



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



**MINUTES OF 3<sup>rd</sup> IQAC MEETING – Academic Year 2017-18**

<b>Name of the Meeting: IQAC 3<sup>rd</sup> Quarterly Meeting 2017-18 (December 2017- February 2018)</b>		<b>Ref. No.</b>	<b>2018/Agenda Letter dated 27.03.2018</b>
<b>Venue : Civil Conference Hall</b>		<b>Date of Meeting</b>	<b>09.04.2018</b>
<b>Members Present</b>	<b>Chairperson:</b> Dr.D.Saravanan (Principal) <b>Member nominated by the Management:</b> Dr.B.Sampath kumar,(Retired Principal, PSGCAS, Coimbatore) <b>Nominees from Employers/ Industrialists:</b> Mr.Yohan Vasanth Subbiah, Chief Executive Officer, Easy Integrated Technologies, Coimbatore <b>Nominees from Stakeholders and Community Representatives:</b> Mr.Bharath Balasubramaniam, President, Sankara Eye Hospital, Coimbatore <b>Alumni:</b> Ms.Parameswary Pandian (2003 Batch - IT), Team Lead, Tranz India Corporate Networks Pvt. Ltd., Coimbatore <b>Other Members:</b> HODs, Dean Academics, Professor Administration, CoE, Librarian and IQAC Coordinator <b>Student:</b> Mr.Maheshkumar R (Roll No: 152BT142), 3rd year, B.Tech Biotechnology		

<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 the report for the period December 2017 - February 2018.			
	a) Quality Circle	Dr.B.Sampath Kumar suggested to prepare IIQA and SSR for the NAAC reaccreditation	June 2019	Principal, All HODs and IQAC Coordinator



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	b) College Website	Dr.B.Sampath Kumar suggested to highlight more features in the website to draw the attention of the viewers	Continuous	Website in-charge
	c) Placement Orientation Program for II & III Year Students	Dr.B.Sampath Kumar suggested to organize Placement Orientation Program for II & III Year Students similar to that of ECE	During the beginning of next academic year	Professor T&P and All HoDs
<b>2</b>	<b>Curricular Aspects</b>			
	a) Additional Courses	All members suggested to offer more skill oriented courses to the students	Next academic year	Professor T&P and All HoDs
<b>3</b>	<b>Teaching Learning and Evaluation</b>			
	a) Pilot Test	Dr.B.Sampath Kumar suggested to have the concept of Pilot test as the Best Practice	To be implemented in all years of study from next academic year	Professor In-charge Autonomous Affairs and Dean PDS
	b) Exam Wrapper concept	Dr.B.Sampath Kumar suggested to have the Exam Wrapper concept also as a Best Practice. Principal added that no student applied for revaluation due to the introduction of exam wrapper concept in I year	To be implemented for all years of study from next academic year	Professor In-charge Autonomous Affairs, Dean Academics and CoE



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<b>4</b>	<b>Research, Consultancy and Extension</b>			
	a) Faculty activities	Members suggested to publish more papers in the refereed and indexed journals. Mr.Bharath Balasubramaniam suggested to check for Plagiarism of all papers before submitting to the journals	Continuous	All faculty
<b>5</b>	<b>Learning Resources</b>			
	a) No. of Books in Learning Centre	Members suggested to keep on adding more books in Learning Centre	Continuous	Librarian and Professor In-Charge Learning Center
	b) Details of Learning Centre	Dr.B.Sampath Kumar suggested to specify budget allotted and utilized for the Learning Centre	To be presented in the next IQAC meeting (09.06.2018)	Librarian and IQAC Coordinator
<b>6</b>	<b>Student Support and Progression</b>			
	a) Students activities	Members suggested to present various student activities in detail.	To be presented in the next IQAC meeting (09.06.2018)	IQAC Coordinator
<b>7</b>	<b>General Suggestions</b>			
	a) Skill development of students	Mr.Yohan Vasanth Subbiah suggested to make students job ready in the competitive market and realize the dynamics of job market and the need	Continuous	All Faculty



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		for employable candidates. Today there is a need to impart skills to the students and thus make them ready for the Job market. To improve the skills of students by offering SAP and similar value added courses which will help them to be Market Ready and these Certificate Courses can bring a lot of value addition to the students.		
	b) Skills economy	Mr.Yohan Vasanth Subbiah suggested to organize an Interactive Debate to Know about "How to Win In the Skills Economy", To find out more about skill gaps and What the skills managers will be looking for from the graduates. Hiring managers are looking for soft skills such as communication, leadership, ownership, and teamwork. Critical thinking, problem solving, attention to detail, and writing proficiency top the list of concerns for hiring Managers	Continuous	All Faculty
	c) Industry Certified for Students	Mr.Bharath Balasubramaniam suggested to offer Industry certified courses for all students Principal added that initiatives are made to offer 6 certificates to students during the 4 years of study	Continuous	Professor In-charge Autonomous Affairs and Dean Academics



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	d) Financial Intelligence	Ms. Parameswary Pandian suggested to offer knowledge on Financial Intelligence to the students	From next academic year	Director SMS to evolve the methodologies
	e) Fear of failure/ Fear of rejection	Ms. Parameswary Pandian insisted that the students should be aware of failures and rejections and also should be trained to face situations of fear/rejection and must be given with opportunities to overcome the same	From next academic year	
	f) Classroom teaching	Mr. Maheshkumar R- student suggested that teaching to be done with black board as this will enable them acquire more knowledge and usage of Power Point Presentation to be reduced.	From next academic year	All Faculty
<b>8</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 <i>[Signature]</i> 17/4/18			
	Approved by: Dr.D.Saravanan / Principal <i>[Signature]</i> 17/4/18			
	Date:17.04.2018			
	Page Nos.: 1-5			