UNITED INSTITUTE OF TECHNOLOGY

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Periyanaickenpalayam, Coimbatore – 641 020

INTERNAL QUALITY ASSURANCE CELL (IQAC)

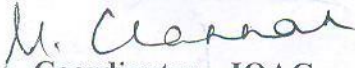UIT/ IQAC / 2022-23 /01   05.08.2022

CIRCULAR

IQAC Meeting is scheduled on 10.08.2022. All the members of IQAC are requested to attend the meeting without fail.

Venue: Board room   **Time:** 10.30 a.m.

Coordinator – IQAC   Principal

Copy to: The Members Concern

Office, IQAC

Chairman and Vice Chairman for kind information

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting - 1
Date: 10.08.2022
IQAC Committee Members

Attendance Status of the IQAC Committee Members for the Meeting

S.No.	Name	Position	Signature
	IQAC COMMITTEE MEMBERS 2022-2023		
	Chairperson: Head of the Institution		
1	Dr.S.Ramkumar	Chairman	
	Teachers to represent all level		
2	Dr.D.Gokila, ASP/ECE	Member	
3	D.P.Sindhuja, ASP/CSE	Member	
4	Dr.C.Saravanamurthi, ASP/R&A	Member	
5	Dr.K.Chinnarasu, ASP/R&A	Member	
6	Mr.Praveen Kumar, AP/ECE	Member	
7	Ms.L.Babitha, AP/IT	Member	
8	Mr.A.Raja, AP/IT	Member	
9	Dr.D.Sathyavani, ASP/CSE	Member	
10	Dr.A.Yasotha, ASP/S&H	Member	
	Management Representative		
11	Mrs.S.Mythili, Secretary, UIT Educational Trust	Member	
	Few Administrative Officers		
12	Mr.G.Murali Krishnan, Administrative Officer, UIT	Member	
13	Mrs.R.Sasikala, Accounts Manager	Member	
	One nominee each from Local Society, Student and Alumni		
14	Mr.A.Arivarasu, Chairman, No-2 Gudular Town Panchayat, G.Goundanpalayam	Member	AB
15	Mr.K.Deivaprakash, Student III R&A/UIT	Member	
16	Mr.N.Nirmal, Alumni, UIT	Member	AB
	One nominee each from Employers/Industrialists/Stakeholders		
17	Mr. D. Rajanayagam, Salzer Electronics	Member	
18	Ms.U.Geetha, Student II ECE/UIT	Member	
19	Mr.R.Mahalingam, Founder and Managing Director, Netcon Technologies, Coimbatore	Member	AB

20	Mr.B.Hakkim, F/O H.Reshma, II R&A, UIT	Member	
One of the Senior Teacher as Coordinator			
21	Dr.M.Kannan, Professor/S&H/UIT	Coordinator	

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 2022-2023.

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 2021-2022.

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 and the same is orally accepted by the committee.

11. Dr. K.Chinnarasu ASP \ R&A was directed by the committee to update the student's information in Rovan 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.

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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 all department HoDs are asked to submit a proposal to AICTE to claim funds for conducting the Faculty development programs.

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.

Coordinator – IQAC

Principal

Copy to: The Members Concern

Office, IQAC

Chairman and Vice Chairman for kind information

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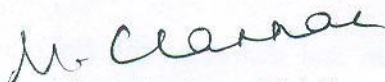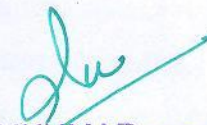Periyanaickenpalayam, Coimbatore - 20

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

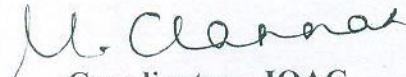JIT/ IQAC / 2022-23 /02   03.11.2022

CIRCULAR

IQAC Meeting is scheduled on 07.11.2022. All the members of IQAC are requested to attend the meeting without fail.

Venue: Board room   **Time:** 10.30 a.m.
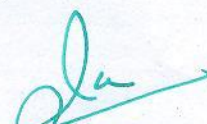
Coordinator – IQAC   Principal

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Office, IQAC

Chairman and Vice Chairman for kind information

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Periyanaickenpalayam, Coimbatore – 641 020

INTERNAL QUALITY ASSURANCE CELL (IQAC)
<u>Minutes of Meeting - 2</u>
Date: 07.11.2022
IQAC Committee Members

Attendance Status of the IQAC Committee Members for the Meeting

S.NO.	Name	Position	Signature
IQAC COMMITTEE MEMBERS 2022-2023			
Chairperson: Head of the Institution			
1	Dr.S.Ramkumar	Chairman	
Teachers to represent all level			
2	Dr.D.Gokila, ASP/ECE	Member	
3	D.P.Sindhuja, ASP/CSE	Member	
4	Dr.C.Saravanamurthi, ASP/R&A	Member	
5	Dr.K.Chinnarasu, ASP/R&A	Member	
6	Mr.Praveen Kumar, AP/ECE	Member	
7	Ms.L.Babitha, AP/IT	Member	
8	Mr.A.Raja, AP/IT	Member	
9	Dr.D.Sathyavani, ASP/CSE	Member	
10	Dr.A.Yasotha, ASP/S&H	Member	
Management Representative			
11	Mrs.S.Mythili, Secretary, UIT Educational Trust	Member	
Few Administrative Officers			
12	Mr.G.Murali Krishnan, Administrative Officer, UIT	Member	
13	Mrs.R.Sasikala, Accounts Manager	Member	
One nominee each from Local Society, Student and Alumni			
14	Mr.A.Arivarasu, Chairman, No-2 Gudular Town Panchayat, G.Goundanpalayam	Member	AB
15	Mr.K.Deivaprakash, Student III R&A/UIT	Member	
16	Mr.N.Nirmal, Alumni, UIT	Member	AB
One nominee each from Employers/Industrialists/Stakeholders			
17	Mr. D. Rajanayagam, Salzer Electronics	Member	
18	Ms.U.Geetha, Student II ECE/UIT	Member	

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Periyanaickenpalayam, Coimbatore – 641 020

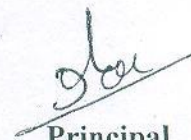| 19 | Mr.R.Mahalingam, Founder and Managing Director, Netcon Technologies, Coimbatore | Member | AB |
20	Mr.B.Hakkim, F/O H.Reshma, II R&A, UIT	Member	B. அக்கிம்
One of the Senior Teacher as Coordinator			
21	Dr.M.Kannan, Professor/S&H/UIT	Coordinator	M. Kannan

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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 2022-2023.

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.	Orientation Program is conducted for the students as well as newly joined 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.	As per the guidelines given from IQAC the detailed academic calendar prepared and send to all department HoDs.
3	The IQAC instructed all the criterion coordinators through head of the department to prepare the AQAR documents as required for the academic year 2021-2022.	As per the guidelines from IQAC and NAAC manual the AQAR prepared by the criterion coordinators.
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. P. Sathish Kumar appointed to coordinate for the same.	As per the Guidelines from IQAC the feedback details collected and prepared the report.
5	The principal asked the IQAC to modify the lecture plan and list of course file index as required.	The new lecture plan format is prepared by IQAC and forwarded to all faculty members.
6	To improve the quality of the faculty members, a decision is taken to promote the faculty members to attend FDP approved by AICTE.	The faculty members from various department have attended the FDP

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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. 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.

9. The IQAC proposed few training programs for quality enhancement.

10. 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.

11. In consent with the IQAC members the coordinators proposed the panel members for the internal audit and the same accepted by the committee.

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

Coordinator – IQAC

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

Principal

Dr. S. RAMKUMAR M.E., Ph.D.,
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

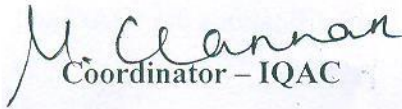UIT/ IQAC / 2022-23 /03   03.02.2023

CIRCULAR

IQAC Meeting is scheduled on 15.02.2023. All the members of IQAC are requested to attend the meeting without fail.

Venue: Board room   **Time:** 09.30 a.m.

Coordinator – IQAC   **Principal**

Copy to: The Members Concern

         Office, IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of Meeting - 3
Date: 15.02.2023
IQAC Committee Members
Attendance Status of the IQAC Committee Members for the Meeting

S.NO.	Name	Position	Signature
IQAC COMMITTEE MEMBERS 2022-2023			
Chairperson: Head of the Institution			
1	Dr.S.Ramkumar	Chairman	
Teachers to represent all level			
2	Dr.D.Gokila, ASP/ECE	Member	
3	D.P.Sindhuja, ASP/CSE	Member	
4	Dr.C.Saravanamurthi, ASP/R&A	Member	
5	Dr.K.Chinnarasu, ASP/R&A	Member	
6	Mr.Praveen Kumar, AP/ECE	Member	
7	Ms.L.Babitha, AP/IT	Member	
8	Mr.A.Raja, AP/IT	Member	
9	Dr.D.Sathyavani, ASP/CSE	Member	
10	Dr.A.Yasotha, ASP/S&H	Member	
Management Representative			
11	Mrs.S.Mythili, Secretary, UIT Educational Trust	Member	
Few Administrative Officers			
12	Mr.G.Murali Krishnan, Administrative Officer, UIT	Member	
13	Mrs.R.Sasikala, Accounts Manager	Member	
One nominee each from Local Society, Student and Alumni			
14	Mr.A.Arivarasu,Chairman, No-2 Gudular Town Panchayat, G.Goundanpalayam	Member	A B
15	Mr.K.Deivaprakash, Student III R&A/UIT	Member	
16	Mr.N.Nirmal, Alumni, UIT	Member	AB
One nominee each from Employers/Industrialists/Stakeholders			
17	Mr. D. Rajanayagam , Salzer Electronics	Member	
18	Ms.U.Geetha, Student II ECE/UIT	Member	

19	Mr.R.Mahalingam, Founder and Managing Director, Netcon Technologies, Coimbatore	Member	AB
20	Mr.B.Hakkim, F/O H.Reshma, II R&A, UIT	Member	B. ஹக்கீம்
One of the Senior Teacher as Coordinator			
21	Dr.M.Kannan, Professor/S&H/UIT	Coordinator	M. Cannan

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 2022-2023.

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 to all departments HoD's to include and emphasize the experiential learning through project work, field work and internships.	The instructions received from the IQAC and based on that the final year students are undergoing the internships and also doing industrial projects.
2.	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 Value Added Course applied and students are undergoing the various courses.
3.	Promote faculty members to publish journal papers based on their core stream and HoDs are requested to promote and monitor.	7 Journal papers were published by the faculty members in the academic year.
4	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.	The team for Auditing is planned by the IQAC with senior faculty members. The academic audit is done in every of the semester.
5.	The Principal asked the training and placement cell to plan and execute the training programs to promote placements.	Placement cell is giving various training programs to the students and special attention given to the weak students to get place in good company.

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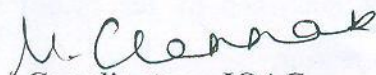Periyanaickenpalayam, Coimbatore - 20

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.
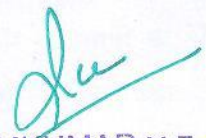
Coordinator – IQAC

Principal

Copy to: The Members Concern

Office, IQAC

Chairman and Vice Chairman for kind information

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