



SRI RANGANATHAR
INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
Accredited by NAAC with "A+" Grade & ISO 9001:2015 Certified Institution
Athipalayam, Coimbatore - 641 110. Web site: sriet.ac.in Ph: 0422 2697792



IQAC FIRST QUARTERLY MEETING



SRIET/ IQAC / CR/ 2023-24/ 003

INTERNAL QUALITY ASSURANCE CELL (IQAC)

20.07.2023

CIRCULAR

1st Meeting of Internal Quality Assurance Cell (IQAC) will be held on 26.07.2023 (10:15 AM to 11:30 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. Review of previous meeting
2. Preparation of Academic Calendar for ODD semester 2023-24
3. Updating of College website
4. Faculty Activity and Student Activity
5. Autonomous Process.
6. NBA Process

[Signature]
20/7/23
IQAC DIRECTOR

[Signature]
PRINCIPAL

Copy To,

The Chairman for Kind Information,
Principal Office,
All HoDs.
IQAC Members.



[Signature]
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Athipalayam,
Coimbatore - 641 110





IQAC 1st Quarterly Meeting

Meeting Date and Time	26.07.2023 (10:15 AM to 11:40 AM)
Venue	IQAC Board Room

Academic Year 2023-24

Members present in the Meeting:

S.No.	Name of the Faculty	Department
1	Dr. H. Ganesan, Principal, SRIET	IQAC Chairman
2	Mr. J. Elangovan, Technical Director/ SRI Groups	Administrative Officer
3	Dr. B. Kavitha, Professor/ Chemistry	IQAC Additional Director/ Member
4	Mr. M. Suresh Kumar, Assistant Professor / CSE	IQAC Secretary/ Member
5	Mr. V.P Mani, Assistant Professor /ECE	IQAC Member
6	Mrs. M. Malathi, Assistant Professor /EEE	IQAC Member
7	Mr. A. R Sivanesh, Assistant Professor / MECH	IQAC Member
8	Mrs. U. Nandhini, Assistant Professor / CIVIL	IQAC Member
9	Mrs. R. Priyadarshini, Assistant Professor /CSE	IQAC Member
10	Mrs. B. Dhakshinamoorthy, Assistant Professor /S&H	IQAC Member
11	Mrs. C. Muthulakshmi, Senior Accountant / SRI Groups	Management Member
12	R. Chandrasekhar- OLT Tutor, Focus Edumatics PVT LTD	Alumni
13	R. Ayyanar, Calibar Inter Connect Solution	Alumni
14	D. Punithashree, Final Year CSE	Student Member
15	Mr. Durai, Mason	Parent Member
16	Mr. Karthikeyan, Director/ARK Automation	Member from Stakeholder
17	Mr. M. Viramanikandan, AGM & Versa Drives	Member from Employer
18	Dr. J. Maalmarugan, Professor & Head/ EEE	IQAC Director

Dr. H. Ganesan, Principal SRIET, and Dr. J. Maalmarugan, Director-IQAC, welcomed all members to the first SRIET-IQAC meeting. Mr. J. Elangovan, Member, IQAC, Technical Director, SRI, Mr. Karthikeyan, Director, ARK Automation PVT Ltd, Coimbatore, and Mr. M. Viramanikandan, AGM&HR, VERSA Drives were also warmly welcomed.

Mr. J. Elangovan Member, IQAC, Technical Director, SRI Mr. Karthikeyan, Director, ARK Automation PVT Ltd, Coimbatore, Mr. M. Viramanikandan AGM&HR, VERSA Drives, Mrs. C. Muthulakshmi, Senior Accountant/SRI Groups, R. Chandrasekhar, Alumni and Mr. R. Ayanar, Alumni attended the meeting in online mode.

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The following points were discussed in the meeting:

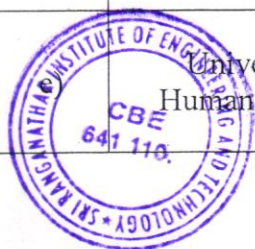
1. Review of previous meeting
2. Preparation of Academic Calendar for ODD semester 2023-24
3. Updating of College website
4. Faculty Activity and Student Activity
5. Autonomous Process
6. NBA Process





Plan of Action of IQAC is proposed and as follows

Sl.No.	Points Discussed	Response from other members	Target Date	Responsibility
1	Review of previous meeting			
a)	Review	The previous IQAC meeting minutes, which had been approved directly on May 4th, 2023, were compiled and documented by the IQAC Director.	-	-
2	Preparation of Academic Calendar for ODD semester 2023-24			
a).	Academic Calendar	Departmental academic calendar for the upcoming odd semester (2023-24) will be developed, together with information on add-on courses planned for the same.	Immediate	All HoDs
3	Updating of College website			
a).	Website Updation	The IQAC Director requested that all department heads give all current department details to the CSE department.	Immediate	All HoDs
4	Faculty and Students Activity			
a)	Course File	Even semester course file for the Academic Year 2022-2023 to be retained.	Immediate	All HoDs/All Faculty members
b)	Department Advisory Committee	IQAC director asked the DAC to finalise at least three add on courses for the academic year 2023-2024, with the following courses being beyond the curriculum.	August first week	All HoDs
c)	Mentor- Mentee Status	(i) Faculty should follow the Mentor-Mentee system and update the Green Card immediately. (ii) The mentor is in charge of identifying slow and advanced learners. (iii) Meeting photos in this regard must be updated.	Immediate	All HoDs/All Faculty members
d)	NPTEL	(i)As part of their existing faculty activities, each faculty member must complete two NPTEL courses per year and mentor at least two students.	Immediate	All HoDs/All Faculty members/ Students
	Universal Human Value	Every year, two faculty members from each department are required to attend the UHV - AICTE programme.	Immediate	All HoDs/All Faculty members





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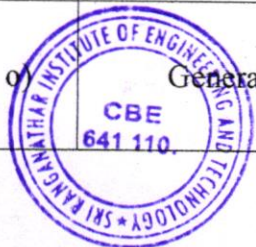
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f)	Funded project	Each department is required to submit proposals to several funding bodies.	Immediate	All HoDs/All Faculty members
g)	Journal Publications	Faculty members are required to publish at least two papers per year in prestigious publications.	Immediate	All HoDs/All Faculty members
h)	Programme Organization	All faculty members should organise at least two programmes such as Faculty Development programmes, workshops and seminars.	Immediate	All HoDs/All Faculty members
i)	Extension Activity	The extension activity coordinator is tasked with organising numerous off-campus activities.	Immediate	Mrs. U. Nandhini
j)	Library Usage	(i) The use of the Central Library by both students and faculty members must be enhanced.	Immediate	All HoDs/All Faculty members
		(ii) The department library in charge should monitor the scenario and provide a weekly report.	Immediate	Department Library Incharge
k)	LMS/ Question Bank/ Notes/ PPT	(i) Faculty should deliver a video lecture based on the assigned paper, which should be submitted to the college website on time.	Immediate	All HoDs/All Faculty members
		(ii) Faculty must be properly prepared for the subjects covered in advance and the corresponding question bank, notes, and PPT must be uploaded to the college website.		
l)	College Committee Activities	All associated college committees must update all of their actions in accordance with the standards, including supporting documents with geotag information.	Immediate	Committee In-charge
m)	Alumni	The contribution of alumni must be enhanced.	Immediate	Alumni In-charge
n)	Placement	To improve the placement process, placement-related activities should be prepared ahead of time and carried out with the utmost priority.	Immediate	Placement Coordinators
o)	General	(i) On the second of each month, a monthly activity report should be submitted to IQAC. (ii) A newsletter to be prepared and	Immediate	All HoDs/All Faculty members



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		submitted to IQAC at the end of each semester. (iii) The programme organised must be updated on Facebook, Twitter, and Instagram. (iv) A post-event report must be prepared after the end of each event organised. (v) A student corner notice board should be developed for each department to encourage students to participate in extracurricular activities.		
5	Autonomous progress work			
a).	Autonomous Progress	The Principal has stated the Autonomous Progress has been moving forward.	-	All HoDs/All Faculty members
6.	National Board of Accreditation Process			
a)	NBA	The Principal directed NBA coordinators to begin work immediately.	Immediate	All HoDs/NBA Coordinators

Faculty Signature:

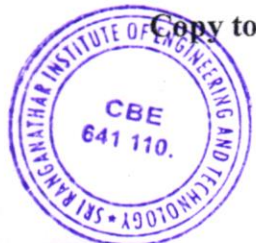
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18	Dr. J. Maalmarugan, Professor & Head/ EEE	

IQAC Secretary

IQAC Additional Director

IQAC-Director

Principal



Copy to:

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

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ACTION TAKEN REPORT FOR FIRST QUARTERLY MEETING



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Action Taken Report for - IQAC 1st Quarterly Meeting held on 26.07.2023

Sl.No.	Points Discussed	Response from other members	Target Date	Responsibility	Action Taken
1.	REVIEW OF PREVIOUS MEETING				
a)	Review	The previous IQAC meeting minutes, which had been approved directly on May 4th, 2023, were compiled and documented by the IQAC Director.	-	-	-
2	PREPARATION OF ACADEMIC CALENDAR FOR ODD SEMESTER 2023-24				
a).	Academic Calendar	Departmental academic calendar for the upcoming odd semester (2023-24) will be developed, together with information on add-on courses planned for the same.	Immediate	Exam cell coordinator	Academic Calendar was prepared by the Exam cell coordinator on same will be updated in SRIET Website.
3	UPDATING OF COLLEGE WEBSITE				
a).	Website Updation	The IQAC Director requested that all department heads give all current department details to the CSE department.	Immediate	All HoDs / CSE Department	The college website is checked on a regular basis, and the CSE HoD monitors and updates it.
4a.	FACULTY AND STUDENT ACTIVITY				
a)		Even semester course file for the Academic Year 2022-2023 to be retained.	Immediate	All HoDs/All Faculty members	For the academic year 2022-23, all faculty members submitted their department's even semester course files.

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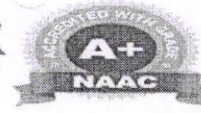
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b)	Department Advisory Committee	IQAC director asked the DAC to finalise at least three add on courses for the academic year 2023-2024, with the following courses being beyond the curriculum.	August first week	All HoDs	All departments held their DAC meetings for the Academic Year 2023-2024 by the first week of August and the IQAC Director received the minutes.
c)	Mentor- Mentee Status	(i) Faculty should follow the Mentor-Mentee system and update the Green Card immediately. (ii) The mentor is incharge of identifying slow and advanced learners. (iii) Meeting photos in this regard must be updated.	Immediate	All HoDs/All Faculty members	i. The mentor-mentee system has been functioning smoothly. Mentors periodically update their mentees' green cards. ii. All department mentors identified a list of advanced and slow learners and reported it to their respective departments. iii. The mentor had upgraded the meeting pictures.
d)	NPTEL	(i) As part of their existing faculty activities, each faculty member must complete two NPTEL courses per year and mentor at least two students.	Immediate	All HoDs/All Faculty members/ Students	Several faculty members and students from all departments have registered for NPTEL courses in various disciplines.
e)	Universal Human Value	Every year, two faculty members from each department are required to attend the UHV - AICTE programme.	Immediate	All HoDs/All Faculty members	Each department has enrolled two faculty members for the UHV-AICTE curriculum.
f)	Funded project	Each department is required to submit proposals to several funding bodies.	Immediate	All HoDs/All Faculty members	TNSTC has provided funds to a few faculty members for their research.
g)	Journal Publications	Faculty members are required to publish at least two papers per year in prestigious publications.	Immediate	All HoDs/All Faculty members	Ten reputable journals have been published by our faculty members at the international level.



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h)	Programme Organization	All faculty members should organise at least two programmes such as Faculty Development programmes, workshops and seminars.	Immediate	All HoDs/All Faculty members	Our faculty members have organised a total of 50 FDP, Seminar and Webinar programmes.
i)	Extension Activity	The extension activity coordinator is tasked with organising numerous off-campus activities.	Immediate	Mrs. U. Nandhini	Many extension activities have been carried out by extension activity coordinators.
j)	Library Usage	(i) The use of the Central Library by both students and faculty members must be enhanced. (ii) The department library in charge should monitor the scenario and provide a weekly report.	Immediate Immediate	Department Library Incharge	i. Both students and staff frequently use the central library. ii. The librarian in charge of the department has kept a look out and informed the Principal.
k)	LMS/ Question Bank/ Notes/ PPT	(i) Faculty should deliver a video lecture based on the assigned paper, which should be submitted to the college website on time. (ii) Faculty must be properly prepared for the subjects covered in advance and the corresponding question bank, notes, and PPT must be uploaded to the college website.	Immediate	All HoDs/All Faculty members	i. Faculty members have produced video lectures for their respective fields and made them available on the college website. ii. The college's website has all of the specific to the subject notes, question banks, and PPT files.
l)	College Committee Activities	All associated college committees must update all of their actions in accordance with the standards, including supporting documents with geotag information.	Immediate	Committee In-charge	All relevant college committees have updated their actions in compliance with the rules and given supporting documentation, including geotag information.
m)	Alumni	The contribution of alumni must be enhanced.	Immediate	Alumni In-charge	Many alumni have contributed to our Institution's success.



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n)	Placement	To improve the placement process, placement-related activities should be prepared ahead of time and carried out with the utmost priority.	Immediate	Placement Coordinators	The placement cell has established numerous online campuses with competitive pay packages for our students, and many of them have been hired by various companies.
o)	General	(i) On the second of each month, a monthly activity report should be submitted to IQAC. (ii) A newsletter to be prepared and submitted to IQAC at the end of each semester. (iii) The programme organised must be updated on Facebook, Twitter, and Instagram. (iv) A post-event report must be prepared after the end of each event organised. (v) A student corner notice board should be developed for each department to encourage students to participate in extracurricular activities.	Immediate	All HoDs/All Faculty members	i. Every department submits a monthly report to the IQAC cell on the second of each month. ii. Newsletters are prepared at the conclusion of each semester and submitted to IQAC by all departments. iii. The programme has been shared on Facebook, Twitter, and Instagram. iv. After each organised event, a post-event report is prepared. v. Student corner notice boards have been built for each department, and many students engage in extracurricular activities.

[Signature]
IQAC Secretary
 Copy to:

[Signature]
IQAC Additional Director

[Signature]
IQAC-Director

[Signature]
Principal

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