

Name of the meeting		: IQAC 4 <sup>th</sup> Quarterly Meeting 2020-21	Ref. No.	BIT / IQAC / 2020-21 / 04 / Dated: 30.07.2021		
Venue		: Online	Date of Meeting	30.07.2021		
Members Present	Chairperson	: Dr C Palanisamy (Principal)				
	External member	: Dr B Sampathkumar, Educationalist.				
	Members Present	: Dean-PDS, All 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	The IQAC Coordinator presented the actions taken on the suggestions given by the members during the previous meeting and the report for the 4 <sup>th</sup> quarter (March 2021 to May 2021) of the Academic Year 2020-2021.					
2	Activities during the period (March 2021 to May 2021)					
2.1	The external members appreciated the process of conducting comprehensive interviews with students to assess their performance on a monthly basis.		--	Head - Skill Development and IPs		
2.2	The decision was made to continue the classes and skill training programmes entirely online for the upcoming semester also.		Continuous	Head - Academics and R&D		
2.3	The IQAC Coordinator presented the quantitative details of video lecture training, discourse forum. Principal briefed that the training was arranged for all the faculty members for video lecture preparation through CFD for two days and he also mentioned that 418 video lectures have been uploaded in the BIT cloud so far. External member discussed how the students are accessing the lecture materials and video lectures through a supportive learning environment called 'Wiki Site' and appreciated the constant usage of BIT community, the discourse platform.		Continuous	IQAC Coordinator		
2.4	The IQAC Coordinator discussed the details of the Board of Studies (BoS) incorporating the various additional courses like electives, one-credit, value-added and SWAYAM, which were introduced for UG programmes under regulation 2018. He also added that 3 more Ph.D courses are introduced and revisions were made from PEOs, POs, and Curriculum and Syllabi for all the PG programmes.		Continuous	Head - Academics and R&D		

2.5	<p>Quality initiatives 'online teaching':</p> <p>The IQAC coordinator explained all the quality initiatives that have been taken for an effective online teaching process such as providing training for online and offline tools, video lecturing tools, promotion of collaborative learning and preparation of flexible lesson plans.</p>	--	IQAC Coordinator
2.6	<p>The IQAC coordinator presented the analysis of feedback received from II- and III-year students on the various components like skill training, special lab, reward point system, outcome-based question pattern and so on.</p> <p>Dean-PDS will carry forward the detail of action taken based on the feedback received from the non-satisfied students.</p> <p>External member appreciated that more than 80% of students are highly satisfied with all the respective components.</p>	Continuous	IQAC Coordinator
2.7	<p>The IQAC coordinator presented the plan for the academic year 2021-22 to the members and conveyed that some of the plans had been already started.</p> <p>Dean-PDS proposed the modifications that have been incorporated in the Faculty Action Plan (FAP), Department Development Plan (DDP), Special Interest Groups (SIG), Students Special Interest Groups (SSIG) and Academic Audit based on the suggestions from previous IQAC meetings.</p>	Continuous	IQAC Coordinator
2.8	<p>The IQAC Coordinator presented the achievements through IQAC Quality initiatives which depict the comparative results (2019-20 Vs 2020-21) of participation and achievements of the students in various competitions and members have appreciated the major differences that have been achieved in this academic year.</p>	Continuous	IQAC Coordinator
2.9	<p>IQAC Coordinator conveyed to the members that the Quality Systems Team has launched the software called 'The Task management system' successfully on 10th May 2021.</p> <p>He also added that through the Task management system, all the Academic and Non-academic activities are documented on a daily basis by the centralized documentation team.</p> <p>External member appreciated the new effort that has been taken by the institution and also added that it is really important when it comes to performance appraisal of each faculty member.</p>	Continuous	IQAC Coordinator
2.10	<p>The IQAC Coordinator proposed the list of awards and rankings applied by the institution and elaborated the forthcoming activities of IQAC to the members.</p>	Continuous	IQAC Coordinator

2.11	The IQAC Coordinator informed the members that the new undergraduate course B.Tech (Artificial Intelligence and Machine Learning) was introduced and it is Approved by AICTE from the AY 2021-22.	Continuous	Head - Academics and R&D
2.12	Further discussion is made on the evaluation report of NAAC peer team visit. External member said that it is really appreciable that the institute achieved 'A+' grade in the NAAC accreditation.	--	IQAC Coordinator
3	<b>Concluding remarks by IQAC Coordinator</b> The 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. However, for the next semester, it is decided to continue the online teaching-learning activities as per the guidelines.		
4	<b>Any other discussion with the permission of chairperson,</b> ❖ <b>COVID'19 actions taken:</b> In order to ensure safety from Covid'19 spread at campus, the classrooms, laboratories and faculty halls are being sanitized by maintenance staff every day. Also, the various initiatives done during the pandemic for the safety of all members in non-academic places were also discussed.	Continuous	IQAC Coordinator
Copy To : All Members for kind information			
Prepared by : IQAC Coordinator <i>[Signature]</i> 12/08/21			
Approved by : Dr C Palanisamy / Principal <i>[Signature]</i>			
Date : 12.08.2021			
Page Nos. : 1-3			