



# UNITED INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi and Affiliated to Anna University,  
Chennai

(Certified by ISO 9001:2015)

Periyanaickenpalayam, Coimbatore – 641 020

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

UIT/ IQAC / 2021-22 /01

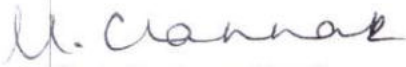
03.08.2021

### CIRCULAR

IQAC Meeting is scheduled on 05.08.2021. All the members of IQAC are requested to attend the meeting without fail.

**Venue:** Board room


**Time:** 11.30 a.m.

  
Coordinator – IQAC

Copy to: The Members Concern

Office, IQAC

Chairman and Vice Chairman for kind information

  
Principal  
Principal  
United Institute of Technology  
Coimbatore - 641 020.

  
Dr. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20



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Periyanaickenpalayam, Coimbatore – 641 020

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of Meeting - 1

Date: 05.08.2021

### IQAC Committee Members

S. No	Members	Designation	Signature
1	Mr. S.Shanmugam	Chairman	
2	Ms. S.Mythili	Co-Chairman	
3	Dr. S.Ramkumar	Principal	
4	Mr. R. Mahalingam	Member, Industrialist, Netcon Technologies	
5	Mrs. S.Kalaiaarasi	Member, HoD / CIVIL	
6	Mr. S. Udhayakumar	Member, HoD/ ECE	
7	Dr. P. Sindhuja	Member, HoD/CSE	
8	Dr. C. Saravanamurthi	Member HoD / R&A	
9	Mr. R. Karthik	Member, Assistant Professor of Mechanical	
10	Dr. B. Gayathiri	Member, Assistant Professor of Mathematics	
11	Dr. D. Sathyavani	Member, Assistant Professor of CSE	
12	Mr. D. Rajanayagam	Member, Salzer electronics	
13	Mr. G. Murali krishnan	Administrative officer	
14	Mr. N. Nirmal	Alumni	
15	Mr. S. Sathyan	Student	
16	Dr. M.Kannan	IQAC Coordinator , HoD / S&H	

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The following points were discussed and resolutions are taken during the meeting:

1. The IQAC Coordinator welcomes the committee members for the first Internal Quality Assessment Cell meeting for the academic year 2021-2022.
2. The IQAC Coordinator discussed the closure of academic events / records and the gap is analyzed to carry forward to the subsequent years.
3. Principal happily announced the commencement of new course CSE (CS) and IT to be start from the academic year 2022-2023 onwards.
4. The Principal instructed IQAC coordinator to organize the orientation program for students and newly joined faculty members.
5. The IQAC coordinator directed exam cell coordinator to prepare the academic calendar with the inclusion of internal examination schedule and celebration of commemorative days.
6. The principal instructed the HoD's to prepare and conduct approved value added courses in association with centre for academic affairs, Anna University Chennai, as per the current industrial requirement and allocate course coordinator for the same.
7. The IQAC instructed all the criterion coordinators through head of the department to prepare the AQAR documents as required for the academic year 2020-2021.
8. The IQAC Coordinator discussed about the choice based credit system and instructed the HoDs to collect the willingness of the students to select the appropriate UG course electives. HoDs may use Google forms to collect the data.
9. The IQAC coordinator informed all the heads to complete the process of collecting feedback from the stockholders, analyze it, take appropriate action and disseminate the report in our college website, Dr. Sathish Kumar appointed to coordinate for the same.
10. Mr. Karthik R requested the authorities to submit a proposal to create infrastructure to establish Incubation centres on Arduino programming and the same is orally accepted by the committee.
11. Dr. Gayathri AP \ S&H was directed by the committee to update the student's information in Rovam IMS on completion of admission process.
12. The IQAC Coordinator asked all the faculty members to plan for lectures for their allocated subjects and document the entire curriculum delivery process.
13. The principal asked the IQAC to modify the lecture plan and list of course file index as required.

*[Signature]*  
D. S. RAMKUMAR M.E., Ph.D.,  
PRINCIPAL  
United Institute of Technology  
Periyanaickenpalayam, Coimbatore - 20





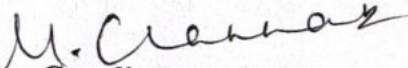
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14. The IQAC insisted to all departments HoD's to include and emphasize the experiential learning through project work, field work and internships.
15. Mr. G. Murali krishnan Administrative officer discussed with the HoD's about the admission status of the current year and also discussed the admission count under various categories.
16. The class advisors are asked to prepare the list of slow learners based on their academic performance to plan and execute programs to improve the same.
17. The mechanical department asked to submit a proposal to AICTE to claim funds for conducting the Faculty development programs. Also insisted other department to apply for the same.
18. Promote faculty members to publish journal papers based on their core stream and HoDs are requested to promote and monitor.
19. To improve the quality of the faculty members, a decision is taken to promote the faculty members to attend FDP approved by AICTE.
20. The committee requested the faculty members through the principal to do book publications and patent publications.
21. The committee decided to promote Dr.C.Saravanamurthi as Vice Principal in this academic year onwards.


  
Coordinator – IQAC

  
Principal

Copy to: The Members Concern

Office, IQAC

Chairman and Vice Chairman for kind information

  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

UIT/ IQAC / 2021-22/02


17.11.2021


### CIRCULAR

IQAC Meeting is scheduled on 22.11.2021. All the members of IQAC are requested to attend the meeting without fail.

Venue: Board room

Time: 10.30 a.m.


  
Coordinator – IQAC

  
Principal  
Principal  
United Institute of Technology  
Coimbatore - 641 020.

Copy to: The Members Concern

Office, IQAC

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting - 2

Date: 22.11.2021

### IQAC Committee Members

S. No	Members	Designation	Signature
1	Mr. S.Shanmugam	Chairman	
2	Ms. S.Mythili	Co-Chairman	
3	Dr. S.Ramkumar	Principal	
4	Mr. R. Mahalingam	Member, Industrialist, Netcon Technologies	
5	Mrs. S.Kalaiarasi	Member, HoD / CIVIL	
6	Mr. S. Udhayakumar	Member, HoD/ ECE	
7	Dr. P. Sindhuja	Member, HoD/CSE	
8	Dr. C. Saravanamurthi	Member HoD / R&A	
9	Mr. R. Karthik	Member, Assistant Professor of Mechanical	
10	Dr. B. Gayathiri	Member, Assistant Professor of Mathematics	
11	Dr. D. Sathyavani	Member, Assistant Professor of CSE	
12	Mr. D. Rajanayagam	Member, Salzer electronics	
13	Mr. G. Murali krishnan	Administrative officer	
14	Mr. N. Nirmal	Alumni	
15	Mr. S. Sathyan	Student	
16	Dr. M.Kannan	IQAC Coordinator , HoD / S&H	

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The following points were discussed and resolutions are taken during the meeting:

1. The Principal and IQAC coordinators welcome the committee members for the Second Internal Quality Assessment Cell meeting for the academic year 2021-2022.
2. The action taken report with reference to the previous IQAC meeting is tabulated below:

S.No	Points Discussed with reference to previous meeting	Action Taken
1	The principal instructed IQAC coordinator to organize the orientation program for students and newly joined faculty members.	As per the direction from principal the IQAC conducted orientation and seminars for the students and faculty members.
2	The IQAC coordinator directed exam cell coordinator to prepare the academic calendar with the inclusion of internal examination schedule and celebration of commemorative days.	The exam cell prepared the academic calendar and circulated to among the students and faculty through the website and circular.
3	The IQAC Coordinator discussed about the choice based credit system and instructed the HoDs to collect the willingness of the students to select the appropriate UG course electives.	Based on the instruction from IQAC the head of the departments collected the willing list from the students and uploaded the same in the web portal.
4	The IQAC coordinator informed all the heads to complete the process of collecting feedback from the stockholders, analyze it, take appropriate action and disseminate the report in our college website, Dr. Sathish Kumar appointed to coordinate for the same.	As per the instruction from principal the head of the department are collected the feedback from the various stockholders and analyze it few of the appropriate action is taken as per the students feedback. Remaining actions are planned to do in the upcoming days.

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5	Dr. Gayathri AP \ S&H was directed by the committee to update the student's information in Rovam IMS on completion of admission process.	The class advisors collected the data's form the students and the same will be handed over to Dr. Gayathri AP/S&H and the data's are loaded in the Rovam IMS.
6	The IQAC Coordinator asked all the faculty members to plan for lectures for their allocated subjects and document the entire curriculum delivery process.	The faculty members are followed the instruction from the IQAC the course file related documents are prepared to reach high level of delivery process.

3. The IQAC insisted all heads to initiate the VAC process, getting approval from Anna University. The HOD's were asked to complete the process of approval to start VAC department wise.
4. The department should make necessary arrangements to take geo tagged photos for all the events to be organized.
5. The individual department can decide the number of ADD-ON Course to be conducted per academic year.
6. The committee insists the IQAC to formulate and to conduct the academic audit in time, at the end of this semester and also IQAC members can visit the department for random academic audit.
7. Once again the IQAC team instructed the faculty members to improve their publications.
8. Mrs. Mythili, co-chairman informed the department heads to submit project proposals through R&D committee to seek seed fund.
9. Decision is taken to undergo energy and environmental audit through appropriate registered third party agency and asked to take care of Mr.Kavi Rajan AP/Civil.
10. In order to improve the quality of academic staff members to improve their qualifications the IQAC cell insisted to faculties once again to register for Ph.D and post graduate in engineering.
11. The IQAC proposed few training programs for quality enhancement.
12. The Management representative asked the members to promote faculty members to equip themselves by attending workshops and conferences in which financial assistance will be barred by the Institution.
13. In consent with the IQAC members the coordinators proposed the panel members for the internal audit and the same accepted by the committee.

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14. The Principal asked the training and placement cell to plan and execute the training programs to promote placements.

*M. Chandra*  
Coordinator – IQAC

Copy to: The Members Concern  
Office, IQAC  
Chairman and Vice Chairman for kind information

*[Signature]*

Principal

*[Signature]*  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

UIT/ IQAC / 2021-22/03

04.01.2022

### CIRCULAR

IQAC Meeting is scheduled on 06.01.2022. All the members of IQAC are requested to attend the meeting without fail.

Venue: Board room

Time: 09.30 a.m.



Coordinator – IQAC

Copy to: The Members Concern

Office, IQAC

Chairman and Vice Chairman for kind information



Principal

Principal

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting - 3

Date: 06.01.2022

### IQAC Committee Members

S. No	Members	Designation	Signature
1	Mr. S.Shanmugam	Chairman	
2	Ms. S.Mythili	Co-Chairman	
3	Dr. S.Ramkumar	Principal	
4	Mr. R. Mahalingam	Member, Industrialist, Netcon Technologies	
5	Mrs. S.Kalaiarasi	Member, HoD / CIVIL	
6	Mr. S. Udhayakumar	Member, HoD/ ECE	
7	Dr. P. Sindhuja	Member, HoD/CSE	
8	Dr. C. Saravanamurthi	Member HoD / R&A	
9	Mr. R. Karthik	Member, Assistant Professor of Mechanical	
10	Dr. B. Gayathiri	Member, Assistant Professor of Mathematics	
11	Dr. D. Sathyavani	Member, Assistant Professor of CSE	
12	Mr. D. Rajanayagam	Member, Salzer electronics	
13	Mr. G. Murali krishnan	Administrative officer	
14	Mr. N. Nirmal	Alumni	
15	Mr. S. Sathyan	Student	
16	Dr. M.Kannan	IQAC Coordinator , HoD / S&H	

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The following points were discussed and resolutions are taken during the meeting:

1. The Principal and IQAC coordinators welcome the committee members for the third Internal Quality Assessment Cell meeting for the academic year 2021-2022.
2. The action taken report with reference to the previous IQAC meeting is tabulated below:

S.No	Points Discussed with reference to previous meeting	Action Taken
1.	The IQAC insisted all heads to initiate the VAC process, getting approval from Anna University. The HOD's were asked to complete the process of approval to start VAC department wise.	The head of the department for various departments are planned and conducted the Value added programs for student's community in order to increase their technical stuffs.
2.	The IQAC insisted to all departments HoD's to include and emphasize the experiential learning through project work, field work and internships.	The HoDs are advised to do industrial projects and students are allowed to go internship in various companies in order to know the activities in and around the company and motivated to know the requirements of company from the employee.
3.	Promote faculty members to publish journal papers based on their core stream and HoDs are requested to promote and monitor.	Two faculties are published the journals in various fields.
4	To improve the quality of the faculty members, a decision is taken to promote the faculty members to attend FDP approved by AICTE.	As per the direction from principal 15 faculties have attended various faculty development program and seminars.

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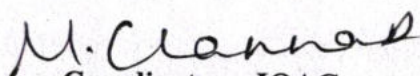
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5.	The individual department can decide the number of ADD-ON Course to be conducted per academic year.	The head of department conducted many events like seminar, guest lecture and for the beneficiary of the students
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3. The committee members are insisted that, it is the responsibility of the individual faculty to produce 100% results.
4. Principal asked the individual department can take appropriate actions for getting 100 % results.
5. The principal asked the management representative to support for the ICT enabled infrastructure to improve quality teaching learning process.
6. The principal asked to promote extension activities to the neighboring communities through collaboration with third parties such as Rotract Club, NSS, YRC and so on.
7. Mrs. Mythili, co-chairman suggested few programs to inculcate soft skills and logical capabilities among students community through minor projects and skill based.
8. The class advisors are asked to prepare the list of slow learners based on their academic performance to plan and execute programs to improve the same.
9. The Management representative informed that the Institution is planning to organize the regional based cultural programs in association with neighboring community.
10. The IQAC coordinator and management representative recommended the principal to plan for organizing professional and administrative related training programs for the teaching and non teaching staff.

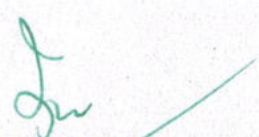
  
Coordinator – IQAC

  
Principal

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Office, IQAC

Chairman and Vice Chairman for kind information

  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

UIT/ IQAC / 2021-22/04

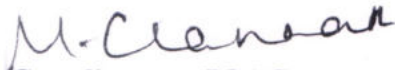
10.06.2022

### CIRCULAR

IQAC Meeting is scheduled on 12.06.2022. All the members of IQAC are requested to attend the meeting without fail.

Venue: Board room


Time: 09.30 a.m.

  
Coordinator – IQAC

Copy to: The Members Concern

Office, IQAC

Chairman and Vice Chairman for kind information

  
Principal  
Principal  
United Institute of Technology  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of Meeting - 4

Date: 12.06.2022

### IQAC Committee Members

S. No	Members	Designation	Signature
1	Mr. S. Shanmugam	Chairman	
2	Ms. S. Mythili	Co-Chairman	
3	Dr. S. Ramkumar	Principal	
4	Mr. R. Mahalingam	Member, Industrialist, Netcon Technologies	
5	Mrs. S. Kalaiarasi	Member, HoD / CIVIL	
6	Mr. S. Udhayakumar	Member, HoD / ECE	
7	Dr. P. Sindhuja	Member, HoD / CSE	
8	Dr. C. Saravanamurthi	Member HoD / R&A	
9	Mr. R. Karthik	Member, Assistant Professor of Mechanical	
10	Dr. B. Gayathiri	Member, Assistant Professor of Mathematics	
11	Dr. D. Sathyavani	Member, Assistant Professor of CSE	
12	Mr. D. Rajanayagam	Member, Salzer electronics	
13	Mr. G. Murali krishnan	Administrative officer	
14	Mr. N. Nirmal	Alumni	
15	Mr. S. Sathyan	Student	
16	Dr. M. Kannan	IQAC Coordinator, HoD / S&H	

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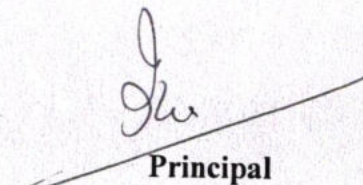
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6.	The Management representative informed that the Institution is planning to organize the regional based cultural programs in association with neighboring community.	As per the plan by the management representative the institution have conducted many events inside and outside in order to remember our country culture the report have been prepared as per the standard
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3. The result is analyzed and it seems that we have achieved more than 55 percentages for the academic year ODD semester.
4. The principal asked the management representative to support for the ICT enabled infrastructure to improve quality teaching learning process.


  
Coordinator – IQAC

  
Principal

Copy to: The Members Concern

Office, IQAC

Chairman and Vice Chairman for kind information

  
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