

Name of the meeting		: IQAC 2 nd Quarterly Meeting 2020-21	Ref. No.	BIT / IQAC / 2020-21 / 02 / Dated: 20.01.2021	
Venue		: Online	Date of Meeting	20.01.2021	
Members Present		Chairperson : Dr C Palanisamy (Principal) Alumni : Mr Vigneshwar Manoharan, AP, Karpagam Academy of Higher Education, Coimbatore Student : Ms Dharani Subburajulu, 171EC145, Final Year ECE Members Present : Dean-PDS, HoDs, Autonomy Affairs, Controller of Examinations, Librarian and IQAC Coordinator			
Sl. No.	Points Discussed	Response from other members		Target Date	Responsibility
	The Principal welcomed all the members and all the members were requested to introduce themselves.				
1	IQAC Coordinator presented the actions taken on the suggestions given by the members during the previous meeting and the report for the 2 nd quarter (September 2020 to November 2020) of the Academic Year 2020-2021.				
1.1	A thorough discussion is made on the suggestions and recommendations given by IQAC Committee members for overall development of the Institution.				
2	Activities during the period (September 2020 to November 2020)				
2.1	Members appreciated the initiatives taken to conduct the continuous assessments in online through Moodle software. The HoDs are asked to encourage the students to utilize the e-learning materials.			--	All HoD's
2.2	The panel members are asked about the implementations done in this pandemic situation. Head-Academics and R&D, explained about the 'Wiki Media' tool which is an open-source platform for students and faculty members to access the complete information of courses in online. The panel members are appreciated for the effective usage of BIT discourse forum by the students.			Continuous	Head- Academics and R&D
2.3	Head-Academics appreciated the efforts made by the faculty members towards the publications in SCI/SCOPUS Journals. Further he recommended to submit proposals to various funding agencies to receive more funding projects and asked to enhance the consultancy and testing services offered by the Institute by collaborating with industries as much as we can.			Continuous	Head- Academics and R&D
2.4	IQAC Coordinator explained that as a quality initiative there are some changes proposed in "Faculty Action Plan" which gives platform for all faculties to showcase their activities carried out during Academic Year.			Continuous	IQAC Coordinator

2.5	<p>IQAC coordinator enquired about exhibition of innovative products and the encouragement given to students in product development. Responding to him, the Dean-PDS said that the innovative products developed by students are encouraged to exhibit at reputed competitions.</p> <p>In this regard, the panel members appreciated the establishment of special labs to provide more industry related laboratory facilities to the students.</p>	Continuous	IQAC Coordinator
2.6	<p>The panel members are felt that in addition to the academics feedback from students, parents and employers, alumni interaction is equally important.</p> <p>IQAC Coordinator has presented the report on prominent alumni and their contributions to the institution in the form of providing placements and internships.</p> <p>Principal added that physical alumni meetings are conducted every year on regular basis, however the meeting is conducted through online mode during this pandemic condition.</p>	Continuous	Alumni
2.7	<p>The Coordinator of IQAC, raised the point about strengthen the activities related to teaching learning enhancement.</p> <p>The panel members suggested provide training for faculty members to create digital content for the courses.</p> <p>The chairperson appreciated the systems like SIG, SSIG and student mentoring.</p> <p>Head-Academics added that all faculties are using various ICT Tools for teaching learning process. Faculty members are encouraged to attend various STTP/Workshops/Conferences for improvements of Teaching Learning Skills.</p>	Continuous	Head- Academics and R&D
2.8	<p>IQAC coordinator recommends that the final year students will be promote to apply for granting patents, writing the research work and publish in reputed journals.</p>	Continuous	All HoD's
2.9	<p>Principal said that it is necessary to initiate activities in view of the NBA accreditation process. Department level, criterion-wise committees are formed and the work has been initiated.</p>	---	IQAC Coordinator
3	<p>Concluding remarks by IQAC Coordinator</p> <p>IQAC Coordinator concluded saying that the suggestions given by panel members will be considered and action taken will be reported in the next IQAC meeting.</p> <p>Principal and Dean-PDS thanked all the members for their active involvement and constructive suggestions for improvement.</p> <p>IQAC Coordinator, proposed the vote of thanks to all IQAC members. The next IQAC meeting is unanimously proposed in the month of March 2021.</p>		

4	<p>Any other discussion with the permission of chairperson</p> <ul style="list-style-type: none"> ❖ IET Accreditation: The Virtual audit of the IET accreditation has been completed successfully for the departments of MECH, AUTO, MTRS, ECE, EIE, EEE, CSE and IT. ❖ COVID'19 actions taken: The members were appreciative of the institution's safety precautions. ❖ AQAR 2019-20 Submission: IQAC Coordinator said that It is decided that the AQAR submission of 2019-20 to be initiated. After completion of filling of data, it would be put up to the NAAC portal for documentation purpose. 	Continuous	IQAC Coordinator
	Copy To : All Members for kind information		
	Prepared by : IQAC Coordinator <i>[Signature]</i> 22/01/2021		
	Approved by : Dr C Palanisamy / Principal <i>[Signature]</i>		
	Date : 22.01.2021		
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