



6.5.3. Regular Meeting of Internal Quality Assurance Cell (IQAC)

Academic Year	Date of the Meeting Conducted	Page Number
2017 - 18	18.08.2017	2
	10.10.2017	5
	05.02.2018	9
	18.04.2018	14

D. Somend

Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)


AIT/IQAC/2017-18/Meeting -01

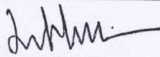
Date: 16.08.2017

Circular for IOAC Meeting

First Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2017 – 18 is scheduled on 18.08.2017. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

Meeting No/A.Y	01/2017-18	Date & Time	18-08-2017 & 11am
Venue		Board Room	
S.No.	Agenda Item		
1.	Mandatory compliance with respect to statutory bodies i). Submission of Mandatory disclosure to AICTE ii). Submission of MHRD AISHE Survey participation		
2.	Meeting of Statutory and non-Statutory Committees		
3.	Academic and Administrative Audit		
4.	Review of University Results and Graduation Rate i). University results in AY 2016 - 17 even Semester ii). Graduation rate in UG and PG programs in AY 2016 - 17		
5.	Review of Students training activities		
6.	Review of Students Placement and Higher studies		
7.	IQAC - Programs and Initiatives i). AQAR submission for the AY 2017-18		
8.	Approval of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training		
9.	Faculty Development Programs		
10.	Any other matters		

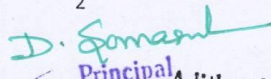

Coordinator IQAC
Dr.K. Senthilkumar


Chairperson – IQAC
Dr.S.Muthu

Copy To:

1. All the members of IQAC
2. The Chairman, Adithya Institutions
3. AIT Office
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Internal Quality Assurance Cell (IQAC)

IQAC Meeting conducted on 18.08.2017 for the AY 2017-18


Name of the Meeting: IQAC Meeting		Ref. No. : MEET/IQAC/2017-18		
Venue: Board Room		Date: 18- 08 - 2017		
Members Present: Dr.S.Muthu, Mr.D.Pandian, Mr.Susmitha, Mr.D.Loganathan, Mr.R.Sagaya vivian, Mr.S.Harini, Ms.V.Ganga, Dr.N.Gokilamani, Dr.M.Natarajan, Mr.K.S.Ramesh, Ms.R.D.Priyanka, Mr.R.Sedhu siddarth, Ms. K. Gowthami, Ms.G.Keerthana, Dr. K. Senthilkumar				
S. No.	Points Discussed	Target Date	Responsibility	Remarks
1.	<p>Mandatory compliance related to Regulatory bodies</p> <p>i). Mandatory discloser will be submitted to AICTE.</p> <p>ii). Application to AICTE for continuation of Approval for AY 2018-19 will be submitted as per the intimation from AICTE.</p> <p>iii). Submission of Application to Anna University for continuation of affiliation for AY 2018-19 will be submitted in January /February 2018.</p>	As per the circular from various bodies	Principal office	
2.	<p>Meetings of Statutory and Non-Statutory committees</p> <p>Meetings of Statutory and non-statutory committees will be conducted as per the given procedures.</p>	Continuous	Convenor of Various Committees	
3.	<p>Academic and Administrative Audit</p> <p>Academic and Administrative Audit was conducted</p>	-	IQAC Coordinator	
4.	<p>Placement and Training activities</p> <p>a) Placement Placement officer informed that many Core and IT company Placement drives were scheduled from January 2018.</p> <p>b) Student placement training activities Placement officer has presented the various training activities conducted in online mode for III & IV year B.E students</p>	Continuous	Placement Officer	

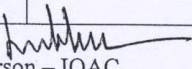


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Principal
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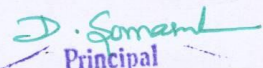
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Coimbatore- 641107

	Outreach-Extension activities and Alumni activities			
5.	<ul style="list-style-type: none"> ➤ Members discussed various outreach activities to be conducted through NSS, YRC and blood donation camp by using the students. ➤ Department can plan alumni activities and alumni interactions for the benefit of students. ➤ The members reviewed the Outreach Extension activities and Alumni activities and suggested to conduct more number of programs in the academic year. 	Continuous	All HODs & Coordinators	
6.	<p>Faculty Development programs, workshops and conferences</p> <p>Faculty Development programs, workshops and conferences conducted were presented and discussed.</p> <p>One day seminar is to be planned on "Building Ur carrier" on 19.08.2017</p>	Continuous	All HODs	
7.	<p>Approval of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training</p> <p>Members approved the Certificate courses; Skill Development Training of Value added Course and Vocational Education Training proposed for the AY 2017-18.</p>	Continuous	All HODs	
8.	<p>Industrial visit. In-plant training and Internship. Industry Institution Interaction and MOUs.</p> <ul style="list-style-type: none"> ➤ HoDs have to identify industries and sign MOUs in the areas of emerging technologies. ➤ The departments have to plan Industrial visits, inplant training and internship for the students with the assistance of Placement Officer. 	Continuous	All HODs & Placement Officer	


Coordinator IQAC
Dr.K. Senthilkumar


Chairperson - IQAC
Dr.S.Muthu




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

AIT/IQAC/2017-18/Meeting -02

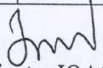
Date: 05.10.2017

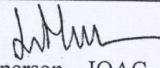
Circular for IOAC Meeting

Second Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2017 – 18 is scheduled on 10.10.2017. All the members of IQAC are requested to attend the meeting.

The agenda for the meeting is given below:

Meeting No./AY	02/2017-18	Date & Time	10-10-2017& 11am
Venue		Board Room	
S.No.	Agenda Item		
1.	Approval of Minutes of the previous IQAC Meeting		
2.	Action to be taken on the Minutes of previous IQAC meeting		
3.	Mandatory compliance with respect to statutory bodies i). Submission of Mandatory disclosure to AICTE ii). Submission of MHRD AISHE Survey participation		
4.	Meeting of Statutory and non-Statutory Committees		
5.	Academic and Administrative Audit		
6.	Review of Students training activities		
7.	Review of Students Placement and Higher studies		
8.	IQAC - Programs and Initiatives i). AQAR submission for the AY 2017-18		
9.	Approval of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training		
10.	Faculty Development Programs		
11.	Any other matters		

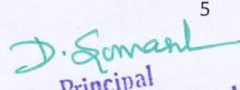

Coordinator IQAC
Dr.K. Senthilkumar


Chairperson – IQAC
Dr.S.Muthu

Copy To:

1. All the members of IQAC
2. The Chairman, Adithya Institutions
3. AIT Office
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting conducted on 10.10.2017 for the AY 2017-18

Name of the Meeting: IQAC Meeting		Ref. No. : MEET/IQAC/2017-18		
Venue: Board Room		Date: 10 - 10 - 2017		
Members Present: Dr.S.Muthu, Mr.D.Pandian, Mr.Susmitha, Mr.D.Loganathan, Mr.R.Sagaya vivian, Mr.S.Harini, Ms.V.Ganga, Dr.N.Gokilamani, Dr.M.Natarajan, Mr.K.S.Ramesh, Ms.R.D.Priyanka, Mr.R.Sedhu siddarth, Ms. K. Gowthami, Ms.G.Keerthana, Dr. K. Senthilkumar				
S. No.	Points Discussed	Target Date	Responsibility	Remarks
1.	Approval of Minutes of the previous IQAC Meetings The minutes of IQAC meeting date 18-08-2017 was presented and approved.	-	-	
2.	Action Taken on the Minutes of the previous IQAC meeting Action taken report on the minutes of previous IQAC meeting was presented by the IQAC Coordinator and approved by the members.	-	-	
3.	Mandatory compliance related to Regulatory bodies Mandatory discloser will be submitted to AICTE.	As per the circular from various bodies	Principal office	
4.	Meetings of Statutory and Non-Statutory committees Meetings of Statutory and non-statutory committees will be conducted as per the given procedures. It is planned to conduct Governing Council meeting in December 2017.	Continuous	Convenor of Various Committees	
5.	Academic and Administrative Audit Academic and Administrative Audit was conducted	-	IQAC Coordinator	



D. Somesh
Principal
Adithya Institute of Technology
Coimbatore- 641107

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Principal
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Placement and Training activities
a) Placement

6.	<p>Placement officer informed that many Core and IT company Placement drives were scheduled from January 2018.</p> <p>b) Student placement training activities Placement officer has presented the various training activities conducted in online mode for III & IV year B.E students</p>	Continuous	Placement Officer	
7.	<p>Outreach. Extension activities and Alumni activities Members discussed various outreach activities to be conducted through NSS, YRC and blood donation camp by using the students.</p>	Continuous	All HODs & Coordinators	
8.	<p>Faculty Development programs, workshops and conferences Faculty Development programs, workshops and conferences conducted were presented and discussed.</p>	Continuous	All HODs	
9.	<p>Approval of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training Members approved the Certificate courses, Skill Development Training of Value added Course and Vocational Education Training proposed for the AY 2017-18.</p>	Continuous	All HODs	
10.	<p>Industrial visit. In-plant training and Internship. Industry Institution Interaction and MOUs. HoDs have to identify industries and sign MOUs in the areas of emerging technology.</p>	Continuous	All HODs & Placement Officer	

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 Coordinator IQAC
 Dr.K. Senthilkumar

[Signature]
 Chairperson - IQAC
 Dr.S.Muthu



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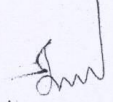
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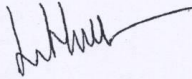
INTERNAL QUALITY ASSURANCE CELL (IQAC)


ACTION TAKEN REPORT 10.10.2017

The following action has been taken for the IQAC meeting conducted on 18/08/2017 at Board Room

Points Discussed	Action Taken
Review of Students Placement	It is decided to take placement classes
Review of Students Higher studies	Motivated the fast learners to take up higher studies.
Skill Development Training	It is decided to give training for second, third and final year studentS on both semesters.
Faculty Development Program	One day seminar will be conduct on 19.08.2017 on the topic of "Building Ur carrier".
Submission of Application to Anna University for continuation of affiliation for AY 2017-18 will be submitted in January /February 2017	Related work was going on.
Industrial visits	Planned to visit nearby industries by alternate weekends.
YRC	18 to 20 - 08 - 2017, IRCS district study camp


Coordinator - IQAC
Dr.K.Senthilkumar


Principal & Chairperson - IQAC
Dr S.Muthu


Principal
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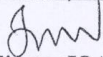
INTERNAL QUALITY ASSURANCE CELL (IQAC)
AIT/IQAC/2017-18/Meeting - 03

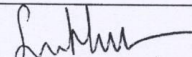
Date: 02.02.2018

Circular for IOAC Meeting

Third Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2017 – 18 is scheduled to be held on 05.02.2018. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

Meeting No./AY	03 / 2017 - 18	Date & Time	05-02-2018 & 3pm
Venue		Board Room	
S.No.	Agenda Item		
1.	Approval of Minutes of the previous IQAC Meeting		
2.	Action taken on the Minutes of previous IQAC meeting		
3.	Mandatory compliance with respect to statutory bodies i). Submission of Mandatory disclosure to AICTE ii). Submission of MHRD AISHE Survey participation		
4.	Meeting of Statutory and non-Statutory Committees		
5.	Academic and Administrative Audit		
6.	Review of University results		
7.	Review of Students training activities		
8.	Review of Students Placement and Higher studies		
9.	IQAC - Programs and Initiatives AQAR submission for the AY 2017-18		
10.	Review of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training		
11.	Faculty Development Programs		
12.	Outreach – NSS, YRC and Extension activities		
13.	Any other matters		

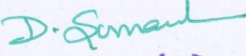

Coordinator IQAC
Dr.K. Senthilkumar


Chairperson – IQAC
Dr.S.Muthu

To:

1. All the members of IQAC
2. The Chairman, Adithya Institutions
3. AIT Office
4. IQAC



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IOAC Meeting conducted on 05.02.2018 for the AY 2017 - 18

Name of the Meeting: IQAC Meeting		Ref. No. : MEET - 3/ IQAC/2017-18		
Venue: Board Room		Date:05.02.2018		
Members Present: Dr.S.Muthu, Mr.D.Pandian, Mr.Susmitha, Mr.D.Loganathan, Mr.R.Sagaya vivian, Mr.S.Harini, Ms.V.Ganga, Dr.N.Gokilamani, Dr.M.Natarajan, Mr.K.S.Ramesh, Ms.R.D.Priyanka, Mr.R.Sedhu siddarth, Ms. K. Gowthami, Ms.G.Keerthana, Dr. K. Senthilkumar, Mr.D.Saravanakumar, Dr.ChitraManohar				
S. No.	Points Discussed	Target Date	Responsibility	Remarks
1.	Approval of Minutes of the previous IOAC Meetings The minutes of IQAC meeting date 18.08.2017 was presented and approved.	-	-	
2.	Action Taken on the Minutes of the previous IQAC meeting Action taken report on the minutes of previous IQAC meeting was presented by the IQAC Coordinator and approved by the members.	-	-	
3.	Mandatory compliance related to Regulatory bodies i). Mandatory discloser was submitted to AICTE as per norms and uploaded in the college website. ii) Submission of ARII Abefore March 2018 iii). Submission of application to AICTE for continuation of Approval for AY 2018-19 will be submitted as per the intimation from AICTE. iv).Submission of application to Anna University for continuation of affiliation for AY 2018-19 will be submitted in February 2018 .	As per the circular from various bodies	Principal office	
4.	Meetings of Statutory and Non-Statutory committees Meetings of Statutory and non-statutory committees will be conducted as per the given procedures.	Continuous	Convenors of Various Committees	



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D. Somasundaram
Principal
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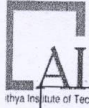
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5.	<p>IQAC coordinator presented the AQAR of AY 2017-18 and the members reviewed the various activities conducted under all the 7 criteria. Corrections were suggested.</p> <p>Academic and Administrative Audit</p> <p>Academic and Administrative Audit was conducted</p>		IQAC Coordinator	
6.	<p>Review of University results</p> <ul style="list-style-type: none"> ➤ University results for the Academic year 2017-18 odd semester have been reviewed and discussed. ➤ Slow learners should be given special attention to perform well in the University examinations. 	Continuous	Principal & HoDs	
7.	<p>Admission and Promotional activities</p> <ul style="list-style-type: none"> ➤ Admissions to UG and PG programs in the Academic year 2018-19 have been reviewed. ➤ Promotional activities targeting plus two students and Polytechnic students should be done to improve the admissions the admissions in the next academic year. 	Continuous	Principal	
8.	<p>Placement and Training activities</p> <p>a) Placement</p> <p>Placement officer informed that many Core and IT company Placement drives were scheduled from January 2018.</p> <p>b) Student placement training activities</p> <p>Placement officer has presented the various training activities conducted in online mode for III & IV year B.E students</p>	Continuous	Placement Officer	
9.	<p>Outreach, Extension activities and Alumni activities</p> <p>The members reviewed the Outreach, Extension activities and Alumni activities and suggested to conduct more number of programs in the academic year.</p>	Continuous	All HODs & Coordinators	
10.	<p>Faculty Development programs, workshops and conferences</p> <p>Faculty Development programs, workshops and conferences conducted were presented and discussed.</p>	Continuous	All HODs	



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	Review of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training			
11.	Members reviewed the Certificate courses; Skill Development Training of Value added Course and Vocational Education Training conducted. The courses planned are to be completed before the end of the Academic year and project report to be collected.	Continuous	All HODs	
12.	Industrial visit. In-plant training and Internship. Industry Institution Interaction and MOUs Students participation in Industrial visit, in-plant training, and Internship have been discussed.	Continuous	All HODs & Placement Officer	

[Signature]

Coordinator IQAC
Dr.K. Senthilkumar

[Signature]

Chairperson – IQAC
Dr.S.Muthu



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT 05.02.2018

The following action has been taken for the IQAC meeting conducted on 10/10/2017 at Board Room

Points Discussed	Action Taken
Review of Students Placement	It is decided to taken placement classes
Review of Students Higher studies	Motivated the fast learners to take up higher studies.
Action Plan	All the departments has been prepared and submitted 1. Lesson plan 2. Course Materials 3. Placement schedule
Faculty Development Program	One FDP is to be completed by all departments. Planned to conduct one more FDP for this AY 2017 – 18.
Submission of Application to Anna University for continuation of affiliation for AY 2018-19 will be submitted in January /February 2019	Related work was going on.
Industrial visits	One visit completed by all departments and more visit will be planned during even semester.
NSS	13.10.2017 - National Disaster day Rally. World voter's day was celebrated at Annur Thashildar office on 25.01.2017.
YRC	Conduct an eye camp at Annur joined with Lotus eye care on 28.01.2017.

Coordinator – IQAC
Dr.K. Senthilkumar

Principal & Chairperson – IQAC
Dr.S.Muthu

D. Soman
Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

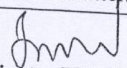
AIT/IQAC/2017-18/Meeting - 04

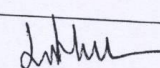
Date: 12.04.2018

Circular for IOAC Meeting

Fourth Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2017 – 18 is scheduled to be held on 18.04.2018. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

Meeting No/ay	04 / 2017 - 18	Date & Time	18-04-2018 & 3pm
Venue		Board Room	
S.No.	Agenda Item		
1.	Approval of Minutes of the previous IQAC Meeting		
2.	Action taken on the Minutes of previous IQAC meeting		
3.	Mandatory compliance with respect to statutory bodies i). Submission of Mandatory disclosure to AICTE ii). Submission of MHRD AISHE Survey participation		
4.	Meeting of Statutory and non-Statutory Committees		
5.	Academic and Administrative Audit		
6.	Review of Students training activities		
7.	Review of Students Placement and Higher studies		
8.	IQAC - Programs and Initiatives i). AQAR submission for the AY 2017-18		
9.	Review of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training		
10.	Faculty Development Programs		
11.	Outreach – NSS, YRC and Extension activities		
12.	Any other matters		

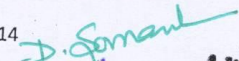

 Coordinator IQAC
 Dr.K. Senthilkumar


 Chairperson – IQAC
 Dr.S.Muthu

To:

1. All the members of IQAC
2. The Chairman, Adithya Institutions
3. AIT Office
4. IQAC



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 Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IOAC Meeting conducted on 08.02.2018 for the AY 2017 - 18

Name of the Meeting: IQAC Meeting		Ref. No. : MEET - 4/ IQAC/2017-18		
Venue: Board Room		Date: 18.04.2018		
Members Present: Dr.S.Muthu, Mr.D.Pandian, Mr.Susmitha, Mr.D.Loganathan, Mr.R.Sagaya vivian, Mr.S.Harini, Ms.V.Ganga, Dr.N.Gokilamani, Dr.M.Natarajan, Mr.K.S.Ramesh, Ms.R.D.Priyanka, Mr.R.Sedhu siddarth, Ms. K. Gowthami, Ms.G.Keerthana, Dr. K. Senthilkumar, Mr.D.Saravanakumar, Dr.ChitraManohar				
Sl. No.	Points Discussed	Target Date	Responsibility	Remarks
1.	Approval of Minutes of the previous IOAC Meetings The minutes of IQAC meeting date 05.02.2018 was presented and approved.	-	-	
2.	Action Taken on the Minutes of the previous IQAC meeting Action taken report on the minutes of previous IQAC meeting was presented by the IQAC Coordinator and approved by the members.	-	-	
3.	Mandatory compliance related to Regulatory bodies i). Mandatory discloser was submitted to AICTE as per norms and uploaded in the college website.	As per the circular from various bodies	Principal office	
4.	Meetings of Statutory and Non-Statutory committees Meetings of Statutory and non-statutory committees will be conducted as per the given procedures.	Continuous	Convenors of Various Committees	



D. Somani
Principal
Adithya Institute of Technology
Coimbatore- 641107

[Signature]
Principal
Adithya Institute of Technology
Coimbatore- 641107



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IQAC Programs and Initiatives

AOARIS (Admission and Administrative Review and Inspection System) Accredited by NAAC

5.	<p>IQAC coordinator presented the AQAR of AY 2017-18 and the members reviewed the various activities conducted under all the 7 criteria. Corrections were suggested.</p> <p>Academic and Administrative Audit</p> <p>Academic and Administrative Audit was conducted</p>		IQAC Coordinator
6.	<p>Review of IA results</p> <ul style="list-style-type: none"> ➤ Slow learners should be given special attention to perform well in the University examinations. 	Continuous	Principal & HoDs
7.	<p>Admission and Promotional activities</p> <ul style="list-style-type: none"> ➤ Admissions to UG and PG programs in the Academic year 2018-19 have been reviewed. ➤ Promotional activities targeting plus two students and Polytechnic students should be done to improve the admissions the admissions in the next academic year. 	Continuous	Principal
8.	<p>Placement and Training activities</p> <p>a) Placement</p> <p>Placement officer informed that many Core and IT company Placement drives were scheduled from January 2018.</p> <p>b) Student placement training activities</p> <p>Placement officer has presented the various training activities conducted in online mode for III & IV year B.E students</p>	Continuous	Placement Officer
9.	<p>Outreach, Extension activities and Alumni activities</p> <p>The members reviewed the Outreach, Extension activities and Alumni activities and suggested to conduct more number of programs in the academic year.</p>	Continuous	All HODs & Coordinators



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D. G. Suman
 Principal
 Adithya Institute of Technology
 Coimbatore 641107

[Signature]
 Principal
 Adithya Institute of Technology
 Coimbatore- 641107



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Faculty Development programs, workshops and conferences

Approved by AICTE New Delhi and Affiliated by Anna University, Coimbatore
Accredited by NAAC

10. Faculty Development programs, workshops and conferences conducted were presented and discussed.	Continuous	All HODs	
11. Review of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training Members reviewed the Certificate courses; Skill Development Training of Value added Course and Vocational Education Training conducted. The courses planned are to be completed before the end of the Academic year and project report to be collected.	Continuous	All HODs	
12. Industrial visit. In-plant training and Internship. Industry Institution Interaction and MOUs Students participation in Industrial visit, in-plant training, and Internship have been discussed.	Continuous	All HODs & Placement Officer	

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Coordinator IQAC
Dr.K. Senthilkumar

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Chairperson - IQAC
Dr.S.Muthu



[Signature]
Principal
Adithya Institute of Technology
Coimbatore- 641107

Principal
Adithya Institute of Technology
Coimbatore- 641107



INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT 18.04.2018

The following action has been taken for the IQAC meeting conducted on 05/02/2018 at Board Room

Points Discussed	Action Taken
Review of Students Placement	It is decided to take placement classes
Review of Students Higher studies	Motivated the fast learners to take up higher studies.
Faculty Development Program	One FDP is to be completed by all departments. Planned to conduct one more FDP for this AY 2017 – 18 during May 2018. One day seminar on “Building Ur carrier” was completed on 19.08.2017
Submission of Application to Anna University for continuation of affiliation for AY 2018-19 will be submitted in January /February 2019	Related work was going on.
Industrial visits	Almost two IVs were complete by all departments.

Coordinator – IQAC
 Dr.K. Senthilkumar

Principal & Chairperson – IQAC
 Dr.S.Muthu



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 Principal
 Adithya Institute of Technology
 Coimbatore- 641107

Principal
 Adithya Institute of Technology
 Coimbatore- 641107