



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 1st & 2nd Quarter IQAC meeting for the AY 2023-24

Date: 13-01-2024, Time: 10.00 - 11.00 AM, Venue: Online mode

Google Meet link: <https://meet.google.com/rzg-ajzw-vix>

Date: 13.01.2024

The first and second quarter Internal Quality Assurance Cell (IQAC) meeting was conducted online on 13.01.2024 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 T Poongodi Vijayakumar	Nominee from the Management
4	Mr D Lingaeswar	Nominee from Local Society
5	Mr P Gowtham	Nominee from Alumni
6	Shanmugapriya R	Nominee from Students
7	Dr K Sivakumar	Senior Administrative Officer
8	Dr K L Senthil Kumar	Senior Administrative Officer
9	Dr G Senthil Kumar	Senior Administrative Officer
10	Dr M Ravikumar	Senior Administrative Officer
11	Dr R Bharanikumar	Senior Administrative Officer
12	Dr M Bharathiraja	Teacher: Head - R & D
13	Mr S Vijayakrishnan	Teacher: Training and Placement Officer
14	Mr S Sundar	Teacher: Incharge - Special Laboratory
15	Dr S P Prakash	Teacher: HoD - Electronics and Communication engineering



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16	Dr V Chelladurai	Teacher: HoD - Agricultural Engineering
17	Dr K Vairavel	Teacher: HoD - Electronics and Instrumentation Engineering
18	Dr V Eswaramoorthy	Teacher: HoD - Computer Technology
19	Mr K Sarangan	Teacher: Librarian
The following members could not attend the meeting due to other assignments		
1	Mr Sakthivel Rajasekar	Nominee from Employers / Industrialists / Stakeholders

The Principal initiated the 1st and 2nd quarterly IQAC meeting by welcoming the Management nominee Dr T Poongodi Vijayakumar, Professor and Head-Department of Food Science and Nutrition, Periyar University, Salem, The Local Society Nominee, Mr D Lingaewar, Sathyamangalam, The Alumni Nominee, Mr P Gowtham, The Employer Nominee and Student nominee, Shanmugapriya R (7376222AD201), Second-year, Artificial Intelligence and Data Science, 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:

- Confirmation and approval of previous IQAC meeting minutes,
- Best Practices in BIT,
- Admission Details,
- Academics and R & D related activities during Jun'23 - Nov'23,
- Quality initiatives by IQAC,
- Achievements through quality initiatives,
- Forthcoming activities of IQAC, and
- Discussion on other points with the permission of the chairperson

Agenda No.	IQAC / 01 / 2023-24 / 01
Agenda	Confirmation and approval of previous IQAC meeting minutes
Proceedings:	



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The Head-IQAC informed that the fourth quarter IQAC meeting minutes for the AY 2022-23 was prepared and circulated to all the faculty members and approved by them.

Responsibility:

Head-IQAC

Agenda No.

IQAC / 01 / 2023-24 / 02

Agenda

Best Practices

Proceedings:

- ❖ The Head-IQAC introduced the Best Practices in BIT such as Skill Training, Special Laboratories, Gurugulam and IQAC Verticals.

The external IQAC members discussed how each practice is being followed in the institution and the Head-IQAC has elaborated all the insights of it.

Responsibility:

Placement Officer and Team

Agenda No.

IQAC / 01 / 2023-24 / 03

Agenda

Admission Details

Proceedings:

The Head-IQAC presented the Admission details for the Academic Year 2023-24 as Sanctioned vs. Admitted number of Students. Also the Quota wise admitted students for the Academic Years 2021-22, 2022-23 and 2023-24 were presented.

Responsibility:

Head-IQAC

Agenda No.

IQAC / 01 / 2023-24 / 04

Agenda

Academics and R&D related activities during Jun'23 - Nov'23



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Office of the IQAC

Proceedings:

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

❖ Academic related activities;

- The Result analysis of Periodical tests for S2, S4 & S7 was presented.
- Also, It is informed that 9,015 lesson plans, lecture materials and video lectures were developed by the Faculty members and uploaded on BIT-Wiki for 425 courses (S1, S3, S5 & S7) during the assessment period.
- The statistics of the discourse forum were presented and the number of Lessons discussed in the platform are 15,354.
- 8,627 students and 764 faculty members have been involved, and 1,605 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, and No. of Books / Books Chapters published by the faculty members.
 - Updated Scopus Citations and h-index of the institution.
- Details of Ph.D. holders, recognized supervisors, Pursuing and Awarded details (both internal and external scholars) were presented.
- The comparative analysis of funding proposals submitted by the faculty members were presented for the Academic years 2021-22, 2022-23 and 2023-24.
- Specifically in the assessment period, out of 78 proposals submitted, 8 were granted by the SERB, AICTE, DST, TEXMIN and DBT and the total grant received is Rs.2,31,10,461.

Responsibility:

Head-Academics, and Head - R&D

Agenda No.	IQAC / 01 / 2023-24 / 05
Agenda	Quality Initiatives by IQAC



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Office of the IQAC

Proceedings:

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

- ❖ The details of the competency training provided to Teaching, Non-teaching staff members and students through various training programmes are listed below:
 - Head-IQAC presented the various training programs such as Mandatory skills, Task Completion Procedure, IEEE Xplore Onsite Training, Hands on training for Income Tax Filing Outcome Based Education (OBE), etc., were arranged through competency verticals for teaching faculty members.
 - The training programs on MS Office, Workplace Etiquette, Fire safety, Personality Development Program, etc., were arranged for non-teaching staff members.
 - The training programmes were arranged for the first year students through the various skill training programmes such as Special Lab Initiatives, Gurugulam, Day Skill and Night Skill.
 - The IQAC - Research & Development (R&D) cell has arranged the Research Interaction with IIT-M Professor and organized various training like Authentic Writing and Demonstration of UV-Visible Spectrophotometer for the faculty members in the research park.
 - The faculty members have attended the training sessions on different areas from various industries.
 - 261 faculty members have visited 374 different industries and interacted with them regarding the students internship, Workshops, placements, etc.,
 - The Head-IQAC has presented evidence and sample proof for all the above said activities.
- ❖ The grievance meetings were conducted for the faculty members and students each month and the action taken report for the assessment period has been presented.
- ❖ It is informed that the Support desk and QR code systems are available in the institution to facilitate the Student feedback system.
- ❖ The statistics of the feedback received from the students through the students grievances meetings, support desk and QR code systems were presented.
- ❖ The activities of Training & Placement cell has been elaborated which includes Mock



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Interview, Self-Introductions, etc.,

- ❖ The induction programme for the first year students was conducted in the month of september. The Principal has introduced the Curriculum, Infrastructure, Special labs, Skill Programmes and Teaching-Learning System of BIT to the 1st year students during the induction programme.

Responsibility:

Vertical in-charge of SFC, R&D and Support desk

Agenda No.	IQAC / 01 / 2023-24 / 06
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:

- ❖ The statistics of students participation and achievements in National level Competitions, Project competitions, Paper presentations and Journal Publications were presented.
- ❖ Also the no. of products developed, patent filed, Internships attended and online courses completed by the students during the assessment period was presented.
- ❖ The major achievements of the students have been highlighted as the students secured the Second Runner-Up Award in Mistral Hackfest'23, Best Performer Award in SAE SUPRA 2023 competition etc.,
- ❖ Also the achievements of faculty members have been presented with the no.of events attended, online courses completed, paper presented, patents filed, guest lecture delivered, etc.,
- ❖ The categories of events organized by the faculty members have also been presented with the no.of webinar / seminar organized, workshops conducted, guest lecture organized, etc.,

The external member appreciated the students who took part in the National and International level competitions. Also they congratulated the students who have won prizes in different categories.



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Responsibility:

Vertical in charges of SAc, FA&A and office of IQAC

Agenda No.

IQAC / 01 / 2023-24 / 07

Agenda

Forthcoming Activities of IQAC

Proceedings:

The following activities are planned for the upcoming days through the IQAC:

- ❖ NBA Expert Team Visit for the departments BT, CSE & ECE is scheduled on 1-3, December, 2023.
- ❖ DAB and BoS meetings of each department will be conducted in December 2023.
- ❖ Pongal Vizha, 2024 is planned to be conducted in January 2024.
- ❖ AQAR for the Academic Year 2022-23 will be submitted.
- ❖ It is planned to complete the Anna University and AICTE Portal entry.
- ❖ External Academic Audit is scheduled to be conducted in the month of December 2023.

Responsibility:

HR, and Office of IQAC

Agenda No.

IQAC / 01 / 2023-24 / 08

Agenda

Discussion on other points with the permission of the chairperson

Proceedings:

- ❖ The External Member has congratulated the Chairperson and the Head-IQAC for the achievements of the students and faculty members.
- ❖ Suggested to prepare the analysis of the individual students improvement regarding the professional competency.
- ❖ Informed that the feedback analysis is good and recommended to link the UGC and AICTE quality mandates with the IQAC verticals.



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- ❖ Also, a suggestion was given to map the IQAC verticals with NAAC criteria.
- ❖ Recommended to focus on improving the funding support by incorporating the society connect and community engaging activities in the institution.

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

Dr T Ramesh Kumar
17/10/2024

Head-IQAC

(Dr T Ramesh Kumar)

Prof T Ramesh Kumar PhD
Head - IQAC

Bannari Amman Institute of Technology
Sathyamangalam - 638 401
Erode District, Tamil Nadu - India



Dr C Palanisamy

IQAC-Chairperson

(Dr C Palanisamy)

PRINCIPAL

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