



## BANNARI AMMAN INSTITUTE OF TECHNOLOGY

An Autonomous Institution Affiliated to Anna University - Chennai • Approved by AICTE • Accredited by NAAC with "A++" Grade

SATHYAMANGALAM - 638401 ERODE DISTRICT TAMILNADU INDIA

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### Minutes of 1<sup>st</sup> Quarter IQAC meeting for the AY 2021-22

Date: 19-11-2021, Time: 2.30-3.30 PM, Venue: Online,

Meet link: <https://meet.google.com/iqa-imqz-kyy>

Date: 23.11.2021

The first quarter Internal Quality Assurance Cell (IQAC) meeting was conducted online on 19.11.2021 at 2.30 PM in presence of the following members.

Sl.No	Name of IQAC Members	Designation
1	Dr C Palanisamy	Chairperson
2	Dr K Sivakumar	Senior Administrative Officer
3	Dr S Jegadheeshwaran	Senior Administrative Officer
4	Dr R Bharanikumar	Senior Administrative Officer
5	Dr K L Senthil Kumar	Senior Administrative Officer
6	Dr P Murugesan	Teacher : HoD - Computer Technology
7	Dr S Daniel Madan Raja	Teacher : HoD - Information Technology
8	Dr G Senthil Kumar	Teacher : Controller of Examinations
9	Dr M Ravikumar	Teacher : Incharge - Infrastructure vertical
10	Dr C Poongodi	Teacher : Incharge - Autonomy Affairs
11	Dr B Sampathkumar	Nominee from the management
12	Ms B Mithra	Nominee from Students
13	Dr T Ramesh Kumar	IQAC Coordinator
The following members could not attend the meeting due to other assignments.		
1	Mr S Vijayakrishnan	Teacher : Training and Placement Officer



2	Mr S Sundar	Teacher : Incharge - Special Laboratory
3	Dr M Gunasekaran	Teacher : Librarian
4	Mr N Sivaraj	Nominee from Local Society
5	Mr K S K Singaravelan	Nominee from Alumni
6	Mr Kannan Paul Raj	Nominee from Employers
7	Mr B Geethnarayanan	Nominee from Industrialists
8	Mr P Ponnusamy	Nominee from Stakeholders (Parent)

The principal initiated the meeting by welcoming the Management nominee Dr. B. Sampath Kumar, Educationalist, Former Principal, and Secretary of PSG College of Technology, Coimbatore and student nominee Ms. B. Mithra, third year, Biomedical Engineering. He handed over the proceedings to Dr. T Ramesh Kumar, IQAC Coordinator to continue further and take up the agenda for the meeting.



The Agenda Items for discussion are as follows:

#### Agenda Items:

1. Confirmation and approval of previous IQAC Meeting Minutes
2. Action Taken Report of last IQAC Meeting
3. Academic Related Activities
4. Quality Initiatives by IQAC



5. Analysis of feedback received from Students
6. Achievements through Quality initiatives
7. Discussion on other points with the permission of the chairperson

<b>Agenda No.</b>	<b>IQAC/01/2021-22/01</b>
<b>Agenda</b>	Confirmation and approval of previous IQAC Meeting Minutes
<b>Proceedings:</b> The 4th Quarter IQAC Meeting Minutes for the AY 2020-21 was circulated to all the faculty members and submitted for approval. <b>Responsibility:</b> IQAC Coordinator	
<b>Agenda No.</b>	<b>IQAC/01/2021-22/02</b>
<b>Agenda</b>	Action Taken Report of previous IQAC Meeting held on 30.07.2021
<b>Proceedings:</b> The IQAC Coordinator presented the actions taken on the suggestions given by the members during the previous meeting of the Academic Year 2020-2021. <ol style="list-style-type: none"> <li>8. The salient features are based on, <ol style="list-style-type: none"> <li>a. Quality initiatives taken for teaching learning process</li> <li>b. Usage of BIT-discourse forum</li> <li>c. Analysis of feedback received from students.</li> </ol> </li> </ol> <b>Responsibility:</b> IQAC Coordinator	
<b>Agenda No.</b>	<b>IQAC/01/2021-22/03</b>
<b>Agenda</b>	Academic related activities during June-Aug 2021
<b>Proceedings:</b> The IQAC Coordinator presented the below activities related to academics carried out during the assessment period. <ol style="list-style-type: none"> <li>a. Conducted Governing Council Meeting and Academic Council meetings.</li> <li>b. The total credits and marking scheme of all PG programmes.</li> <li>c. The number of discipline electives, one credit courses and value added courses were finalized for UG programmes.</li> </ol>	



- d. Faculty members have developed video lectures of 378 courses on their own and also uploaded them on wiki-page.
  - e. Number of students and faculty involved and number of doubts raised and answered.
  - f. Number of lesson plans and lecture materials that had been uploaded in the Wiki page were presented.
1. The external member has expressed his point as he observed how the students are using discourse forums in an effective manner and how the students and faculty are involved in clarifications of doubts raised on the platform.
  2. All the academic activities were analyzed and suggested to be followed for the next quarter as per strategic plan.

**Responsibility:**

Head-Academic / IQAC Coordinator

<b>Agenda No.</b>	<b>IQAC/01/2021-22/04</b>
<b>Agenda</b>	Quality Initiatives by IQAC

**Proceedings:**

The IQAC Coordinator presented the quality initiatives through IQAC which are as follows,

- a. Introduced IQAC verticals, which were implemented to strengthen the centralized documentation.
  - b. Explained the role of each of the 15 verticals to the external member.
  - c. NBA Pre-qualifier had been submitted for the departments of Agri, Auto, and MTRS.
  - d. AQAR is being prepared for the AY 2020-21.
1. The external member appreciated the new initiative and suggested that the results of each vertical be documented.
  2. He also recommended conducting an audit for all the verticals periodically and suggested that any actions done in response to the audit report be documented.

**Responsibility:**

All vertical in-charges / IQAC Coordinator

<b>Agenda No.</b>	<b>IQAC/01/2021-22/05</b>
<b>Agenda</b>	Analysis of feedback received from Students



**Proceedings:**

1. The survey details of first year students have been analyzed and presented before the committee members.
2. The IQAC coordinator was asked to prepare a report on the actions done in response to the disgruntled students.

**Responsibility:**

Vertical incharge - Student Affairs / IQAC Coordinator

**Agenda No.**

**IQAC/01/2021-22/06**

**Agenda**

Achievements through Quality Initiatives

**Proceedings:**

1. The IQAC Coordinator presented the statistics of achievements by students and faculty members.
2. The external member appreciated the institution for having good records, since students have competed in over 1000 competitions and faculty members have participated in around 400 events throughout the assessment period.
3. Also the list of training provided for faculty through industrial and institutional was presented along with the area of training.
4. The external member recommended that the outcome of the industrial training be analyzed and that the next process be planned accordingly.
5. In addition, the awards and rankings achieved by the institute were presented.
6. The external member congratulated the institute for receiving the awards during the assessment period.
  - a. Global performance excellence and International best practice award from Asia Pacific Quality Organization (APQO)
  - b. Clean and smart campus award from AICTE, and
  - c. NSS unit award from Anna University, Chennai.

**Responsibility:**

All vertical in-charges / IQAC Coordinator

**Agenda No.**

**IQAC/01/2021-22/07**

**Agenda**

Discussion on other points with the permission of chairperson

**Proceedings:**

1. IQAC coordinator has addressed the following forthcoming activities,
  - a. SAR submission for the departments of AGRI, AUTO, and MTRS.
  - b. Preparation and submission of AQAR for the AY 2020-21 in the NAAC portal.

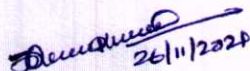


2. The Principal introduced some of the major activities implemented in the institute,
  - a. Implementation of BIT-Gurugulam to provide students with foundation skills for practical training.
  - b. Faculty members who have attended the training from Toyota Kirloskar motors are implementing the best practices for students through BIT-Gurugulam.
  - c. Also he briefed the safety precautions that are being followed in the institution.
3. The external member recommended the following parameters to be presented in the next meeting.
  - a. The present status report of a short term 5 year plan.
  - b. The status of quality benchmark proposed for the academic and administrative activities during the assessment period.
  - c. Record all the actions taken by considering the non-academic audit reports.
  - d. Conduct the audit for Machine / Equipment log book entries and maintain the report.
  - e. The details of journals with indexing for the publications of faculty members.
  - f. Since the institute has implemented many initiatives, the record has to be maintained if any issues are received and the remedial actions taken for it.
  - g. Suggested to release any magazine or newsletter regarding IQAC activities.
4. The IQAC Coordinator concluded saying that the suggestions given by the members will be considered and action taken will be reported in the next IQAC meeting.

**Responsibility:**

**IQAC Coordinator**

The meeting ended with a vote of thanks from the chairperson.

  
26/11/2024

**IQAC Coordinator**

**(Dr T Ramesh Kumar)**

**Dr Ramesh Kumar T**

**IQAC Coordinator & Head - Quality Systems**

**Bannari Amman Institute of Technology**

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Erode District, Tamil Nadu, India.



**IQAC-Chairperson**

**(Dr C Palanisamy)**

**Dr. C Palanisamy**

**PRINCIPAL**

**Bannari Amman Institute of Technology**

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