IQAC FIRST QUARTERLY MEETING

IQAC
SRIET
Internal Quality Assurance Cell

SRIET/ IQAC / CR/ 2022/ 001

INTERNAL QUALLITY ASSURANCE CELL (IQAC)

31.05.22

CIRCULAR

1st Meeting of Internal Quality Assurance Cell (IQAC) will be held on 01.06.2022 (10:15 AM to 11:40 AM) at IQAC Board room for monitoring the progress and functioning of academic and administrative units. All the members are requested to attend the meeting

Agenda:

1. Preparation of Academic Calendar for ODD semester 2022-23
2. Autonomous progress work
3. Updating of College website
4. Faculty Activity and Student Activity

IQAC DIRECTOR

DEAN/ A&A

PRINCIPAL

Copy To,

The Chairman for Kind Information,

Principal Office,

All HoD,

IQAC Members.

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Coimbatore - 641 110.

IQAC 1st Quarterly Meeting

Meeting Date and Time	01-06-2022 (10:15 AM to 11:40 AM)
Venue	IQAC Board Room

Academic Year 2022-23

Members present in the Meeting:

S.No.	Name of the Faculty	Department
1	Dr.K.P.Arulshri. Chairman,IQAC	Principal
2	Dr.H.Ganesan, Vice-Chairman,IQAC	Dean
3	Dr.J.Maalmarugan, Director, IQAC	HoD/EEE
4	Dr.B.Kavitha, Additional Director, IQAC	Professor / S&H
5	Mrs.P.Jeyabharathi, Member,IQAC	HoD/ECE
6	Dr.R.Joselin, Member,IQAC	HoD /Mech
7	Mr.K.Karthikeyan, Member,IQAC	HoD/CIVIL
8	Dr. Lavanya, Member,IQAC	HoD/CSE
9	Dr.M.Meenakunari, Member, IQAC	Professor/ECE
10	Mr.M.Suresh Kumar, Secretary, IQAC	Associate Professor/CSE
11	Mr.J.Elangovan Member,IQAC, Technical Director, SRI	Member from Administration
12	Mr.Karthikeyan, Director, ARK Automation PVT Ltd, Coimbatore.	Member from Industry
13	Dr.M.Mohanraj, Professor/EEE/KCT	External Academic Expert
14	Mr.M.Viramanikandan, AGM&HR, VERSA Drives	Member from Industry
15	Mr.R.Ayanar, Member,IQAC	Alumni
16	Ms. Shanmugapriya, Member,IQAC	Student

At the beginning, Dr.H. Ganesan, Dean Academics & Administration, SRIET &Dr.J.Maalmarugan Director-IQAC, welcomed all the members for the first meeting of SRIET-IQAC. He extended a special welcome to Mr.J.Elangovan Member,IQAC, Technical Director, SRI Mr.Karthikeyan, Director, ARK Automation PVT Ltd, Coimbatore, Dr.M.Mohanraj, Professor/EEE/KCT and Mr.M.Viramanikandan AGM&HR, VERSA Drives.

Mr.J.Elangovan Member,IQAC, Technical Director, SRI Mr.Karthikeyan, Director, ARK Automation PVT Ltd, Coimbatore, Dr.M.Mohanraj, Professor/EEE/KCT, Mr.M.Viramanikandan AGM&HR, VERSA Drives and Mr.R.Ayanar, Alumni attended the meeting in online mode.

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The following points were discussed in the meeting:

POINT 1 Preparation of Academic Calendar for ODD semester 2022-23
POINT 2 Autonomous progress work
POINT 3 Updating of College website
POINT 4 Faculty Activity and Student Activity

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Plan of Action of IQAC is proposed and as follows

Sl.No.	Points Discussed	Response from other members	Target Date	Responsibility
1	**Preparation of Academic Calendar for ODD semester 2022-23**			
a).	Academic Calendar	Department wise academic calendar for the forth coming semester to be prepared along with the details of Add- on courses planned for the same.	Immediate	All HoDs
2	**Autonomous progress work**			
a).	Autonomous Progress	IQAC Director insisted all designated coordinators to complete the allotted files and submit the same on or before 02.06.2022	02.06.2022	Criteria Coordinators
3	**Updating of College website**			
a).	Website Updation	IQAC Director asked all department heads to provide all the updated department details to CSE department	Immediate	All HoDs
4	**Faculty and Students Activity**			
a)	Course File	Even semester course file for the academic year 2021-2022 to be maintained.	Immediate	All HoDs/All Faculty members
b)	Department Advisory Committee	Advised the DAC to finalize minimum three add on courses for the academic year 2022-2023 and the following courses should be beyond the curriculum	June Last week	All HoDs
c)	Mentor- Mentee Status	(i) Faculty should adhere to the Mentor – Mentee system and update the Green Card then and there (ii) Mentor is responsible in identifying the slow learners and advanced learners. (iii) Photos of meetings in this regard has to be updated.	Immediate	All HoDs/All Faculty members
d)	NPTEL	(i) As part of existing faculty activity each faculty has to complete 2 NPTEL course per year and mentor at least 2 student for the same.	Immediate	All HoDs/All Faculty members/ Students

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		per year and mentor at least 2 student for the same.		
e)	Universal Human Value	Two faculty members per department have to attend the UHV – AICTE program conducted every year.	Immediate	All HoDs/All Faculty members
f)	Funded project	Each department must send proposals to various funding agencies	Immediate	All HoDs/All Faculty members
g)	Journal Publications	Faculty members are asked to publish minimum two papers per year in reputed journals.	Immediate	All HoDs/All Faculty members
h)	Programme Organization	All the faculty members should organize minimum two programme like FDP/ Workshop/ Seminar	Immediate	All HoDs/All Faculty members
i)	Extension Activity	Apart from blood donation camp the activity coordinators are asked to conduct various extension activities outside the campus.	Immediate	Dr. C. Suresh AP/ CSE Mrs. N. Poornima AP/ S & H
j)	Library Usage	(i) Usage of Central library both for students and faculty members must be strengthened.	Immediate	All HoDs/All Faculty members
		(ii) Department library incharge ought to monitor the same and present weekly report	Immediate	Department Library Incharge
k)	LMS/ Question Bank/ Notes/ PPT	(i) Faculty should present video lecture based on the paper allotted and to be uploaded in the college website according to the schedule. (ii) Faculty has to be well prepared in advance for the subjects handled and the related question bank, notes and PPT has to be uploaded in the college website.	Immediate	All HoDs/All Faculty members
l)	College Committee Activities	All corresponding college committees has to update all their activities as per the guidelines providing supporting documents with geo tag details.	Immediate	Committee In-charge
m)	Alumni	Alumni contribution has to be strengthened.	Immediate	Alumni In-charge

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n)	Placement	Placement related activities should be planned in advance and executed with utmost priority to strengthen the same.	Immediate	Placement Coordinators
o)	General	(i) Monthly Activity report should be handed over to IQAC on 2nd of every month. (ii) Newsletter has to be prepared at the end of every semester and to be submitted to IQAC. (iii) Program organized has to be updated in FB, Twitter and Instagram. (iv) Post event report has to be prepared after completion of every event organized. (v) Department wise student corner notice board has to be created and encourage students to involve in co-curricular activities.	Immediate	All HoDs/All Faculty members

Faculty Signature:

S.No.	Name of the Faculty	Signature
1	Dr.K.P.Arulshri. Chairman,IQAC	
2	Dr.H.Ganesan, Vice-Chairman,IQAC	
3	Dr.J.Maalmarugan, Director, IQAC	
4	Dr.B.Kavitha, Additional Director, IQAC	
5	Mrs.J.Jeyabharathi, Member,IQAC	
6	Dr.R.Joselin, Member,IQAC	R. Joselin
7	Mr.K.Karthikeyan, Member,IQAC	
8	Dr. Lavanya, Member,IQAC	
9	Dr.M.Meenakunari, Member, IQAC	
10	Mr.M.Suresh Kumar, Secretary, IQAC	
11	Mr.J.Elangovan Member,IQAC, Technical Director, SRI	ONLINE
12	Mr.Karthikeyan, Director, ARK Automation PVT Ltd, Coimbatore.	ONLINE
13	Dr.M.Mohanraj, Professor/EEE/KCT	ONLINE
14	Mr.M.Viramanikandan, AGM&HR, VERSA Drives	ONLINE
15	Mr.R.Ayanar, Member,IQAC	ONLINE
16	Ms. Shanmugapriya, Member,IQAC	

IQAC Secretary   **IQAC Additional Director**   **IQAC-Director**   **Dean**   **Principal**

Copy to:

The Chairman for Kind Information,
Principal Office,
Internal Quality Assurance Cell Members.

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ACTION TAKEN REPORT FOR FIRST QUARTERLY MEETING

	Doc. No.	QR/C4-19
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	Date	10.12.2021
	Page No	1 of 4

Action Taken Report for - IQAC 1st Quarterly Meeting held on 01.06.02022

SI.No.	Points Discussed	Response from other members	Target Date	Responsibility	Action Taken
1	**PREPARATION OF ACADEMIC CALENDAR**				
a)	Academic Calendar	Committee has taken the decision to prepare academic Calendar along with Ad-on courses for the forth coming semester during the Academic year 2022-23	Immediate	Exam cell coordinator	Academic Calendar was prepared by the Exam cell coordinator on same will be updated in SRIET Website.
2	**AUTONOMOUS PROGRESS WORK**				
a)	Autonomous Progress work	IQAC Director insisted all designated coordinators to complete the allotted files and submit the same on or before 02.06.2022	02.06.2022	Criteria Coordinators	Criteria Coordinators have submitted the progress work to IQAC Director on 02.06.2022
3	**UPDATING OF COLLEGE WEBSITE**				
a)	Website Up-dation	IQAC Director asked all department heads to provide all the updated department details to CSE department	Immediate	All HoDs / CSE Department	College website checking periodically and It has been monitored and updated by CSE HoD
4a.	**FACULTY AND STUDENT ACTIVITY**				
a)	Course File	Even semester course file for the academic year 2021-2022 to be maintained.	Immediate	All HoDs & Staff members	For the academic year 2021–2022, all faculty members handed over their departments their even semester course file.

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b)	Department Advisory Committee	Advised the DAC to finalize minimum three add on courses for the academic year 2022-2023 and the following courses should be beyond the curriculum	June Last week	All HoDs	All departments conducted the DAC meeting for the upcoming Academic Year 2022–2023 by final week in June, and the IQAC Director received the minutes.
c)	Mentor- Mentee Status	(i) Faculty should adhere to the Mentor – Mentee system and update the Green Card then and there (ii) Mentor is responsible in identifying the slow learners and advanced learners. (iii) Photos of meetings in this regard has to be updated.	Immediate	All HoDs/All Faculty members	The mentor-mentee system has been operating smoothly. Mentors periodically update mentees' green cards. The mentor updated the meeting photos.
d)	NPTEL	(i) As part of existing faculty activity each faculty has to complete 2 NPTEL course per year and mentor at least 2 student for the same.	Immediate	All HoDs/All Faculty members/ Students	Many faculty members and students from all departments have registered NPTEL course in different discipline.
e)	Universal Human Value	Two faculty members per department have to attend the UHV – AICTE program conducted every year.	Immediate	All HoDs/All Faculty members	Each department has registered two faculty members for the UHV-AICTE curriculum.
f)	Funded project	Each department must send proposals to various funding agencies	Immediate	All HoDs/All Faculty members	TNSTC has awarded funding to few faculty members for their projects. The NAAC has given the IQAC team a grant of Rs. 30,000 to hold a National Level Virtual Seminar on December 16 and 17, 2022.
g)	Journal Publications	Faculty members are asked to publish minimum two papers per year in reputed journals.	Immediate	All HoDs/All Faculty members	15 Reputed Journals have published by our faculty members in International levels.
h)	Programme Organization	All the faculty members should organize minimum two programme like FDP/ Workshop/ Seminar	Immediate	All HoDs/All Faculty members	Our faculty members have organised a total of 45 FDP, Seminar, and Webinar programmes.

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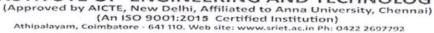
i)	Extension Activity	Apart from blood donation camp the activity coordinators are asked to conduct various extension activities outside the campus.	Immediate	Extension Activity Coordinator	Many extension activities have conducted by extension activity coordinators.
j)	Library Usage	(i) Usage of Central library both for students and faculty members must be strengthened.	Immediate	All HoDs/All Faculty members	i. Both staff and students routinely use the central library.
		(ii) Department library incharge ought to monitor the same and present weekly report.	Immediate	Department Library Incharge	ii. The librarian in charge of the department has kept an eye out and reported to the Principal.
k)	LMS/ Question Bank/ Notes/ PPT	(i) Faculty should present video lecture based on the paper allotted and to be uploaded in the college website according to the schedule. (ii) Faculty has to be well prepared in advance for the subjects handled and the related question bank, notes and PPT has to be uploaded in the college website.	Immediate	All HoDs/All Faculty members	i. For their individual disciplines, faculty members have recorded video lectures and published them to the college website. ii. The college website has all of the subject-specific notes, question banks, and PPT files.
l)	College Committee Activities	All corresponding college committees has to update all their activities as per the guidelines providing supporting documents with geo tag details.	Immediate	Committee In-charge	All relevant college committees have updated all of their activities in accordance with the rules and provided documentation in support that includes Geotag information.
m)	Alumni	Alumni contribution has to be strengthened.	Immediate	Alumni In-charge	Our institution has benefited from the work of many alumni.
n)	Placement	Placement related activities should be planned in advance and executed with utmost priority to strengthen the same.	Immediate	Placement Coordinators	Many online campuses with good packages have been set up by the placement cell for our students, and many of them have been hired by various companies.

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o)	General	(i) Monthly Activity report should be handed over to IQAC on 2nd of every month. (ii) Newsletter has to be prepared at the end of every semester and to be submitted to IQAC. (iii) Program organized has to be updated in FB, Twitter and Instagram. (iv) Post event report has to be prepared after completion of every event organized. (v) Department wise student corner notice board has to be created and encourage students to involve in co-curricular activities.	Immediate	All HoDs/All Faculty members	i. Every month by the second, every department submits a monthly report to the IQAC cell. ii. Newsletter has prepared at the end of every semester and submitted to IQAC from all departments. iii. The programme conducted has been updated on Facebook, Twitter and Instagram. iv. A post-event report has been created following the conclusion of each organized event. v. Student corner notice boards have been constructed for each department, and many students participate in extracurricular activities.

IQAC Secretary   **IQAC Additional Director**   **IQAC-Director**   **Principal**

Copy to:

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