

**Date: 10.07.2023**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes of the First IQAC Meeting**

Minutes of the First IQAC Meeting held on 10.07.2023 at 10.00 A.M. in the IQAC CELL.

**MEMBERS PRESENT**

1. Mrs. M.M.D. Abirami Lingeshwari -Chairperson -Management Member
2. Dr.N.Kottiswaran — Principal –Chairperson
3. Dr. P.D.R.Vijayakumar - HOD CSE - IQAC Coordinator
4. Dr.Chandrakumara Mangalam – External Expert Member
5. Dr.A.Amutha - HoD/ECE — Member
6. Dr. Priya – HoD/S&H -Member
7. Dr.J.Kavitha - HoD/MBA — Member
8. Mr.K.Silambarasan- Assistant Professor/Mech— Member
9. Mr.K.Suresh Nehru – Administrative officer – Administrative officer
10. Mr.C.Vignesh– Industrialist
11. Mrs.D.Mythil- Local Society
12. Ms.K Premakanthii – Alumni Member
13. Mr.N.Madhavan - Student

**Minutes of the IQAC Meeting**

**Agenda of the Meeting**

No.	AGENDA
1	Commencement of ODD Semester classes
2	Academic Activities
3	Budget
4	Feedback from various stakeholders
5	Website
6	MoUs, Funds/Grants
7	Sport
8	NAAC Accreditation process cycle 2
9	The IQAC has proposed to Register Alumni Association of the Institution

**Discussion and Action Taken Report**

The Chairperson of the IQAC, welcomed the members of IQAC. The following agenda were taken for discussion and action taken report one by one.

The minutes of the meeting are as follows:

Item - 01	Commencement of ODD Semester classes
Discussion	Academic Schedule and Subject allotment

Resolution (Action Taken)	Academic schedules of UG and PG are discussed. Subject allotment and course file preparation are briefed
Item - 02	Academic Activities
Discussion	Preparation of Course materials
Resolution (Action Taken)	Faculty members are informed to prepare course material and question bank for their courses and provide them to students. The plan of action of all departments were reviewed and approved.
Item - 03	Budget
Discussion	Discussion made on the proposed budget
Resolution (Action Taken)	The proposed budget for various departments for the purchase of equipments consumable and other items were approved.
Item – 04	Feedback from various stakeholders
Discussion	Analysis Report
Resolution (Action Taken)	Analysis of feedback by various stakeholders was reviewed. Actions taken from the department are also reviewed for its completion.
Item – 05	To update Institutional Website
Discussion	Discussion made on to update institutional website
Resolution (Action Taken)	Website shall be updated continuously with all activities on time to time
Item – 06	MoUs,Funds/Grants
Discussion	Discussion made on MoU, Funds/Grants
Resolution (Action Taken)	HoDs are insisted to sign minimum two MoUs per department and conduct events under signed MoU. Discussed about TNSCST 2023-2024 Project titles and ideas of each department
Item – 07	Sports



Discussion	Awards
Resolution (Action Taken)	Committee members reviewed and appreciated the students who have received awards in various sports events
Item – 08	NAAC Accreditation process cycle 2
Discussion	Discussion made on IIQA Preparation and submission
Resolution (Action Taken)	The status of the IIQA preparation was presented and various points in IIQA have been discussed and requested to submit IIQA on November.
Item – 09	The IQAC has proposed to Register Alumni Association of the Institution
Discussion	To register Alumni Association of the institution
Resolution (Action Taken)	It was resolved that, the proposal has recommended by the members to take part all the students in the association and encouraged to undertake a membership with the association

The Principal thanked all the members of the IQAC Committee for their valuable suggestions and coordination.

  
10/07/23  
**IQAC Coordinator**

  
**IQAC Chairman/Principal**

**Dr. N. KOTTISWARAN,**  
PRINCIPAL,  
INFO INSTITUTE OF ENGINEERING,  
N.H.209, SATHY ROAD, KOVILPALAYAM,  
COIMBATORE – 641 107