



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



**MINUTES OF IQAC MEETING**

<b>Name of the Meeting : IQAC 2<sup>nd</sup>Quarterly Meeting2017-18: (September-November 2017)</b>		<b>Ref. No.</b>	<b>2017/Agenda Letter dated19.12.2017</b>
<b>Venue : Conference Hall, Learning Centre</b>		<b>Date of Meeting</b>	<b>06.01.2018</b>
<b>Members Present</b>	<b>Chairperson:</b> Dr.D.Saravanan (Principal) <b>Member from Management:</b> Dr.A.M.Natarajan (Chief Executive) <b>External Expert:</b> Dr.B.Sampath Kumar (Retired Principal, PSGCAS, Coimbatore) <b>Nominees from Employers/ Industrialists:</b> Mr.N.Jayabal (Executive Director, Salzer Electronics, Coimbatore) & Mr.S.Sudhakar (Senior Design Manager, BEML, Mysore) <b>Nominees from Stakeholders and Community Representatives:</b> Mr.S.Pichaiya (M/S Pichaiya Associates, Coimbatore) <b>Other Members:</b> HODs, CoE, Librarian and IQAC Coordinator		

<b>S. No</b>	<b>Points Discussed</b>	<b>Response from other members</b>	<b>Target Date</b>	<b>Responsibility</b>
	Principal welcomed the members			
<b>1</b>	IQAC Coordinator presented the actions taken on the suggestions given by the members during the previous meeting and further the report for the period September to November2017.			
	a) Quality Circle	Dr.B.Sampath Kumar suggested to form Quality Circle Cluster wise to measure the outcomes periodically. Teams to be formed Department-wise and regular meetings to be conducted to evaluate the quality and outcomes. He also suggested to refer the new Questionnaire in	Quality Circles to be formed on or before 05 February 2018	Principal, Dean PDS, Dean Academic, HODs and IQAC Coordinator



**MINUTES OF IQAC MEETING**

<b>S. No</b>	<b>Points Discussed</b>	<b>Response from other members</b>	<b>Target Date</b>	<b>Responsibility</b>
		NAAC website and accordingly re-orient the formats, action plan and outcome reports		
	b) Industrial Visit and Projects	Mr.N.Jayabal suggested to contact with Salzer Electronics for students Industrial visits, internships and projects	Continuous	HOD EEE
	c) College Website	Dr.B.Sampath Kumar suggested to design the website with the help of professional website designers and important events to be highlighted to draw the attention of viewers	Continuous	Website in-charge and NMC Coordinator
	d) No. of Faculty with Ph.D.	Dr.B.Sampath Kumar suggested to present the initiatives taken to improve the quality and quantity of faculty with Ph.D.	To be presented in the next IQAC meeting (24.03.2017)	Principal & IQAC Coordinator
	e) Rating of the Institution	Mr.S.Suthakar discussed the salient features followed by US Education Department in rating like Alumni Salary, number of awards won by faculty, faculty survey and students survey	The parameters may be considered for implementation	Alumni Association, Placement Cell, All Faculty and HODs
<b>2</b>	<b>Curricular Aspects</b>			
	a) CO-PO mapping	Mr.S.Suthakar suggested to include sample CO-PO attainment.	To be presented in the next IQAC meeting (24.03.2017)	Professor In-charge Autonomous Affairs
	b) Smart India	Mr.S.Suthakar suggested to highlight the details	Immediate	Website In-charge





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

**MINUTES OF IQAC MEETING**



S. No	Points Discussed	Response from other members	Target Date	Responsibility
	Hackathon	like students participation in the projects design contest in Smart India Hackathon in the College Website.		
	c) Question Bank	Mr.S.Suthakar suggested to circulate the best sample question banks to all departments for reference.	Continuous	Dean Academics
<b>3</b>	<b>Teaching Learning and Evaluation</b>			
	a) Academic audit	Mr.S.Suthakar suggested to present sample report and consolidated academic audit report.	To be presented in the next IQAC meeting (24.03.2017)	Academic Audit Coordinator
	b) NCC camps and Semester Examinations clash of dates	Dr.B.Sampath Kumar suggested to help the students to attend the NCC camps by having end semester examinations on alternate dates	Necessary steps will be taken for implementation	CoE
<b>4</b>	<b>Research, Consultancy and Extension</b>			
	a) MoUs	Members suggested to list the details of all MoUs, their progress and outcomes	To be presented in the next IQAC meeting (24.03.2017)	All HODs
	b) BEC and IELTS	Dr.A.M.Natarajan suggested to include the initiatives taken for BEC and IELTS and outcome	To be presented in the next IQAC meeting (24.03.2017)	HOD Humanities



S. No	Points Discussed	Response from other members	Target Date	Responsibility
	c) Faculty activities including Journal publications, paper presentation, patents, FDPs conducted and attended, Consultancy etc.	Members suggested to include the papers submitted for journals and conferences and papers under review also.	To be presented in the next IQAC meeting (24.03.2017)	HODs & IQAC Coordinator
		Members suggested to prepare the details with reference to DDP. Outcome of the activities and report on targets achieved every month to be mentioned in the monthly report.	Every month	All HODs
		Members suggested that Knowledge transfer by faculty must take place after attending FDPs and workshops.	After every training	All Faculty
	d) Ph.D. details	Dr.A.M.Natarajan suggested to include the complete details of scholars completed and pursuing Ph.D. in the institution year wise (BIT and outside BIT)	To be presented in the next IQAC meeting (24.03.2017)	Research coordinator
<b>5</b>	<b>Learning Resources</b>			
	a) No. of Books in Learning Centre	Dr.A.M.Natarajan suggested to keep adding then and there more General Knowledge books in Learning Centre	Continuous	Librarian and Professor In-Charge Learning Center
	b) Details of Learning Centre	Dr.A.M.Natarajan and Mr.S.Suthakar suggested to specify the details of volumes, titles, journals and other details as bullet points in the website	Continuous	Librarian





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



**MINUTES OF IQAC MEETING**

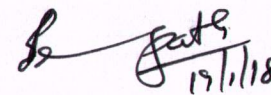
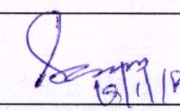
<b>S. No</b>	<b>Points Discussed</b>	<b>Response from other members</b>	<b>Target Date</b>	<b>Responsibility</b>
<b>6</b>	<b>Student Support and Progression</b>			
	a) Placement for students	Dr.A.M.Natarajan suggested to mention the various initiatives taken for placement of students. Also make a comparison of placement based on salary, core placements and internships.	To be presented in the next IQAC meeting (24.03.2017)	Placement officer
	b) Students activities	Dr.B.Sampath Kumar suggested to present the plan, objectives, outcomes and analysis of various student activities as reports and highlight the major ones.	To be presented in the next IQAC meeting (24.03.2017)	HODs& IQAC Coordinator
<b>7</b>	<b>Nonteaching Staff Development</b>			
	Training programmes for nonteaching staff	Members suggested to conduct more training programmes for nonteaching staff in core branches and present the outcomes of the same.	Continuous	HODs& IQAC Coordinator
<b>8</b>	<b>General Suggestions</b>			
	a) World Standards Day	Mr.S.Pichaiya suggested to celebrate World Standards Day on 14 <sup>th</sup> October, every year for the benefit of faculty and students	14 <sup>th</sup> October of every year.	All Faculty
	b) City Centre for M-Sand Testing	Mr.S.Pichaiya suggested to have a demonstration for M-sand testing at Coimbatore and create an awareness among public	To explore the possibility and discuss with Mr.S.Pichaiya.	HOD Civil





**BANNARI AMMAN INSTITUTE OF TECHNOLOGY**  
**SATHYAMANGALAM- 638 401**  
**MINUTES OF IQAC MEETING**



S. No	Points Discussed	Response from other members	Target Date	Responsibility
	c) Extension activities	Dr.A.M.Natarajan suggested to add the activities like Yoga, Blood donation, eye camp, Community Radio etc in the next meeting	To be presented in the next IQAC meeting (24.03.2017)	IQAC Coordinator
	d) Suggestion to conduct FUTURA in CODISSIA, Coimbatore	Dr.B.Sampath Kumar suggested to have a report on Futura- the impacts and improvements and also proposed to have it at CODISSIA ground	Next FUTURA	Dean PDS &Principal
<b>9</b>	<b>Concluding remarks by IQAC coordinator</b>			
	IQAC Coordinator concluded saying that the suggestions given by members will be considered and action taken will be reported in the next IQAC meeting.			
	Copy to: All Members for kind information	Prepared by	IQAC Coordinator	 19/1/18
		Approved by	Dr.D.Saravanan / Principal	 19/1/18
		Date	19.01.2018	
		Page Nos.	1-6	