

## Minutes of 1<sup>st</sup> Quarter IQAC meeting for the AY 2024-25

Date: 18.10.2024, Time: 09.00 - 10.00 AM, Venue: Online mode

Google Meet link: <https://meet.google.com/ggy-qtcy-ova>

Date: 18.10.2024

The first quarter Internal Quality Assurance Cell (IQAC) meeting was conducted online on 18.10.2024 at 09.00 AM in presence of the following members:

Sl. No.	Name of IQAC Members	Designation
1	Dr C Palanisamy	Chairperson
2	Dr T Ramesh Kumar	Head-IQAC
3	Dr T Poongodi Vijayakumar	Nominee from the Management
4	Mr D Lingaeswar	Nominee from Local Society
5	Ms Shanmugapriya R	Nominee from Students
6	Dr K Sivakumar	Senior Administrative Officer
7	Dr K L Senthil Kumar	Senior Administrative Officer
8	Dr G Senthil Kumar	Senior Administrative Officer
9	Dr M Ravikumar	Senior Administrative Officer
10	Dr R Bharanikumar	Senior Administrative Officer
11	Dr C Ganeshbabu	Teacher: Head - R&D
12	Mr S Vijayakrishnan	Teacher: Training and Placement Officer
13	Mr S Sundar	Teacher: Incharge - Special Laboratory
14	Dr S P Prakash	Teacher: HoD - Electronics & Communication Engineering
15	Dr V Chelladurai	Teacher: HoD - Agricultural Engineering
16	Dr K Vairavel	Teacher: HoD - Electronics & Instrumentation Engineering
17	Dr V Eswaramoorthy	Teacher: HoD - Computer Technology
18	Mr K Sarangan	Teacher: Librarian

Sl. No.	Name of IQAC Members	Designation
<b>The following members could not attend the meeting due to other assignments</b>		
1	Mr Sakthivel Rajasekar	Nominee: Employers / Industrialists / Stakeholders
2	Mr P Gowtham	Nominee from Alumni

The Principal initiated the 1<sup>st</sup> quarterly IQAC meeting by welcoming the Management nominee Dr T Poongodi Vijayakumar, Professor and Head-Department of Food Science and Nutrition, Periyar University, Salem, The Local Society Nominee, Mr D Lingaeswar, Sathyamangalam and Student nominee, Shanmugapriya R (7376222AD201), Second-year, Artificial Intelligence and Data Science, BIT and all the members of the IQAC. He handed over the proceedings to Dr T Ramesh Kumar, Head-IQAC to continue further and take up the agenda for the meeting.

The Agenda items for discussion are as follows:

- A. Confirmation and Approval of Previous IQAC Meeting Minutes
- B. Action Taken Report of Previous Meeting
- C. Academics Related Activities during June'24 - Aug'24
- D. R&D Related Activities during June'24 - Aug'24
- E. Quality Initiatives by IQAC
- F. Achievements through Quality Initiatives
- G. Alumni Engagement
- H. Forthcoming Activities of IQAC
- I. Discussion on other points with the permission of the chairperson

<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 01</b>									
<b>Agenda</b>	Confirmation and approval of previous IQAC meeting minutes									
<p><b>Proceedings:</b>  The Head of IQAC reported that the minutes of the previous IQAC meeting for AY 2023-24 were prepared and subsequently circulated to all faculty members. Additionally, the key points from the previous meeting were presented.</p> <p>Furthermore, key aspects from the previous meeting, including the Action Taken Report, activities related to Academics and R&amp;D, quality initiatives undertaken through IQAC and their outcomes, as well as updates on placements and alumni engagement, were presented.</p> <p><b>Responsibility:</b>  Head-IQAC</p>										
<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 02</b>									
<b>Agenda</b>	Action Taken Report of Previous Meeting									
<p><b>Proceedings:</b>  The Head-IQAC presented the action taken for the suggestion recommended in the previous meeting. The details are,</p> <table border="1"> <thead> <tr> <th>Queries / Suggestions</th> <th>Actions Taken</th> </tr> </thead> <tbody> <tr> <td>Suggested identifying students who are not interested in placements and engaging them in pre-incubation activities.</td> <td>In progress</td> </tr> <tr> <td>Recommended reviewing the status of each patent filed by students and providing commercial support through industrial connections.</td> <td>In progress</td> </tr> <tr> <td>Suggested to provide fundamental training on low-code platforms for the students.</td> <td>Already implemented</td> </tr> </tbody> </table> <p><b>Responsibility:</b>  In-charges of TBI, IPR cell and PS Team</p>			Queries / Suggestions	Actions Taken	Suggested identifying students who are not interested in placements and engaging them in pre-incubation activities.	In progress	Recommended reviewing the status of each patent filed by students and providing commercial support through industrial connections.	In progress	Suggested to provide fundamental training on low-code platforms for the students.	Already implemented
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Suggested to provide fundamental training on low-code platforms for the students.	Already implemented									
<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 03</b>									
<b>Agenda</b>	Academics related activities during June'24 - Aug'24									

**Proceedings:**

The Head-IQAC presented the following activities related to the Academics carried out during the assessment period:

- The class committee and course committee meetings for the semesters S3, S5 and S7 was conducted and the minutes were documented.
- The statistics of the discourse forum were presented, detailing the number of lessons discussed, the participation of students and faculty, and the questions raised and answered on the platform.
- Additionally, the number of lesson plans, lecture materials, and video lectures developed by faculty members and uploaded to BIT-Wiki during the assessment period was presented.

**Responsibility:**

The Head-Academics

<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 04</b>
<b>Agenda</b>	R&D related activities during June'24 - Aug'24

**Proceedings:**

The Head-IQAC presented the following activities related to the R&D carried out during the assessment period:

- The publication details during the assessment period was presented with,
  - No. of SCI / WoS and Scopus Journals submitted and published, and No. of Books / Books Chapters published by the faculty members.
  - Updated Scopus Citations the institution.
- Details of Ph.D. holders, recognized supervisors, pursuing and awarded details (both internal and external scholars) were presented.
- In the assessment period, 8 proposals were submitted in various agencies such as CSIR, DST, AICTE, etc.,. In which, 2 proposals were granted by the DST & AICTE and the total grant received is Rs.15,75,000.

**Responsibility:**

The Head - R&D

<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 05</b>
<b>Agenda</b>	Quality Initiatives by IQAC

**Proceedings:**

The Head-IQAC presented the quality initiatives taken through IQAC, which are as follows:

- ❖ The details of the competency training conducted for Teaching and Non-teaching staff members through various training programmes are listed below:
  - The Head-IQAC informed that the workshop on “Personal Financial Literacy” was arranged for the Teaching faculty members.
  - In addition to that, the training programs on Workplace Etiquette for security guards and Basic Skills on Report Preparation And Visual Representation were arranged for non-teaching staff members.
- ❖ 4 faculty members have attended the training sessions on different areas from 3 different industries.
- ❖ A total of 31 faculty members have visited 27 industries and interacted with them regarding the students internship, Workshops, placements, etc.,
- ❖ During the assessment period, MoU was signed with 4 organizations. Out of which 3 MoUs for a duration of 1 year, 3 years and with 5 years.
  - The Head-IQAC has presented evidence and sample proof for all the above said activities.
- ❖ The statistics of the feedback received from the students through the support desk and QR code systems were presented.
- ❖ The Extension and outreach activities arranged through the various clubs and societies have been elaborated with the outcome of each activity.

**Responsibility:**

The Head-IQAC and respective Incharges.

<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 06</b>
<b>Agenda</b>	Achievements through Quality Initiatives

**Proceedings:**

The Head-IQAC has provided the information on participation and accomplishments of faculty members and students during the assessment period:

- ❖ The statistics of students participation and achievements in National and International level Competitions, Project competitions, Paper presentations and Journal Publications were presented.

- ❖ Also the number of products developed, patent filed, Internships attended and online courses completed by the students during the assessment period was presented.
- ❖ Also the achievements of faculty members have been presented with the number of events attended, online courses completed, paper presented, patents filed, guest lecture delivered, etc.,
- ❖ The categories of events organized by the faculty members have also been presented with the number of webinar / seminar organized, workshops conducted, guest lecture organized, etc.,

**Responsibility:**

Vertical in charge of SAc, FA&A and Events.

<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 07</b>
<b>Agenda</b>	Alumni Engagement

**Proceedings:**

- ❖ The Head-IQAC has reported that the Alumni Association of BIT is organizing periodical meetings and several activities to strengthen the bond between alumni and the institute, fostering a continuous engagement.
- ❖ As an outcome, Alumni are delivering guest lectures, seminars and webinars on emerging technologies to prepare students for industry demands.

**Responsibility:**

Alumni in-charge

<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 8</b>
<b>Agenda</b>	Forthcoming Activities of IQAC

**Proceedings:**

The following activities are planned for the upcoming days through the IQAC:

- ❖ Planned for applying NBA Accreditation for all the eligible courses.
- ❖ Orientation Program will be organized for newly joined faculty members.
- ❖ 24<sup>th</sup> Graduation Day is scheduled to be conducted in the month of September, 2024.
- ❖ It is planned to conduct a Students Satisfaction Survey (SSS) on completion of each semester.

**Responsibility:**

IQAC-Admin, Office Academics, Student affairs

<b>Agenda No.</b>	<b>IQAC / 01 / 2024-25 / 9</b>
<b>Agenda</b>	Discussion on other points with the permission of the chairperson
<p><b>Proceedings:</b></p> <ul style="list-style-type: none"> <li>❖ The External Member, Dr T Poongodi Vijayakumar extended her heartfelt congratulations to the Chairperson and the Head of IQAC for the commendable achievements of both the students and faculty members. She proposed listing innovative prototypes developed by the institution and analyzing their feasibility for commercialization. Additionally, she recommended enhancing the potential of these prototypes and promoting them through social media platforms and newsletters to ensure wider reach and visibility.</li> <li>❖ The External Member, Dr T Poongodi Vijayakumar further suggested identifying student and alumni entrepreneurs and encouraging them to showcase their business models to all stakeholders of the institution. She emphasized the importance of securing funding support through incubation programs to help these entrepreneurs expand and sustain their ventures.</li> <li>❖ Also, she recommended identifying nearby schools offering electronics courses and ITIs and assigning interested students as peer mentors. These mentors can teach electronics to school students as part of an extension activity, which can be developed into one of the institution's best practices. She also suggested adopting government schools, organizing various events aligned with the Institution's Innovation Council (IIC) guidelines, and reframing these initiatives as extension activities to maximize their impact.</li> </ul> <p>The Head-IQAC concluded by saying that the suggestions given by the external member will be considered, and action taken will be reported in the next IQAC meeting.</p> <p><b>Responsibility:</b> The Head-IQAC</p>	
The meeting ended with a vote of thanks from the chairperson.	

*Dr T Ramesh Kumar*  
23/10/24  
Head-IQAC

(Dr T Ramesh Kumar)

**Prof T Ramesh Kumar PhD**  
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*Dr C Palanisamy*  
IQAC-Chairperson  
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