



**BANNARI AMMAN INSTITUTE OF TECHNOLOGY
SATHYAMANGALAM- 638 401**

MINUTES OF IQAC MEETING



Name of the Meeting	: IQAC 1st Quarterly Meeting: (June, July & August 2017-18)	Ref. No.	2017/Agenda Letter dated 21.09.2017
Venue	: Conference Hall, Learning Centre	Date	04.10.2017
Members Present	Dr.D.Saravanan (Principal & Chairperson), Dr.A.M.Natarajan (Chief Executive), Mr.N.Jayabal (Executive Director, Salzer Electronics, Coimbatore), Mr.S.Sudhakar (Senior Design Manager, BEML, Mysore), Mr.S.Pichaiya (M/S Pichaiya Associates, Coimbatore), HoDs, CoE, Librarian, Dr.C.Poongodi and IQAC Coordinator.		

S. No	Points Discussed	Response from other members	Target Date	Responsibility
	Principal welcomed the members			
1	IQAC Coordinator presented the actions taken on the suggestions given during the previous meeting and further the report for the period June to August 2017.			
	a) Patents	Mr.S.Suthakar suggested to include the patents filed in the website	Till date completed	Website in-charge
	b) Consultancy	Mr.N.Jayabal shared the opportunities for consultancy in the field of semi-automation in their organization	Discussions to be made and plan of action to be evolved in consultation with the industry	HoDs of Mechanical, Mechatronics, Automobile and Aeronautical

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	c) College activities including workshop, seminars and conferences	Dr.A.M.Natarajan suggested to include the college activities in the website	Details to be updated within two days of the activity	Website in-charge
	d) College activities in magazines and newspapers (Branding of the Institution)	Principal mentioned that the activities are included in the engagement column of newspapers and report published with photo after the event. Mr.S.Suthakar suggested to include the activities in magazines like The Week, Outlook, etc.	The details of activities will be sent for magazines also	All Faculty through Documentation
2	Curricular Aspects			
	a) Additional intake in 3 UG Programmes namely EEE, Civil and IT from 120 to 180	Mr.S.Suthakar suggested to know the demand for these programmes	Admission 2017-18 response was very good. Seats filled.	Respective HoDs will explore Job opportunities
	b) Ph.D. Scholars	Dr.A.M.Natarajan and Mr.S.Suthakar suggested to compare the number of scholars pursuing and completed year wise for 3 years	Will be presented in the next IQAC meeting (23.12.2017)	Research coordinator and IQAC coordinator



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	c) Courses to be added	Mr.S.Pichaiya suggested to add a course on Computational Intelligence for Mechanical and Civil Programmes	Will be considered in the forthcoming BoS meeting	HoD Civil and Mechanical
3	Teaching Learning and Evaluation			
	a) Faculty Strength	<p>Dr.A.M.Natarajan and Mr.S.Suthakar suggested that only 25% of Faculty are with Ph.D. in Core Branches. The number of Faculty with Ph.D. has to be increased to get better grade in NBA and NIRF</p> <p>All faculty with Ph.D. to get Supervisor recognition during 2017-18</p>	<p>Jan 2018 and July 2018 session</p> <p>Within six months</p>	<p>Principal & HoDs More Faculty to register for Ph.D. The part time faculty members to complete their Ph.D. in 3 or 4 years Faculty not having Supervisor recognition to apply.</p>
	b) API audit	Dr.A.M.Natarajan suggested to plan at micro level and analyze to improve the API Score.	Continuous	All Faculty

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	c) RBT, CO, PO attainment	Mr.S.Suthakar suggested to maintain the CO and PO attainments and include samples Dr.A.M.Natarajan suggested to consider the points raised by NBA expert team	Already implemented and maintained. The points will be considered and implemented	- All Faculty
4	Research, Consultancy and Extension			
	a) FDPs	Dr.A.M.Natarajan and Mr.S.Suthakar suggested to list the Sponsored and Self- supporting FDPs separately and the outcome of the Programmes	Will be presented in the next IQAC meeting (23.12.2017)	IQAC Coordinator
	b) Papers presented in Conferences	Mr.N.Jayabal suggested to mention the National and International conferences separately & also comparison with previous year data	Will be presented in the next IQAC meeting (23.12.2017)	IQAC Coordinator
	c) Faculty activities including Journal publications, paper presentation, patents, FDPs conducted and	All members suggested to have the details department wise in the form of table / graph.	Will be presented in the next IQAC meeting (23.12.2017)	IQAC Coordinator



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	attended, Consultancy etc.	The details are to be prepared with reference to DDP and report to be prepared. Outcome of the activities to be mentioned in the monthly report.	Every month	HoDs to give the outcome of research activities and report on target achieved every month along with monthly report.
	d) Book Publications	Mr.N.Jayabal and Mr.S.Suthakar suggested that incentives may be given to Faculty for Book publications/ Scholarly work	Will be represented to the Management for consideration	Principal
	e) Extension activities	Dr.A.M.Natarajan and Mr.S.Suthakar suggested to add the number of students involved, activity wise in NSS, NCC, Music, Yoga, Sports etc and one credit details offered	Will be presented in the next IQAC meeting (23.12.2017)	IQAC Coordinator
5	Learning Resources			
	No. of Books in Learning centre	Dr.A.M.Natarajan suggested to add more General Knowledge books in the Learning Centre as suggested by NBA expert committee	Continuous	Librarian and Professor In-Charge Learning Center

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		Mr.S.Suthakar suggested to add more ASM books in the Learning Centre	Continuous	Director SMS to suggest books published by Harvard University
6	Student Support and Progression			
	a) Placement for students	Mr.S.Suthakar suggested to prepare a PPT for 15 minutes highlighting the achievements of the institution and present to the HR, BEML for placement	Continuous	HoDs of Mechanical, Automobile, Aeronautical and Mechatronics with Placement Cell
	b) Alumni Association and Chapter Activities	All members suggested to include the Alumni activities chapter wise	Next IQAC meeting (23.12.2017)	Alumni Association and IQAC Coordinator
7	Nonteaching Staff Development			
	Training programmes for nonteaching staff	Members suggested to conduct more training programmes for nonteaching staff	Continuous	HoDs

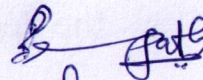
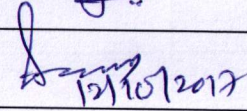
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8	General Suggestions			
	a) 5S implementation in the department	Members suggested to display the activities of 5S as charts / photos with status before and after implementation of each 'S' in the department	Continuous	5S coordinator
	b) Improvements	Mr.S.Suthakar suggested to identify the opportunities available outside, take up gap analysis, fix target-department wise to achieve the same	Continuous	All HoDs
	c) Equipment Maintenance	Dr.A.M.Natarajan suggested to maintain the working conditions of the equipment and put in use in all the Laboratories	Continuous	All HoDs
	d) Quality Circle	Dr.B.Sampath Kumar suggested to form Quality Circle Cluster wise to measure the outcomes periodically	Quality circles will be formed very soon	Principal, HoDs and IQAC Coordinator



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9	Concluding remarks by IQAC coordinator			
	IQAC Coordinator concluded saying that the suggestions given by members will be considered and action taken will be reported in the next IQAC meeting. He thanked all the members for their participation			
	Copy to: All Members for kind information	Prepared by	IQAC Coordinator	
		Approved by	Dr. D. Saravanan / Principal	
		Date	12.10.2017	
		Page Nos.	1-8	