BANNARI AMMAN INSTITUTE OF TECHNOLOGY

(Autonomous Institution Affiliated to Anna University Chennai
Approved by AICTE-Accredited by NAAC with 'A+' Grade)
SATHYAMANGALAM - 638 401, ERODE DISTRICT, TAMIL NADU

Office of the IQAC

Minutes of 2nd Quarter IQAC meeting for the AY 2022-23
Date: 04-02-2023, Time: 10.00 - 11.00 AM, Venue: Online mode
Google Meet link: meet.google.com/pxi-vhff-hgq

Date: 04.02.2023

The first quarter Internal Quality Assurance Cell (IQAC) meeting was conducted online on 04.02.2023 at 10.00 AM in presence of the following members.

Sl.No	Name of IQAC Members	Designation
1	Dr C Palanisamy	Chairperson
2	Dr T Ramesh Kumar	Head-IQAC
3	Dr B Sampathkumar	Nominee from the management
4	Dr K Sivakumar	Senior Administrative Officer
5	Dr M Bharathiraja	Senior Administrative Officer
6	Dr K L Senthil Kumar	Senior Administrative Officer
7	Dr R Bharanikumar	Senior Administrative Officer
8	Dr P Murugesan	Teacher: HoD - Computer Technology
9	Dr S Daniel Madan Raja	Teacher: HoD - Information Technology
10	Dr G Senthil Kumar	Teacher: Controller of Examinations
11	Dr M Ravikumar	Teacher: Incharge - Infrastructure vertical
12	Dr C Poongodi	Teacher: Incharge - Autonomy Affairs
13	Mr S Vijayakrishnan	Teacher: Training and Placement Officer
14	Mr S Sundar	Teacher: Incharge - Special Laboratory
15	Ms B Mithra	Nominee from Students

The following members could not attend the meeting due to other assignments		
1	Mr K S K Singaravelan	Nominee from Alumni
2	Mr B Geethnarayanan	Nominee from Industrialists
3	Mr Kannan Paul Raj	Nominee from Employers
4	Mr N Sivaraj	Nominee from Local Society
5	Mr P Ponnusamy	Nominee from Stakeholders (Parent)
6	Dr M Gunasekaran	Teacher: Librarian

The Principal initiated the 2nd quarter IQAC 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 (191BM126), final-year Biomedical Engineering, BIT and all the members of the IQAC. He handed over the proceedings to Dr T Ramesh Kumar, Head-IQAC to continue further and take up the agenda for the meeting.

The Agenda items for discussion are as follows:
- A. Confirmation and approval of previous IQAC meeting minutes,
- B. Academics and R & D related activities,
- C. Quality initiatives by IQAC,
- D. Achievements through quality initiatives,
- E. Forthcoming activities of IQAC, and
- F. Any other matters.

Agenda No.	IQAC/02/2022-23/01
Agenda	Confirmation and approval of previous IQAC meeting minutes

Proceedings:
The Head-IQAC informed that the First Quarter IQAC meeting minutes for the AY 2022-23 were circulated to all the faculty members and approved by them.

Responsibility:
Head-IQAC

Agenda No.	IQAC/02/2022-23/02
Agenda	Academics and R&D related activities during Sep'22-Nov'22

Proceedings:

The Head-IQAC presented the below activities related to the Academics and R&D carried out during the assessment period:

- ❖ Academic related activities;
    - The Action Taken Report of the Academic Council Meeting conducted on 26.08.2022 was presented.
    - Presented the Minutes of the 24th Governing Council Meeting conducted on 29.09.2022.
    - The External Academic Audit (EAA) was conducted for the odd semesters of second, third and final years (2021-22). The following initiatives were taken during the audit:
        - ○ Appointed one external expert member and one internal member from the interdisciplinary department.
        - ○ The audit questionnaires were revised based on the requirements of NBA and NAAC Accreditations.
    - The Audit report and Action taken report of the EEE department was presented as a sample.
    - Analysis carried out for the feedback received from the second, third and final year UG students and second year PG students on Teaching Learning Process. The sample Action taken report was presented.
    - 4658 lesson plans and lecture materials and 7138 video lectures have been developed by the Faculty members and uploaded on BIT-Wiki for 532 courses.
    - The statistics of the discourse forum was presented and the number of Lessons discussed are 5446.
    - 6396 students and 683 faculty members have been involved, and 255 questions have been raised and answered in the discourse forum.

- ❖ R&D related activities - Publication and Funding details:
    - The publication details during the assessment period was presented with,
        - ○ No. of SCI / WoS and Scopus Journals submitted and published.
        - ○ Updated Scopus Citations and h-index of the institution for the CAY.
    - Details of Ph.D. holders, recognized supervisors, Pursuing and Awarded (both internal and external scholars).
    - A total of 34 funding proposals were submitted during this assessment period in which ONE proposal was granted by the ATAL and the total grant received is Rs. 3,00,000.

Responsibility:

Head-Academic, Head - R&D and Head-IQAC

Agenda No.	IQAC/02/2022-23/03
Agenda	Quality Initiatives by IQAC

Proceedings:

The Head-IQAC presented the quality initiatives through IQAC, which are as follows:

❖ The details of the competency training provided to Teaching, Non-teaching staff members, securities, mess workers and students through various training programmes are listed below:

- The training program on 'Machine Learning Essentials' was attended by 65 teaching faculty members; 3 different training programs (Safety training, photography and audio video training) were attended by 27 non-teaching staff members; one training program was arranged for security guards (Personality development program) and mess workers with a total of 21 and 32 respectively.
- The training programmes were arranged for the students through the various skill training programmes which are listed below:

Name of the Skill Training	Year of the Students	No. of Skills Provided	No. of Beneficiaries
Day Skill	III	22	1596
Night Skill	III	25	1232
Special Lab Initiatives	III	136	5773
Faculty Initiatives	IV	75	4641
Gurugulam	I	6	481

- A total of 7 industrial training sessions were attended by 23 faculty members and they provided training for other faculty members and students through Special Lab and Gurugulam.
- 02 Faculty members from our institute have provided training for the industry persons on industrial safety, Ergonomics training program and Patent drafting and quality of service to customers. A total of 112 industry persons attended the training.

❖ Three grievance meetings were conducted for the faculty members and two meetings for the students during the assessment period. The number of grievances reported, the no. of grievances that should be addressed and the actions recommended were presented.

❖ In addition to the 'Support desk', the method called 'QR code feedback' was introduced for all the students to post their queries. In this regard, the students can

scan the QR code and give their feedback on the services provided in the institute.
- The statistics of the feedback received through the QR code was presented.

❖ The NBA mock audit was conducted for the departments of AGRI, AUTO, EEE, EIE, IT and MTRS. The detailed schedule and sample audit report of the Auto and EEE departments were presented in the meeting.

Responsibility:
Admin Team and Head-IQAC

Agenda No.	IQAC/02/2022-23/04
Agenda	Achievements through Quality Initiatives

Proceedings:
❖ The Head-IQAC has provided the information on participation and accomplishments of faculty members and students during the assessment period.
- 263 Students have won prizes in National level Competitions and 132 students have won prizes in International Competitions.
- The events organized during the assessment period were presented followed by the statistics of achievements by faculty members.

❖ Also, the awards and rankings applied by the institute were presented with details of Awards applied / ranking / survey in 3 different categories.

The external member appreciated the students who took part in the National and International level competitions.

Responsibility:
Vertical in charge - FA&A / Head-IQAC

Agenda No.	IQAC/02/2022-23/05
Agenda	Forthcoming Activities of IQAC

Proceedings:
The following activities planned through the IQAC:
- ❖ NBA Committee visit scheduled for the departments of AGRI, Auto, EEE, EIE, IT and MTRS, 2-4, December 2022
- ❖ Renewal of NBA Accreditation for the departments of CSE, ECE and BT
- ❖ External Academic Audit (2021-22 Even Semester) scheduled to be conducted in the month of January 2023.
- ❖ Orientation Programme for newly joined faculty members

- ❖ Submission of application for Anna University Provisional Affiliation for the academic year 2023-24.
- ❖ Preparation of AICTE Mandatory Disclosure and website updation
- ❖ Planned to submit the AQAR to NAAC for the Academic Year 2021-22
- ❖ Applying for the award in the category of 'India Today-MDRA Best Colleges Ranking-2023'

Responsibility:

Head-IQAC

Agenda No.	IQAC/02/2022-23/06
Agenda	Any other matters

Proceedings:

- ❖ The External Member asked the Head-IQAC to present the statistics of Library activities in the next meeting. Also, he enquired about the new approach of evaluation process followed in the institution.
- ❖ Principal has elaborated the details of outcome based question papers, Formative Assessments and the evaluation process in the examination systems.
- ❖ The Head-IQAC was informed to present the comments and recommendations given by the IQAC to ACM and GCM in the next meeting.
- ❖ The external member recommended disseminating the IQAC news journal to all the faculty and students.
- ❖ The Head-IQAC concluded by saying that the suggestions given by the members will be considered, and action taken will be reported in the next IQAC meeting.

Responsibility:

Head-IQAC

The meeting ended with a vote of thanks from the chairperson

10/02/2023

Head-IQAC

(Dr T Ramesh Kumar)

Dr Ramesh Kumar T
IQAC Coordinator & Head - Quality Systems
Bannari Amman Institute of Technology
Sathyamangalam - 638 401
Erode District, Tamil Nadu, India.

IQAC-Chairperson

(Dr C Palanisamy)

Dr. C Palanisamy
PRINCIPAL
Bannari Amman Institute of Technology
Sathyamangalam - 638 401
Erode District, Tamil Nadu, India