on the status and progress of seed money projects and consultancy works was held. Key points included current projects funded through seed money, new consultancy projects initiated, challenges faced and proposed solutions.	Status reports of seed money projects have been compiled. New consultancy projects have been initiated. Solutions to challenges are being implemented.
The Academic Expert asked about the status of research proposals received from various government and non-government organizations also he insisted on converting the outcome of the research to a patent.	Research proposals have been reviewed. Efforts are underway to convert research outcomes into patents.

IQAC Co-ordinator

Chairman