



Internal Quality Assurance Cell (IQAC)

Date: 27.05.2024

SIET/IQAC/2024-25/Meeting 01

Circular for IOAC Meeting

1st Internal Quality Assurance Cell (IQAC) Meeting is scheduled on 03.06.2024 for the Academic Year 2024-2025. 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. Review of IQAC Report and improvements of 2023-2024-Dean Academics
3. Feedback on curriculum by stakeholders
4. Adopting Design Thinking approach in teaching methodologies
5. Conduction of External/Internal Audit
6. Approval of plan of Action for the academic year 2024-2025
7. Approval of sanctioned Budget
8. Discussion on funding proposals, patent and copyright
9. Placement and Training activities
10. Conduction of Academic and Administrative Meetings
11. Concluding remarks by Dr.J.Bindhu-IQAC Coordinator

Members:

1. Dr. D Elangovan/Principal
2. Dr.J.Devi Shree/Prof/EEE/CIT
3. Dr.V.Nagarajan /Prof/ Civil/CIT
4. Mr.Collin Bruno/AM/ Trinity
5. Ms.Reshmi Menon/ HR/Paloalto
6. Dr.Bindu Salim/Director Research
7. Mr.Satheesh /Dean Placement & Training
8. Dr.Prakash S/ Dean Academics/HoD/IT
9. Dr. A.R.Ravikumar/Dean FAM /HoD/AGRI
10. Dr.Kannamal K E/COE/HOD /CSE
11. Mr.Dinakaran/HoD/AIDS
12. Mrs.Hemalatha/ HoD/AIML
13. Dr.Rajalaxmi.S/HoD/BME
14. Dr.J.Bindhu / HoD/Biotech/IQAC Cord.
15. Dr. Madheswaran K/HoD,Civil
16. Mr. R Karthiban/HoD/Cyber Security
17. Dr.Bhavani/HoD /ECE
18. Dr.Nandakumar/HoD/EEE
19. Dr.Sarojini.G/HoD/Food Tech
20. Dr.Bhuvaneshwaran M /HoD/Mechanical
21. Dr. Pitchumani Violet Mary C/HoD/Physics
22. Mrs.Jayapriya/HoD/Chemistry
23. Dr.Hemamalini M/HoD/English
24. Mrs.Kavitha/HoD/Maths
25. Karthikeyan R/Alumni
26. Ms.Yazhini Yadav R/ECE/III YEAR
27. Ms.Swetha D/ CSE/IV Year



IQAC Co-ordinator



Chairman

Copy to:

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



Internal Quality Assurance Cell (IOAC)

Minutes of IOAC Biannual Meeting I dated 03.06.2024

The Minutes- 1st IQAC- Biannual meeting for the academic year 2024-2025 were presented and approved by the members.

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 proposed the faculty requirements for the academic year	June	-
3.	<u>IOAC Programs and Initiatives by IOAC</u> IQAC coordinator presented various initiatives and activities. The major points covered in the presentation are <ul style="list-style-type: none">Action Taken on the minutes of the previous meetingNAAC - Cycle 2 documents preparationDocuments submitted for various rankings such as NIRF, India Today and Career360Collection of Feedback on faculty by the students either online or offline mode.	-	-
4.	Dr.J.Devi Shree, proposed to offer more scholarship schemes for the benefit of students due to the COVID-19 pandemic situation.	-	-
5.	Dr.V.Nagarajan asked to give the percentage of students willing for placement, entrepreneurship and higher studies and also mention the current status of the same.	-	Placement Coordinator
6.	Dr.V.Nagarajan & Dr.J.Devi Shree discussed the faculty and students' participation in FDP/STTP's.		
7.	It is proposed to conduct a board of studies meeting and academic council meeting to		

	<p>finalize the syllabus revision of the R2021 Curriculum and finalise Major and Minor Verticals.</p> <ul style="list-style-type: none"> • BoS Meeting • Academic Council • Governing Council 	August 2023	Dean Academics
	<p>Dr.J.Devi Shree & Dr.V.Nagarajan appreciated the structure followed in Curriculum framing. They further added that having the Curriculum Development Committee incorporate the stakeholder's input and deliberating the contents of the syllabi is a perfect practice.</p>	-	-
8.	<p>IQAC Coordinator presented the various initiatives and activities of IQAC</p> <p>The major points covered in the presentation are</p> <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 2024-2025 • Major achievements/reforms from April 2023 to June 2024 • NAAC File preparation for the visit scheduled in the upcoming month. 	-	NAAC Coordinator
9.	<p>Dr.J.Bindhu /IQAC Coordinator consolidated the points discussed and presented the concluding remarks.</p>		
10.	<p>Dr. S. Prakash/Dean Academics thanked all the members present in the meeting for the useful deliberations made.</p>		



IQAC Co-ordinator



Chairman