

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

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



Let AN INDUSTRY HITTERNAL QUALITY ASSURANCE CELL (IQAC)
ACCORDING BY MARC

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/AY 0		01	/2017-18	Date & Time	18-08-2017 & 11am	
	Venue		Board Room			
S.No.						
· 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	Administrat	ive 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 Stu					
6.	Review of Stu	dents Placen	nent and Higher	r 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			Value added Course		
· 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
- 4. IQAC File

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Adithya Institute of Technology

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Adithya Institute of Technology

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	Accredited by NAAC	onducted on	18.08.201710r tn	e A Y 2017-18	
Name	of the Meeting: IQAC Meeting I	Ref. No.: ME	ET/ IQAC/2017	-18	
Venue	: Board Room	Date: 18-08 -	2017		
Mr.S.H	ers Present: Dr.S.Muthu, Mr.D.Pandarini, Ms.V.Ganga, Dr.N.Gokilama edhu siddarth, Ms. K. Gowthami,Ms.C	ani, Dr.M.Na	atarajan, Mr.K	S.Ramesh. Ms.R.	aya vivia D.Priyank
S. No.	Points Discussed		Target Date	Responsibility	Remark
	Mandatory compliance related to bodies	Regulatory			
	i). Mandatory discloser will be AICTE.	submitted to			
	ii). Application to AICTE for con Approval for AY 2018-19 will be sub the intimation from AICTE.	ntinuation of pmitted as per	As per the circular from various bodies	Principal office	1,60
- [ ]	iii).Submission of Application to Am for continuation of affiliation for AY be submitted in January /February 201	2018-19 will			
2	committees	on-Statutory non-statutory er the given	Continuous	Convenor of Various Committees	
3.	Academic and Administrative Audit Academic and Administrative conducted	t Audit was		IQAC Coordinator	2
4.	Placement and Training activities a) Placement Placement officer informed that many company Placement drives were sch January 2018. b) Student placement training activity placement officer has presented training activities conducted in online & IV year B.E students	ties the various	Continuous	Placement Officer	



Principal

· Principal Principal
Adithya Institute of Technology Adithya Institute of Tochnology Coimbatore- 641107

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	Adithya			
AI	r Institute of Technology	9,-		
	Outreach Extension activities and Alumni activities by NAAC			
	Members discussed various outreach activities to be conducted through NSS, YRC and blood donation camp by using the students.		All HODs &	
5.	Department can plan alumni activities and alumni interactions for the benefit of students.	Continuous	Coordinators	
	The members reviewed the Outreach Extension activities and Alumni activities and suggested to conduct more number of programs in the academic year.			
6.	Faculty Development programs. workshops and conferences Faculty Development programs, workshops and conferences conducted were presented and discussed.  One day seminar is to be planned on "Building Ur carrier" on 19.08.2017	Continuous	All HODs	
	Approval of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training			
7.	Members approved the Certificate courses; Skill Development Training of Value added Course and Vocational Education Training proposed for the AY 2017-18.	Continuous	All HODs	
	Industrial visit. In-plant training and Internship. Industry Institution Interaction and MOUs.			
8.	HoDs have to identify industries and sign MOUs in the areas of emerging technologies.	Continuous	All HODs&	

Coordinator IQAC Dr.K. Senthilkumar

Officer.

> The departments have to plan Industrial visits, inplant training and internship for the students with the assistance of Placement

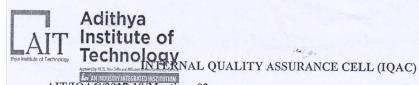
> Chairperson – IQAC Dr.S.Muthu



Principal Adithya Institute of Technology Coimbatore 641107

Principal Adithya Institute of Technology Coimbatore- 641107

Placement Officer



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.			Agend	a Item	
1.	Approval of Minutes of the previous IQAC Meeting				
2.	Action to be ta	ken on the N	Minutes of previous	is 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.			on-Statutory Con		
5.	Academic and Administrative Audit				
· 6.	Review of Stu	dents trainin	g activities		
7.	Review of Stu	dents Placen	nent and Higher s	rudies	
8.	i). AQAR subr		itiatives he AY 2017-18		
9.	Approval of Certificate Course, Skill Development Training of Value added Course and Vocational Education Training			Value added Course	
10.	Faculty Development Programs				
11.	Any other matters				

Coordinator IQAC Dr.K. Senthilkumar

Copy To:

- All the members of IQAC
   The Chairman, Adithya Institutions
- 3. AIT Office
- 4. IQAC File

Chairperson – IQAC Dr.S.Muthu



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Accredited Africates of IOAC 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 IOAC Meetings The minutes of IQAC meeting date 18-08-2017 was presented and approved.		-	
	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	
-	Academic and Administrative Audit Academic and Administrative Audit was conducted	-	IQAC Coordinator	

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Principal
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Al a Institute of Ta	Placement and Fraining activities  a) Placement and Fraining activities			
6	Placement officer informed that many Core and IT company Placement drives were scheduled from January 2018.  b) Student placement training activities Placement officer has presented the various training activities conducted in online mode for III & IV year B.E students	Continuous	Placement Officer	
7.	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.	Continuous	All HODs & Coordinators	
8.	Faculty Development programs, workshops and conferences  Faculty Development programs, workshops and conferences conducted were presented and discussed.	Continuous	All HODs	
9.	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.	Continuous	All HODs	
10.	Industrial visit. In-plant training and Internship. Industry Institution Interaction and MOUs.  HoDs have to identify industries and sign MOUs in he areas of emerging technology.	Continuous	All HODs & Placement Officer	

Coordinator IQAC Dr.K. Senthilkumar

Chairperson – IQAC Dr.S.Muthu

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## Adithya Institute of Technology INIERNAL QUALITY ASSURANCE CEIL (IQAC) ACTION TAKEN REPORT 10.10.2017

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

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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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:

Mee	Meeting No/AY		2017 - 18	Date & Time	05-02-2018 & 3pm	
	Venue		Board Room			
S.No.			Agenda Item			
1.	Approval of Mi	nutes of the	previous IQAC M	feeting		
2.	Action taken or	the Minute	es of previous IQA	C meeting		
3.	Mandatory compliance with respect to statutory bodies  i). Submission of Mandatory disclosure to AICTE  ii). Submission of MHRD AISHE Survey participation					
4.			on-Statutory Com			
5.	Academic and	Administrat	ive Audit			
6.	Review of Univ	ersity resul	ts			
7.	Review of Stud	ents trainin	g activities			
8.	Review of Stud	ents Placen	nent and Higher stu	idies		
9.	IQAC - Progra AQAR submiss					
10.		ificate Cour	urse, Skill Development Training of Value added Course and			
11.	Faculty Development Programs					
12.	Outreach – NSS, YRC and Extension activities					
13.	Any other matte	ers				

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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#### 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.I	Pandian, Mr.Susmitha, Mr.D.Loganathan, Mr.R.Sagaya vivian
Mr.S.Harini, Ms.V.Ganga, Dr.N.Gok	ilamani, Dr.M.Natarajan, Mr.K.S.Ramesh, Ms.R.D.Priyanka

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.	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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Principal Principal

Adithya Institute of Technology

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asitute of	FOAT FOR THE STATE OF THE STATE			
5.	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.  Academic and Administrative Audit  Academic and Administrative Audit was conducted	3	IQAC Coordinator	
6.	Review of University results  > 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.	<ul> <li>Admission and Promotional activities</li> <li>➤ Admissions to UG and PG programs in the Academic year 2018-19 have been reviewed.</li> <li>➤ Promotional activities targeting plus two students and Polytechnic students should be done to improve the admissions the admissions in the next academic year.</li> </ul>	Continuous	Principal	
8.	Placement and Training activities a) Placement  Placement officer informed that many Core and IT company Placement drives were scheduled from January 2018. b) Student placement training activities  Placement officer has presented the various training activities conducted in online mode for III & IV year B.E students  Outreach. Extension activities and Alumni activities	Continuous	Placement Officer	
9.	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	
10.	Faculty Development programs. workshops and conferences	Continuous	All HODs	



Principal

Principal

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Institution Interaction and MOUs
Institution Interaction and MOUs
Institution Institution Industrial visit, in-plant training, and Internship have been discussed.

All HODs &
Placement Officer

Coordinator IQAC Dr.K. Senthilkumar

Chairperson – IQAC Dr.S.Muthu



Principal

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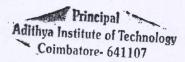
## INTERNAL QUALITY ASSURANCE CELL (IQAC) ACTION TAKEN REPORT 05.02.2018

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
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
Submission of Application to Anna University for continuation of affiliation for AY 2018-19 will be submitted in January /February 2019	FDP for this AY 2017 – 18.  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 Appendix
YRC	Thashildar office on 25.01.2017.  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







## ·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:

IVIE	eting No/AY	04	/ 2017 - 18	Date & Time	
	Venue		Board Room	Date & Time	18-04-2018 & 3pn
S.No.					
1.	Approval of Minutes and				
2.	Approval of Minutes of the previous IQAC Meeting Action taken on the Minutes of previous IQAC meeting  Mandatows and Minutes of Previous IQAC meeting				
3.	i). Submission of	Mandator	ith respect to st	atutory bodies	
4.	ii). Submission of MHRD AISHE Survey participation  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 - Program i). AQAR submiss	s and Init	intima	udies	
9.	Review of Certific Vocational Educat	ate Course	Skill Davide	nent Training of Valu	ne added Course and
10.	Faculty Development Programs				
1. (	Outreach - NSS, Y	RC and E	Tytomai		
2.	Any other matters	and E	extension activiti	es	

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



Principal : Principal Principal Adithya Institute of Technology
Adithya Institute of Technology

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Adithya Institute of Technology Coimbatore- 641107



## 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.: N	11 00.02.20	18 for the AY 2017 - 18	
Venue	e: Board Room	TEET - 4/ IQ	AC/2017-18	
Memb Mr.S.	Date:18.04.  Ders Present: Dr.S.Muthu, Mr.D.Pandian, Mr.Su Harini, Ms.V.Ganga, Dr.N.Gokilamani, Dr.M. Sedhu siddarth, Ms. K. Gowthami, Ms.G.Keertheitra Manohar	2018 Ismitha, M	r.D.Loganathan Mr.D.	Sagaya vivi .R.D.Priyan aravanakum
SI. No	Points Discussed	Targe		Remark
1.	Approval of Minutes of the previous IOAC Meetings  The minutes of IQAC meeting date 05.02.201 was presented and approved.		-	
2. A	Action Taken on the Minutes of the previous IQAC meeting  Action taken report on the minutes of previous QAC meeting was presented by the IQAC Coordinator and approved by the members.	-	-	
3. i)	Andatory compliance related to Regulatory odies  Mandatory discloser was submitted to AICTE as er norms and uploaded in the college website.  Meetings of Statutory and Non-Statutory	As per the circular from various bodies	Principal office	
4. M	eetings of Statutory and non-	Continuous	Convenors of Various Committees	

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Principal

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Coimbatore- 641107

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	ACARISUDMISSIONIUMOR		
	IQAC coordinator presented the AQAR of AY		
	2017-18 and the members reviewed the various		
5.	activities conducted under all the 7 criteria.  Corrections were suggested.	TOAG	
		IQAC Coordinator	
	Academic and Administrative Audit	Coordinator	
. 7 -	Academic and Administrative Audit was		
	Review of IA results		
6.	Slow learners should be given special attention to perform well in the University  examinations.		
	attention to perform well in the University examinations.	ous Principal & HoDs	
	Admission and Promotional and its		
	Additissions to UG and PG program		
7.	reviewed		LY LEA
	Promotional activities targeting plus two	us Principal	
	done to improve the admissions the admissions in the next academic year.		
P	and I raining optimit		
a	Placement		
PI	acement officer information		
co	acement officer informed that many Core and IT ompany Placement drives were scheduled from		
8. Ja	nuary 2018.		
	Continuous	Placement Officer	
(0)	Student placement training activities	difference of the control of the con	
Pla	acement officer has		
tra	ining activities conducted in online mode for III		
& ]	IV year B.E students		
Ou	treach. Extension activities and Alumni		
act	ivities and Alumni		
9. The	members reviewed the Outreach. Extension Continuous	411.72	
land.	vities and Alumni activities and suggested to	All HODs &	



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10. Faculty Development programs, workshops and Continuou conferences conducted were presented and discussed.	as All HODs	
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 Continuous Vocational Education Training conducted. The courses planned are to be completed before the end of the Academic year and project report to be collected.	All HODs	
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.	All HODs & Placement Officer	

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Coordinator IQAC Dr.K. Senthilkumar

Chairperson – IQAC Dr.S.Muthu



Principal

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Coimbatore- 641107



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

## ACTION TAKEN REPORT18.04.2018

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	completed on 19.08.2017  Related work was going on.	
ndustrial visits	Almost two IVs were complete by all departments.	

Coordinator – IQAC Dr.K. Senthilkumar

Principal & Chairperson – IQAC Dr.S.Muthu



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