

## Minutes of 2<sup>nd</sup> Quarter IQAC meeting for the AY 2024-25

Date: 27.12.2024, Time: 10.00 - 11.00 AM, Venue: Online mode

Google Meet link : <https://meet.google.com/zoy-hypk-yav>

Date: 27.12.2024

The second quarter Internal Quality Assurance Cell (IQAC) meeting was conducted online on 27.12.2024 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 P Gowtham	Nominee from Alumni
5	Mr D Lingaeswar	Nominee from Local Society
6	Ms 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 C Ganeshbabu	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 & Communication Engineering
16	Dr V Chelladurai	Teacher: HoD - Agricultural Engineering
17	Dr K Vairavel	Teacher: HoD - Electronics & Instrumentation Engineering
18	Dr V Eswaramoorthy	Teacher: HoD - Computer Technology

Sl. No.	Name of IQAC Members	Designation
19	Mr K Sarangan	Teacher: Librarian
<b>The following members could not attend the meeting due to other assignments</b>		
1	Mr Sakthivel Rajasekar	Nominee: Employers / Industrialists / Stakeholders

**(1) Confirmation and Approval of Previous IQAC Meeting**

The 1<sup>st</sup> Quarter IQAC Meeting Minutes for the AY 2024-25 is circulated to all the faculty members and accepted.

**Key Points:**

- ❖ Action Taken report
- ❖ Activities related to the Academics and R&D
- ❖ Quality initiatives taken through IQAC and the achievements
- ❖ Placements and Alumni Engagement etc.,

The Principal initiated the 2<sup>nd</sup> 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, Nominee from Alumni, Mr P Gowtham, and Student nominee, Shanmugapriya R (7376222AD201), Third-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:

- A. Confirmation and Approval of Previous IQAC Meeting Minutes
- B. Action Taken Report of Previous Meeting
- C. Academics Related Activities during Sep'24 - Nov'24
- D. R&D Related Activities during Sep'24 - Nov'24
- E. Quality Initiatives by IQAC



- F. Achievements through Quality Initiatives
- G. Alumni Engagement
- H. Forthcoming Activities of IQAC
- I. Discussion on other points with the permission of the chairperson

<b>Agenda No.</b>	<b>IQAC / 02 / 2024-25 / 01</b>						
<b>Agenda</b>	Confirmation and approval of previous IQAC meeting minutes						
<p><b>Proceedings:</b></p> <p>The Head of IQAC reported that the minutes of the previous IQAC meeting for AY 2024-25 were prepared and subsequently circulated to all faculty members. Additionally, the key points from the previous meeting were presented.</p> <p>Furthermore, key aspects from the previous meeting, including the Action Taken Report, activities related to Academics and R&amp;D, quality initiatives undertaken through IQAC and their outcomes, as well as updates on placements and alumni engagement, were presented.</p> <p><b>Responsibility:</b></p> <p>Head-IQAC</p>							
<b>Agenda No.</b>	<b>IQAC / 02 / 2024-25 / 02</b>						
<b>Agenda</b>	Action Taken Report of Previous Meeting						
<p><b>Proceedings:</b></p> <p>The Head-IQAC presented the action taken for the suggestion recommended in the previous meeting. The details are,</p>							
<table border="1"> <thead> <tr> <th>Queries / Suggestions</th><th>Actions Taken</th></tr> </thead> <tbody> <tr> <td>Recommended enhancing the potential of the prototypes and promoting through social media platforms and newsletters to ensure wider reach and visibility.</td><td>The institute's branding initiatives demonstrate significant progress over the years, showcasing its commitment to enhancing visibility and reputation. 1. BIT in INTEC 2024 @ CODISSIA, Coimbatore 2. CII Edu Tech Expo 2024</td></tr> <tr> <td>Suggested identifying student and alumni entrepreneurs and encouraging them to</td><td>Alumni shared ideas evaluated by BIT experts and pitched to investors, while</td></tr> </tbody> </table>		Queries / Suggestions	Actions Taken	Recommended enhancing the potential of the prototypes and promoting through social media platforms and newsletters to ensure wider reach and visibility.	The institute's branding initiatives demonstrate significant progress over the years, showcasing its commitment to enhancing visibility and reputation. 1. BIT in INTEC 2024 @ CODISSIA, Coimbatore 2. CII Edu Tech Expo 2024	Suggested identifying student and alumni entrepreneurs and encouraging them to	Alumni shared ideas evaluated by BIT experts and pitched to investors, while
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Suggested identifying student and alumni entrepreneurs and encouraging them to	Alumni shared ideas evaluated by BIT experts and pitched to investors, while						

showcase their business models to all stakeholders of the institution. Also, emphasized the importance of securing funding support through incubation programs to help these entrepreneurs expand and sustain their ventures.

also leading workshops to support student startups through mentorship and incubation.

1. ESRMERONZ'24
2. Lean Startup Event

**Responsibility:**

In-charges of Special lab, Alumni cell and TBI

**Agenda No.**

**IQAC / 02 / 2024-25 / 03**

**Agenda**

Academics related activities during Sep'24 - Nov'24

**Proceedings:**

The Head - IQAC presented the academic activities conducted during the assessment period, highlighting the various audits and surveys undertaken.

- *Internal Academic Audit (IAA II): EVEN Semester (2023-2024)*
  - It was informed that the Internal Academic Audit (IAA II) for the academic year 2023-24 (Even Sem) was conducted from 17th to 19th September 2024. The observations and suggestions were documented for necessary improvements and a sample report was presented for the EEE department.
- *External Academic Audit (EVEN Semester 2023-2024)*
  - The External Academic Audit for the EVEN semester 2023-2024 was conducted from 18 to 28 October 2024.
  - The Action Taken Report based on the audit findings was reviewed and discussed.
- *Graduate Survey (2019-2023 Batch)*
  - The Graduate Survey for the 2019-2023 batch was conducted to evaluate student feedback on curriculum effectiveness and the survey results were analyzed, and key insights were documented for academic improvements.
- *Academic Council Meeting (ACM)*
  - The 29th Academic Council Meeting (ACM) was conducted on 29th November 2024 and the list of approved professional and open elective courses was presented.
- The statistics of the Discourse Forum were presented, highlighting the number of lessons discussed, student and faculty participation, and the questions raised and



answered on the platform.

- The details of lesson plans, lecture materials, and video lectures developed by faculty members and uploaded to BIT-Wiki during the assessment period were also shared.

**Responsibility:**

The Head-Academics

<b>Agenda No.</b>	<b>IQAC / 02 / 2024-25 / 04</b>
<b>Agenda</b>	R&D related activities during Sep'24 - Nov'24

**Proceedings:**

The Head-IQAC presented the R&D activities carried out during the assessment period, including:

- Publication details, highlighting the number of SCI / WoS and Scopus journal articles submitted and published, along with the number of books and book chapters authored by faculty members.
- The institution's updated Scopus citation count was shared.
- Information on Ph.D. holders, recognized supervisors, ongoing Ph.D. scholars, and awarded Ph.D (both internal and external) was presented.
- A total of 36 research proposals were submitted to various funding agencies during the assessment period. Out of these, 9 proposals received grants from SERB (1), TNSCST (7), and DST (1), with a total sanctioned amount of Rs. 26,56,500.

**Responsibility:**

The Head - R&D

<b>Agenda No.</b>	<b>IQAC / 02 / 2024-25 / 05</b>
<b>Agenda</b>	Quality Initiatives by IQAC

**Proceedings:**

The Head-IQAC presented the various quality enhancement initiatives undertaken:

- *Implementation of Industry Exploration and Collaboration Cell (IECC):*
  - The cell actively explored opportunities to collaborate with top-tier industries, aiming to enhance industry contributions to the institution.
- *Competency Training Programs for Faculty and Non-Teaching:*

- Faculty members participated in a professional development program, 'Enriching the thought process of Clubs & Society'.
- Non-teaching staff members underwent hands-on training in handling Audio and Video systems.
- **Industry Engagement:**
  - Faculty members visited various industries to interact with professionals, understand industry requirements, and explore collaboration opportunities.
  - New MoUs were signed to facilitate joint research initiatives.
- **Training & Placement (T&P) Initiatives:**
  - Various technical training programs, mock interviews, and domain-specific workshops were conducted to prepare students for placements.
  - Soft skills development programs were introduced to improve student employability.
- **Events Organized through R&D and EDC**
  - The R&D cell hosted research-oriented events to the faculty members by inviting scientists and professors from various institutions and organizations.
  - Guest lectures, industry-led workshops, and mentorship programs were conducted through EDC to nurture entrepreneurial skills among students.
- **Student and Faculty Development Programs**
  - A Student Induction Programme was held to familiarize new students with institutional culture, academic expectations, and career opportunities.
  - Faculty development programs conducted focused on various institutional activities.
- Data collected through the support desk and QR code-based feedback system was analyzed, leading to improvements in academics, infrastructure, and support systems.
- Various clubs conducted community service programs, awareness campaigns, and technical workshops, fostering student participation in social initiatives.

**Responsibility:**

The Head-IQAC and respective Incharges.

<b>Agenda No.</b>	<b>IQAC / 02 / 2024-25 / 06</b>
<b>Agenda</b>	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 and International level Competitions, Project competitions, Paper presentations and Journal Publications were presented.
- ❖ Also the number of products developed, patent filed, Internships attended and online courses completed by the students during the assessment period was presented.
- ❖ Also the achievements of faculty members have been presented with the number 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 number of webinar / seminar organized, workshops conducted, guest lecture organized, etc.,

**Responsibility:**

Vertical in charge of SAc, FA&A and Events.

<b>Agenda No.</b>	<b>IQAC / 02 / 2024-25 / 07</b>
<b>Agenda</b>	Alumni Engagement

**Proceedings:**

- ❖ The Head-IQAC has reported that the Alumni Association of BIT is organizing periodical meetings and several activities to strengthen the bond between alumni and the institute, fostering a continuous engagement.
- ❖ As an outcome, Alumni are delivering guest lectures, seminars and webinars on emerging technologies to prepare students for industry demands.

**Responsibility:**

Alumni in-charge

<b>Agenda No.</b>	<b>IQAC / 02 / 2024-25 / 8</b>
<b>Agenda</b>	Forthcoming Activities of IQAC

**Proceedings:**

The following initiatives are planned for the upcoming quarter:

- AQAR submission for the academic year 2024 - 25 is in progress.
- NBA - SAR and Compliance report will be submitted for all eligible programs.
- Data has been submitted on the Anna University portal and awaiting inspection.
- Competency training sessions are scheduled for non-teaching staff members.

- BoS meetings for various departments are planned.

**Responsibility:**

IQAC-Admin, NBA Coordinator, Vertical incharges of Competency and Academics.

<b>Agenda No.</b>	<b>IQAC / 02 / 2024-25 / 9</b>
<b>Agenda</b>	Discussion on other points with the permission of the chairperson

**Proceedings:**

The Management Nominee, Dr Poongodi Natarajan has suggested the followings:

- ❖ Emphasize the importance of securing funding support through incubation programs to help these entrepreneurs expand and sustain their ventures.
- ❖ Recommended identifying nearby schools offering electronics courses and ITIs and assigning interested students as peer mentors. These mentors can teach electronics to school students as part of an extension activity, which can be developed into one of the institution's best practices.
- ❖ Suggested adopting government schools, organizing various events aligned with the Institution's Innovation Council (IIC) guidelines, and reframing these initiatives as extension activities to maximize their impact.

The Head-IQAC concluded by saying that the suggestions given by the external member will be considered, and action taken will be reported in the next IQAC meeting.

**Responsibility:**

The Head-IQAC

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

*Dr T Ramesh Kumar*  
28/11/24

Head-IQAC

(Dr T Ramesh Kumar)

**Prof T Ramesh Kumar PhD**

Head - IQAC

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