



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

MINUTES OF 3rd IQAC MEETING – Academic Year 2018-19

Name of the Meeting: IQAC 3rd Quarterly Meeting 2018-19 (December 2018 to February 2019)		Ref. No.	2018/Agenda Letter dated 13.04.2019
Venue: Civil Conference Hall		Date of Meeting	24.04.2019
Members Present	Chairperson: Dr.C.Palanisamy (Principal) Members from Management: Dr.B.Sampath Kumar, Former Principal and Secretary, P.S.G. College of Arts & Science, Coimbatore-14. Nominees from Stakeholders and Community Representatives: Mr.Bharath Balasubramaniam, President, Sankara Eye Hospital, Coimbatore Alumni: Ms.Parameswary Pandian (2003 Batch - IT), Team Lead, Tranz India Corporate Networks Pvt. Ltd., Coimbatore Other Members: Dean Academics & TSD, HODs, Professor In-charge Autonomy Affairs, CoE, Librarian, NAAC Reaccreditation process Coordinators and IQAC Coordinator		

S. No	Points Discussed	Response from other members	Target Date	Responsibility
	Principal welcomed the members			
1	IQAC Coordinator presented the action taken on the suggestions given by the members during the previous meeting and the report for the period December 2018 to February 2019.			
2	Activities during the period December 2018 to February 2019			
	Activities in the Institution during report period	Dr.B.Sampath Kumar suggested to present all the activities in the Criterion wise (Criterion 1 to 7) as per NAAC Self Study Report in the IQAC meeting. He also suggested to mention the Institution recognitions followed by department wise recognition.	Next IQAC Meeting	Criterion wise coordinators and IQAC Coordinator

S. No	Points Discussed	Response from other members	Target Date	Responsibility
		Mr.Bharath Balasubramaniam suggested to present all the activities in comparison with the previous year.		
3	Preparation of Annual Quality Assurance Report (AQAR)			
	a) AQAR Preparation	Dr.B.Sampath kumar suggested to include the following in the next IQAC meeting i) Departments to give the future activities for the next academic year (2019-2020) ii) Outcome of academic audit iii) Details of books, Journals, E-resources and library usage iv) New innovations in Teaching and Learning v) Future plan of the Institution based on the suggestions given by Governing Council members and Future plan of the Departments vi) Recommendations of the IQAC in 4th IQAC meeting to be sent to the Departments for further action	Next IQAC Meeting	HoDs, Professor i/c Academic audit, Librarian, Autonomy Affairs, Principal, IQAC Coordinator
4	General Suggestions			
	a) Skill development of students	Ms.Parameswary Pandian suggested to train the students in the area of life skills and offer value added courses in life skills	Continuous	HoDs and Professor In-charge Autonomy affairs
	b) MoU details	Dr.B.Sampath kumar suggested to include the details and purpose of MoU	Continuous	Principal, HoDs and IQAC Coordinator



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5	Concluding remarks by IQAC coordinator
	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 <i>[Signature]</i> <i>6/5/19</i>
	Approved by: Dr.C.Palanisamy / Principal <i>[Signature]</i>
	Date:06.05.2019
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