

INTERNAL QUALITY ASSURANCE CELL

Date : 07.08.2023

MINUTES OF THE FIRST IQAC MEETING

The First IQAC meeting for the Academic Year 2023–2024 was held on 01.08.2023 at 12 Noon in Principal's chamber.

The following members were present for the meeting:

Sl.No.	Name
1	Dr.K. Manonmani, Principal, Convener
2	Dr.S. Maragatham, Director, Sri Krishna Institutions, Coimbatore
3	Er.T.Ragavendran, Managing Director, M/s. Pyramid design India pvt.ltd., Coimbatore
4	Er.B.Kamaraj, Structural Consultant, Structwell, Coimbatore.
5	Dr.R.Thenmozhi, HoD/UG-Civil, PG-Str & Geo, IQAC Director
6	Dr.V.Gopala Krishnan, HoD/UG&PG - EEE
7	Dr.J. Jeyanthi, HoD/PG-Env & IBT
8	Dr.K.Ramesh, HoD/Mech & PG-Thermal
9	Dr.N.Nandhakumar, Team Head & HoD/PG-ED
10	Dr.T.Sekar, HoD / PG-ME & Team Head IQC
11	Dr.C. Santhi, HoD/UG-ECE
12	Dr.M.Shanthi HoD/PG-ECE
13	Dr.S.Rathi HoD/CSE&IT & Team Head IQC
14	Dr.S.Srinivasa Moorthy, HoD/Prod
15	Dr.E. Latha Mercy, HoD/EIE
16	Prof.R. Rajendiran, HoD/Maths
17	Prof. G. Ravindra Devi Revathy, HoD/Physics
18	Dr.C.Sivasankari, HoD/Chemistry
19	Dr.J.AnbazhaganVijay, HoD/English
20	Dr.R.Rajeswari, Team Head- IQC
21	Dr.S.P.Jeyapriya, Team Head- IQC
22	Dr. O. Saraniya, Team Head- IQC
23	Dr. N. Narmadhai, PEEE (CAS), Team Head- IQC
24	Dr.M. Rama, IQC Co-Coordinator

The following points were discussed in the meeting:

- Dr. K.Manonmani, Principal welcomed all the members for the meeting.
- Principal informed all IQC team heads to prepare and present the NAAC criteria wise details in order to submit the Self Study Report for the 2nd Cycle of NAAC accreditation.
- IQAC coordinator discussed about Action Plan 2023-2024 for the development of institutional activities.

The Action plan for the academic year 2023-2024 includes the following:

Academic Excellence	:	➤ Conduct regular feedback sessions with stakeholders (students, alumni, industry and experts) to update and improve the syllabus. ➤ Organize workshops and training programs for faculty on new teaching methodologies and emerging technologies. ➤ Strengthen industry collaborations for internships, guest lectures, other academic activities and real time projects. ➤ Implement a structured student mentoring system for academic and career guidance. ➤ Enhance the adoption of OBE by designing rubrics to measure course outcomes and program outcomes effectively.
Research and Development	:	➤ Encourage faculty and students to apply for national / international research grants. ➤ Set goals for high-impact publications in reputed journals and conferences. ➤ Establish incubation centres to promote start-ups and entrepreneurship. ➤ Promote research collaboration across various engineering disciplines. ➤ Support faculty and students in filing patents for innovative ideas and projects.
Infrastructure Development	:	➤ Upgrade classrooms with smart boards, projectors, and Wi-Fi for enhanced teaching. ➤ Modernize labs with the latest equipment aligned with industry standards. ➤ Add e-resources like e-books, journals, and digital databases for remote access.
Student Development	:	➤ Organize regular skill development programs, soft skills workshops and certification courses. ➤ Conduct placement training for Students. ➤ Encourage participation in technical fests, Hackathon, and cultural events. ➤ Collaborate with organizations to organize entrepreneurship awareness drives and competitions. ➤ Provide counselling services and conduct yoga/fitness sessions for physical and mental well-being.
Governance and Quality Initiatives	:	➤ Review and revise institutional policies to align with NAAC/NBA accreditation criteria. ➤ Conduct regular academic and administrative audits to ensure transparency and quality assurance. ➤ Strengthen alumni networks for resource sharing, mentoring, and collaborative projects.

- Principal insisted the faculty in-charge of various clubs to submit the details of various programmes organized by clubs/cells.
- IQAC coordinator informed about the need of energy audit for the institution.
- Principal informed the respective team head Dr.N.Narmathai to proceed for Energy Audit by an external agency.

- Principal insisted the need of R&D activities by all faculty members to improve quality publications and to produce more doctoral candidates.
- Principal assigned the following HoDs to verify the various criteria.

S.No	Criteria	Team Head	Verification officer
1	Criteria : 1	Dr.S.Rathi	Dr.R.Thenmozhi
2	Criteria : 2	Dr.N.NandhaKumar	Dr.J.Jeyanthi
3	Criteria : 3	Dr.R.Rajeswri	Dr.V.Gopalakrishnan
4	Criteria : 4	Dr.S.P.Jeyapriya	Dr.C.Santhi
5	Criteria : 5	Dr.O.Saraniya	Dr.E.Latha Mercy
6	Criteria : 6	Dr.T.Sekar	Prof.Rajendran
7	Criteria : 7	Dr.N.Narmathai	Dr.R.Thenmozhi



Professor & IQAC Director

Dr.R.THENMOZHI



Principal & Chairman

Dr. K. MANONMANI

INTERNAL QUALITY ASSURANCE CELL

Date : 04.10.2023

MINUTES OF THE SECOND IQAC MEETING

The Second IQAC meeting for the academic year 2023 – 2024 was held on 03.10.2023 at 03.00 P.M. in Principal's chamber.

The following members were present for the meeting:

Sl.No.	Name
1	Dr.K. Manonmani, Principal, Convener
2	Dr.S. Maragatham, Director, Sri Krishna Institutions, Coimbatore
3	Er.T.Ragavendran, Managing Director, M/s. Pyramid design India pvt.ltd., Coimbatore
4	Er.B.Kamaraj, Structural Consultant, Structwell, Coimbatore.
5	Dr.R.Thenmozhi, HoD/UG-Civil, PG-Str & Geo, IQAC Director
6	Dr.V.Gopala Krishnan, HoD/UG&PG - EEE
7	Dr.J. Jeyanthi, HoD/PG-Env & IBT
8	Dr.K.Ramesh, HoD/Mech & PG-Thermal
9	Dr.N.Nandhakumar, Team Head & HoD/PG-ED
10	Dr.T.Sekar, HoD / PG-ME& Team Head IQC
11	Dr.C. Santhi, HoD/UG-ECE
12	Dr.M.Shanthi HoD/PG-ECE
13	Dr.S.Rathi HoD/CSE&IT& Team Head IQC
14	Dr.S.Srinivasa Moorthy, HoD/Prodn
15	Dr.E.Latha Mercy, HoD/EIE
16	Prof.R. Rajendiran, HoD/Maths
17	Prof. G. Ravindra Devi Revathy, HoD/Physics
18	Dr.C.Sivasankari, HoD/Chemistry
19	Dr.J.Anbazhagan Vijay, HoD/English
20	Dr.R.Rajeswari, Team Head- IQC
21	Dr.S.P.Jeyapriya, Team Head- IQC
22	Dr. O. Saraniya, Team Head- IQC
23	Dr. N. Narmadhai, PEEE (CAS), Team Head- IQC
24	Dr.M. Rama, IQC Co-Coordinator

The following points were discussed in the meeting:

- Principal welcomed the Heads of the Departments and Team Heads.
- The suggestions given in the previous meeting and the following actions taken were discussed in this meeting.
 - IQAC team heads initiated the process of preparing and presenting NAAC criteria-wise details for the submission of the Self Study Report (SSR) for the 2nd Cycle of NAAC accreditation.
 - IQAC Coordinator finalized and disseminated the Action Plan for 2023-2024, focusing on developmental activities for the institution.

- Faculty in-charge of various clubs/cells submitted the reports on programmes organized in the academic year, including participation and outcomes achieved.
 - A consolidated report was drafted for inclusion in institutional documentation.
 - Initial meetings with possible auditing firms have been planned.
 - The significance of improving R&D activities, emphasizing high-quality publications, and guiding doctoral candidates was explained to faculty members.
 - Workshops and support mechanisms were proposed to aid faculty in improving research output.
- Principal briefly outlined about the initiatives and works to be done towards the II cycle NAAC of Accreditation.
 - Principal instructed to submit IIQA in the third week of October 2023.
 - It was informed all HoDs to submit the Evaluative Reports of all departments to the IQAC Coordinator.
 - Principal discussed the sanctioned post, filled post of the permanent and temporary faculty members and non-teaching staff working in respective department.
 - Recommended conducting an Audit in the college and the work was entrusted to Dr.N.Narmathai, PEEE in this month.
 - The IQAC coordinator demanded that the training and placement cell work with reputable organizations to expand the number of On-campus drives.
 - The IQAC members were directed to give suggestions related to improvement in NIRF ranking.



Professor & IQAC Director

Dr.R. THENMOZHI



Principal & Chairman

Dr. K. MANONMANI

INTERNAL QUALITY ASSURANCE CELL

Date :09.01.2024

MINUTES OF THE THIRD IQAC MEETING

The Third IQAC meeting for the academic year 2023 – 2024 was held on 08.01.2024 at 03.00pm in Principal's chamber.

The following members were present for the meeting:

Sl.No.	Name
1	Dr.K. Manonmani, Principal, Convener
2	Dr.S. Maragatham, Director, Sri Krishna Institutions, Coimbatore
3	Er.T.Ragavendran, Managing Director, M/s. Pyramid design India pvt.ltd., Coimbatore
4	Er.B.Kamaraj, Structural Consultant, Structwell, Coimbatore.
5	Dr.R.Thenmozhi, HoD/UG-Civil, PG-Str & Geo, IQAC Director
6	Dr.V.Gopala Krishnan, HoD/UG&PG - EEE
7	Dr.J. Jeyanthi, HoD/PG-Env & IBT
8	Dr.K.Ramesh, HoD/Mech & PG-Thermal
9	Dr.N.Nandhakumar, Team Head &HoD/PG-ED
10	Dr.T.Sekar, HoD / PG-ME& Team Head IQC
11	Dr.C. Santhi, HoD/UG-ECE
12	Dr.M.ShanthiHoD/PG-ECE
13	Dr.S.RathiHoD/CSE&IT& Team Head IQC
14	Dr.S.Srinivasa Moorthy, HoD/Prod
15	Dr.E.Latha Mercy, HoD/EIE
16	Prof.R. Rajendiran, HoD/Maths
17	Prof. G. Ravindra Devi Revathy, HoD/Physics
18	Dr.C.Sivasankari, HoD/Chemistry
19	Dr.J.AnbazhaganVijay, HoD/English
20	Dr.R.Rajeswari, Team Head- IQC
21	Dr.S.P.Jeyapriya, Team Head- IQC
22	Dr. O. Saraniya, Team Head- IQC
23	Dr. N. Narmadhai, PEEE (CAS), Team Head- IQC
24	Dr.M. Rama, IQC Co-Coordinator

The following points were discussed in the meeting:

- Principal welcomed the Heads of the Departments and Team Heads.
- The suggestions given in the previous meeting and the actions taken were discussed in this meeting.
 - The Institutional Information for Quality Assessment (IIQA) submission process was initiated.
 - The IIQA was reviewed, finalized, and submitted as per the stipulated timeline in the third week of October 2023.

- All HoDs compiled and submitted their departmental Evaluative Reports to the IQAC Coordinator within the specified deadline for review and consolidation.
- A detailed review of sanctioned and filled posts of teaching and non-teaching staff was conducted.
- The Audit of the institution was conducted under the leadership of Dr. N. Narmathai, PEEE, within the specified timeframe.
- A report with findings and recommendations for energy efficiency was submitted for further implementation.
- The Training and Placement Cell strengthened collaborations with reputed organizations.
- An increase in the number of on-campus recruitment drives was achieved, enhancing student placement opportunities.
- IQAC members provided constructive suggestions to improve the institution's NIRF ranking.
- Actionable strategies were integrated into the institutional plan to enhance academic and infrastructural excellence.
- The IQC team reviewed the structure and data required for NAAC SSR cycle II.
- The team examined the data provided under each criterion, ensuring alignment with institutional objectives and compliance with quality standards.
- Suggestions from team heads and HoDs were collected to enhance the quality and relevance of the data included in the report.
- A timeline for correcting discrepancies and improving data quality was established, with assigned responsibilities.
- The team discussed the need to align the report more closely with accreditation requirements, focusing on key performance indicators.
- The meeting concluded with the decision to reconvene in two weeks to assess the progress of data revisions and finalize the Evaluative Report.

Professor & IQAC Director

Dr.R. THENMOZHI

Principal & Chairman

Dr. K. MANONMANI

INTERNAL QUALITY ASSURANCE CELL

Date :13.05.2024

MINUTES OF THE FOURTH IQAC MEETING

The Fourth IQAC meeting for the Academic Year 2023–2024 was held on 09.05.2024 at 10:30am.

The following members were present for the meeting:

Sl.No.	Name
1	Dr.K. Manonmani, Principal, Convener
2	Dr.S. Maragatham, Director, Sri Krishna Institutions, Coimbatore
3	Er.T.Ragavendran, Managing Director, M/s. Pyramid design India pvt.ltd., Coimbatore
4	Er.B.Kamaraj, Structural Consultant, Structwell, Coimbatore.
5	Dr.R.Thenmozhi, HoD/UG-Civil, PG-Str & Geo, IQAC Director
6	Dr.V.Gopala Krishnan, HoD/UG&PG - EEE
7	Dr.J. Jeyanthi, HoD/PG-Env & IBT
8	Dr.K.Ramesh, HoD/Mech & PG-Thermal
9	Dr.N.Nandhakumar, Team Head &HoD/PG-ED
10	Dr.T.Sekar, HoD / PG-ME & Team Head IQC
11	Dr.C. Santhi, HoD/UG-ECE
12	Dr.M.ShanthiHoD/PG-ECE
13	Dr.S.RathiHoD/CSE&IT & Team Head IQC
14	Dr.S.Srinivasa Moorthy, HoD/Prod
15	Dr.E. Latha Mercy, HoD/EIE
16	Prof.R. Rajendiran, HoD/Maths
17	Prof. G. Ravindra Devi Revathy, HoD/Physics
18	Dr.C.Sivasankari, HoD/Chemistry
19	Dr.J.AnbazhaganVijay, HoD/English
20	Dr.R.Rajeswari, Team Head- IQC
21	Dr.S.P.Jeyapriya, Team Head- IQC
22	Dr. O. Saraniya, Team Head- IQC
23	Dr. N. Narmadhai, PEEE (CAS), Team Head- IQC
24	Dr.M. Rama, IQC Co-Coordinator

The following points were discussed in the meeting:

- Dr. K.Manonmani, Principal welcomed all the members for the meeting.
- The suggestions given in the previous meeting and the actions taken were discussed in this meeting.
- The review of the existing structure was conducted and data required for NAAC SSR (Self-Study Report) Cycle II submitted to the IQAC team.
- Ensure the data is well-organized and follows the prescribed format for seamless reporting.
- Analyze the data under each criterion to ensure it aligns with institutional objectives and meets NAAC quality standards.
- Identify gaps or discrepancies in the data and document areas that need improvement.

- Collect and integrate suggestions from Team Heads and HoDs to enhance the quality, accuracy, and relevance of the data.
 - Evaluate and prioritize suggestions based on their impact on the report's quality.
 - Create a clear timeline for addressing discrepancies and improving the quality of the data.
 - Assign specific responsibilities to team members to ensure timely completion of tasks.
 - Refine the report to align more closely with NAAC accreditation requirements, emphasizing key performance indicators for each criterion.
 - Focus on highlighting institutional achievements and strengths in line with the accreditation framework.
 - Schedule a follow-up meeting in two weeks to review the progress of data revisions and updates.
 - Ensure all assigned tasks are completed, and prepare a finalized version of the Evaluative Report for submission.
 - Conduct a comprehensive review of the revised Evaluative Report to ensure compliance with NAAC guidelines.
 - Address any remaining gaps and prepare the final document for submission within the stipulated deadline.
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- IQAC Team head reviewed the NAAC Self-Study Report (SSR) and identified all supporting documents required for each criterion.
 - All criteria in-charge provided a report on SSR work for their particular criteria to the IQAC and documentation committee teams.
 - IQAC Coordinator pointed out critical areas in SSR criteria data preparation.
 - IQAC Team Heads and Team members discussed about their doubts regarding the preparation of SSR data.
 - They discussed the system for storing and retrieving all supporting documents for easy access during the NAAC PT Visit.
 - Principal instructed to get feedback from the stakeholders for the quality improvement in the academic process.
 - The discussion related to the action plan for the upcoming academic year ss has been done.



Professor & IQAC Director

Dr. R. THENMOZHI



Principal & Chairman

Dr. K. MANONMANI

