



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 SECOND QUARTERLY MEETING



SRI RANGANATHAR

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SRIET/IQAC / CR/ 2023-24/ 004

INTERNAL QUALITY ASSURANCE CELL (IQAC)

21.12.2023

CIRCULAR

2nd Meeting of Internal Quality Assurance Cell (IQAC) will be held on 28.12.2023 (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. NBA Progress
3. AQAR Submission
4. Faculty Activity and Student Activity



21/12/23
IQAC Director


Principal

Copy to,

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




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Sri Ranganathar Institute of
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Athipalayam,
Coimbatore - 641 110





IQAC Second Quarterly Meeting

Meeting Date and Time	28.12.2023 (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	Mr. P. Meenakshisundaram, 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. Priyadharshini, 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 attendees to the second 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 all warmly welcomed.

Mr. J. Elangovan is a member of IQAC and the technical director at 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, all attended the meeting online.

The following points were discussed in the meeting:

1. Review of previous meeting
2. NBA Progress
3. AQAR Submission
4. Faculty Activity and Student Activity
5. Graduation Day



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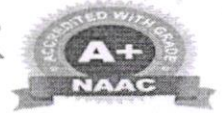
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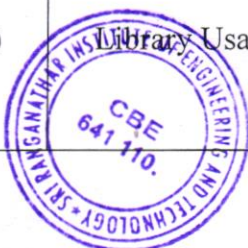
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Plan of Action of IQAC is proposed and as follows

Sl.No.	Points Discussed	Response from other members	Target Date	Responsibility
1	Review of previous meeting			
a)	Review	The preceding of IQAC meeting minutes, which were authorised directly on July 27 th 2023 were produced and documented by the IQAC Director.	-	-
2	NBA Progress			
a).	NBA	The principal directed the NBA coordinators and in-charges to compile the documentation for SAR, and the same should be entered in the NBA portal on or by January 14 th 2024.	Immediate	All HoDs/All NBA Coordinators
3	AQAR Submission			
a).	AQAR	IQAC Director asked the team to submit the AQAR for Academic Year 2023-24 in January 2024.	Immediate	All HoDs/All NAAC Coordinators
4	Faculty and Students Activity			
a)	Mentor- Mentee Status	(i) Faculty should adhere to the Mentor-Mentee protocol and update their Green Cards immediately. (ii) The mentor is responsible for recognising slow and advanced learners. (iii) Meeting images for this purpose must be updated.	Immediate	All HoDs/All Faculty members
b)	NPTEL	The IQAC Chairman congratulated the faculty members and students who successfully completed the NPTEL course in the Academic Year 2023-24 Odd Semester.	-	All HoDs/All Faculty members/ Students
c)	Journal Publications	i. Faculty members are expected to publish at least two papers every year in the finest journals. ii. Many of the faculty members have published their papers in reputed journals. iii. In addition, some faculty members have produced book chapters in prominent books.	Immediate	All HoDs/All Faculty members
d)	Extension Activity	The extension activity coordinator is tasked with organising numerous off-campus activities.	Immediate	Mrs. U. Nandhini
e)	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	All HoDs/All Faculty members Department Library Incharge



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f)	Placement	To improve the placement process, placement-related actions should be planned ahead of time and executed with utmost urgency.	Immediate	Placement Coordinators
5	Graduation Day			
a)	Graduation Day	(i). The chairman of IQAC notified to all members that our college's Graduation Day will be held on January 7, 2024. (ii). He also asked that the alumni organisers maintain an engagement section with alumni on that day.	Immediate	All HoDs/All Faculty members
6	General			
a)	General	(i) On the second of each month, a monthly activity report should be sent to IQAC. (ii) A newsletter will be created and sent to IQAC at the end of each semester. (iii) The programme must be posted on Facebook, Twitter, and Instagram. (iv) A post-event report must be prepared following the conclusion of each event organised.	Immediate	All HoDs/All Faculty members

Faculty Signature:

S.No.	Name of the Faculty	Signature
1	Dr. H. Ganesan, Principal, SRIET	
2	Mr. J. Elangovan, Technical Director/ SRI Groups	
3	Dr. B. Kavitha, Professor/ Chemistry	
4	Mr. M. Suresh Kumar, Assistant Professor / CSE	
5	Mr. V.R Mani, Assistant Professor /ECE	
6	Mr. P. Meenakshisundaram, Assistant Professor /EEE	
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15	Mr. Durai, Mason	
16	Mr. Karthikeyan, Director/ARK Automation	
17	Mr. M. Viramanikandan, AGM & Versa Drives	
18	Dr. J. Maalmarugan, Professor & Head/ EEE	

IQAC Secretary

IQAC Additional Director

IQAC-Director

Principal



Copy to:

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

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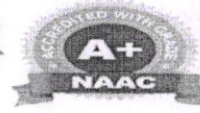
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ACTION TAKEN REPORT FOR SECOND QUARTERLY MEETING



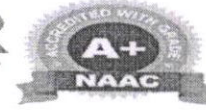
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Action Taken Report for - IQAC 2nd Quarterly Meeting Held on 28.12.2023

Sl. No.	Points Discussed	Response from other members	Target Date	Responsibility	Action Taken
1.	REVIEW OF PREVIOUS MEETING				
a)	Review	The preceding of IQAC meeting minutes, which were authorised directly on July 27 th 2023 were produced and documented by the IQAC Director.	-	-	-
2	NBA PROGRESS				
a).	NBA	The principal directed the NBA coordinators and in-charges to compile the documentation for SAR, and the same should be entered in the NBA portal on or by January 14 th 2024.	Immediate	All HoDs/All NBA Coordinators	
3	AQAR SUBMISSION				
a).	AQAR	IQAC Director asked the team to submit the AQAR for Academic Year 2023-24 in January 2024.	Immediate	All HoDs/All NAAC Coordinators	
4a.	FACULTY AND STUDENT ACTIVITY				
a)	Mentor- Mentee Status	(i) Faculty should adhere to the Mentor-Mentee protocol and update their Green Cards immediately. (ii) The mentor is responsible for recognising slow and advanced learners. (iii) Meeting images for this purpose must be updated.	Immediate	All HoDs/All Faculty members  PRINCIPAL	i. The mentor-mentee system runs smoothly. Mentors regularly update their mentees' green cards. ii. Each department mentor compiled a list of advanced and slow learners and reported it to their respective departments. iii. The mentor had updated the meeting photos.

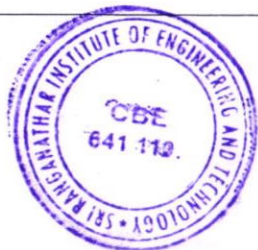


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b)	NPTEL	The IQAC Chairman congratulated the faculty members and students who successfully completed the NPTEL course in the Academic Year 2023-24 Odd Semester.	Immediate	All HoDs/All Faculty members/ Students	-
c)	Journal Publications	i. Faculty members are expected to publish at least two papers every year in the finest journals. ii. Many of the faculty members have published their papers in reputed journals. iii. In addition, some faculty members have produced book chapters in prominent books.	Immediate	All HoDs/All Faculty members	Our faculty members have published 18 recognised publications and five book chapters on worldwide levels.
d)	Extension Activity	The extension activity coordinator is tasked with organising numerous off-campus activities.	Immediate	Mrs. U. Nandhini	Extension activity coordinators have led numerous extension activities.
e)	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	All HoDs/All Faculty members Department Library Incharge	The central library is extensively used by students as well as staff members. ii. The librarian in charge of the department kept monitoring out and notified the Principal.
f)	Placement	To improve the placement process, placement-related actions should be planned ahead of time and executed with utmost urgency.	Immediate	Placement Coordinators	The placement cell has set up several online campuses with competitive compensation packages for our students, and many of them have been appointed by various companies.
5	GRADUATION DAY				



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	Graduation Day	(i). The chairman of IQAC notified to all members that our college's Graduation Day will be held on January 7, 2024. (ii). He also asked that the alumni organisers maintain an engagement section with alumni on that day.	Immediate	All HoDs/All Faculty members	i. Dr. G. Ravi, Chief Guest Alagappa University Vice Chancellor, presented graduates with their degree diplomas on January 7, 2024. ii. Alumni organisers successfully organised the meeting on that day.
6	GENERAL				
	General	(i) On the second of each month, a monthly activity report should be sent to IQAC. (ii) A newsletter will be created and sent to IQAC at the end of each semester. (iii) The programme must be posted on Facebook, Twitter, and Instagram. (iv) A post-event report must be prepared following the conclusion of each event organised.	Immediate	All HoDs/All Faculty members	i. Every department submits a monthly report to the IQAC cell on the second of the month. ii. All departments submit semester-end newsletters to IQAC. iii. The programme has been promoted on Facebook, Twitter, and Instagram. iv. For each incident, a post-event report is created.

IQAC Secretary

IQAC Additional Director

IQAC-Director

Principal



Copy to:

The Chairman for Kind Information,
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