

Name of the meeting		: IQAC 3 <sup>rd</sup> Quarterly Meeting 2020-21	Ref. No.	BIT / IQAC / 2020-21 / 03 / Dated: 22.03.2021
Venue		: Online	Date of Meeting	22.03.2021
Members Present	Chairperson	: Dr C Palanisamy (Principal)		
	Alumni	: Mr Vigneshwar Manoharan, AP, Karpagam Academy of Higher Education, Coimbatore		
	Stakeholders	: Mrs S Rajalakshmi, Sathyamangalam		
	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 for the IQAC meeting.			
1	IQAC Coordinator presented the actions taken on the suggestions given by the members during the previous meeting and the report for the 3 <sup>rd</sup> quarter (December 2020 to February 2021) of the Academic Year 2020-2021.			
2	<b>Activities during the period (December 2020 to February 2021)</b>			
2.1	The panel member congratulated the institute on its accreditation by the Institute of Engineering and Technology (IET), UK.		--	--
2.2	The idea of conducting comprehensive interviews with students to assess their performance on a monthly basis was discussed.		--	Head - Skill Development and IPs
2.3	The members appreciated the safety precautions that are being followed in this pandemic situation.		--	--
2.4	The decision was made to continue the online classes going for the upcoming semester and the skill training programmes will also be conducted entirely online.		Continuous	Head - Academics and R&D
2.5	IQAC Coordinator informed that the members of Statutory and non-statutory committees have been revised and presented the list of committees with details Infront of members.		Continuous	IQAC Coordinator
2.6	Principal discussed the preventive measures taken by the institute by considering findings from overall institutional feedback from students, faculty and staff related to the grievances.		Continuous	IQAC Coordinator
2.7	Dean-PDS conveyed that the institute is consistently focusing on exploring opportunities for the student placements, internships, training for competitive exams and skill development activities.		--	Training & Placement and IIPC

2.8	Further discussion is made on enhancement of the Industry-Institute Interactions by increasing memberships and MoUs.	Continuous	Head - Academics and R&D
2.9	CoE Discussed the changes made in the Question paper pattern for the forthcoming end semester examinations.	Continuous	CoE
2.10	Head - Academics and R&D briefed the progress on conducting academic activities like theory and practical session's examinations through online for even semester of AY2020-21 and the mechanisms implemented for ensuring effectiveness.	Continuous	Head - Academics and R&D
2.11	IQAC Coordinator explained the Quality Systems Team has listed all Institute activities, its schedule, protocol and procedures and the team has also built a software called 'Task management System' to track the daily activities of all the faculty members and for the purpose of centralized documentation. He also said that the software also makes sure that no faculty is overloaded. The Task management system is successfully launched on 10 <sup>th</sup> May 2021.	Continuous	IQAC Coordinator
2.12	A brief NAAC Peer team committee's report is presented in front of all the members of IQAC. A rigorous discussion is made on suggestions and recommendations given by Peer team members for overall development of Institution	--	IQAC Coordinator
2.13	IQAC Coordinator presented the Institutional Strategic Plan (2020-2025) for the institution's development. The members reviewed the document in detail and approved the Strategic Plan for implementation.	Continuous	IQAC Coordinator
3	<p><b>Concluding remarks by IQAC Coordinator</b></p> <p>IQAC Coordinator concluded saying that the suggestions given by members will be considered and action taken will be reported in the next IQAC meeting. He also added that, in view of Covid-19 pandemic situation, the institute has to adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc were taken by faculty members for conducting teaching-learning processes through online mode.</p>		
4	<p><b>Any other discussion with the permission of chairperson,</b></p> <ul style="list-style-type: none"> <li>❖ <b>COVID'19 actions taken:</b> Regular sanitization of classrooms, laboratories, and faculty halls was carried out, and various safety initiatives implemented across the campus during the pandemic were reviewed and discussed.</li> </ul>	Continuous	IQAC Coordinator



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	<p>❖ <b>IET Accreditation feedback meeting:</b> The IET Panel Members have shared their feedback and recommendations for the entire process of IET accreditation. Our Chairman and Trustee have appreciated the effort taken by the entire BIT-IET Team member.</p>		
Copy To	: All Members for kind information		
Prepared by	: IQAC Coordinator <i>[Signature]</i> 25/03/2021		
Approved by	: Dr C Palanisamy / Principal <i>[Signature]</i>		
Date	: 25.03.2021		
Page Nos.	: 1-3		

