



# BANNARI AMMAN INSTITUTE OF TECHNOLOGY

(Autonomous Institution Affiliated to Anna University Chennai  
Approved by AICTE-Accredited by NAAC with 'A+' Grade)

SATHYAMANGALAM - 638 401, ERODE DISTRICT, TAMIL NADU



## Office of the IQAC

### Minutes of 4<sup>th</sup> Quarter IQAC meeting for the AY 2023-24

Date: 16-08-2024, Time: 10.00 - 11.00 AM, Venue: Online mode

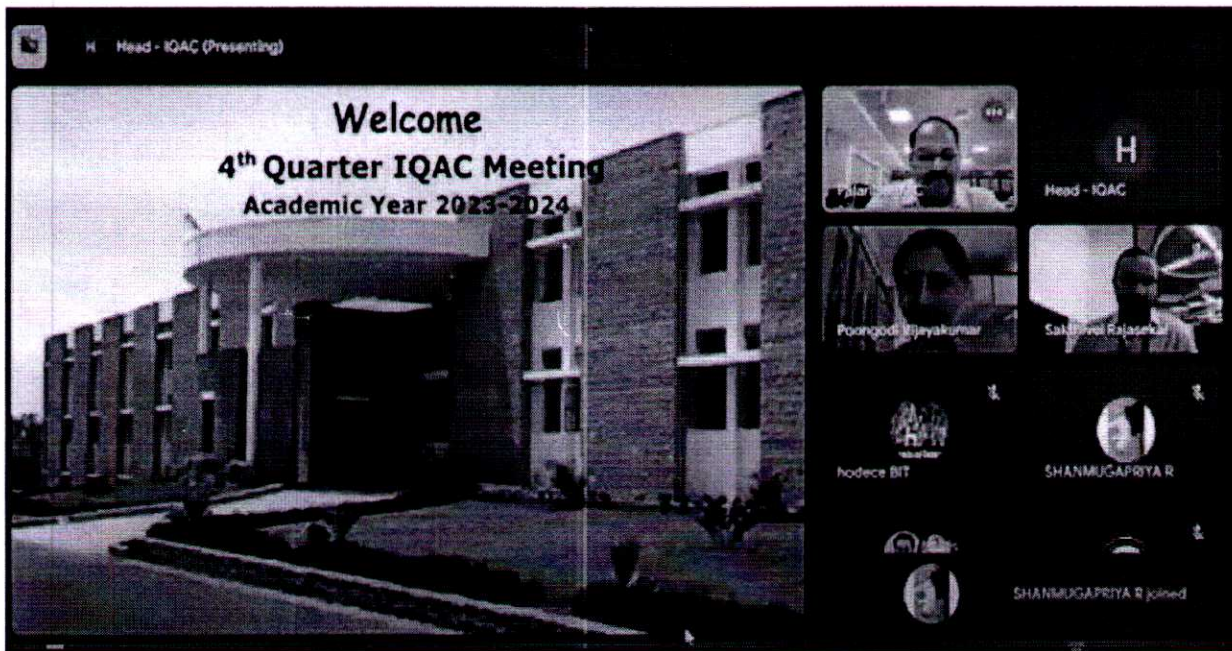
Google Meet link: <https://meet.google.com/fup-hnfp-gnu>

Date: 17.08.2024

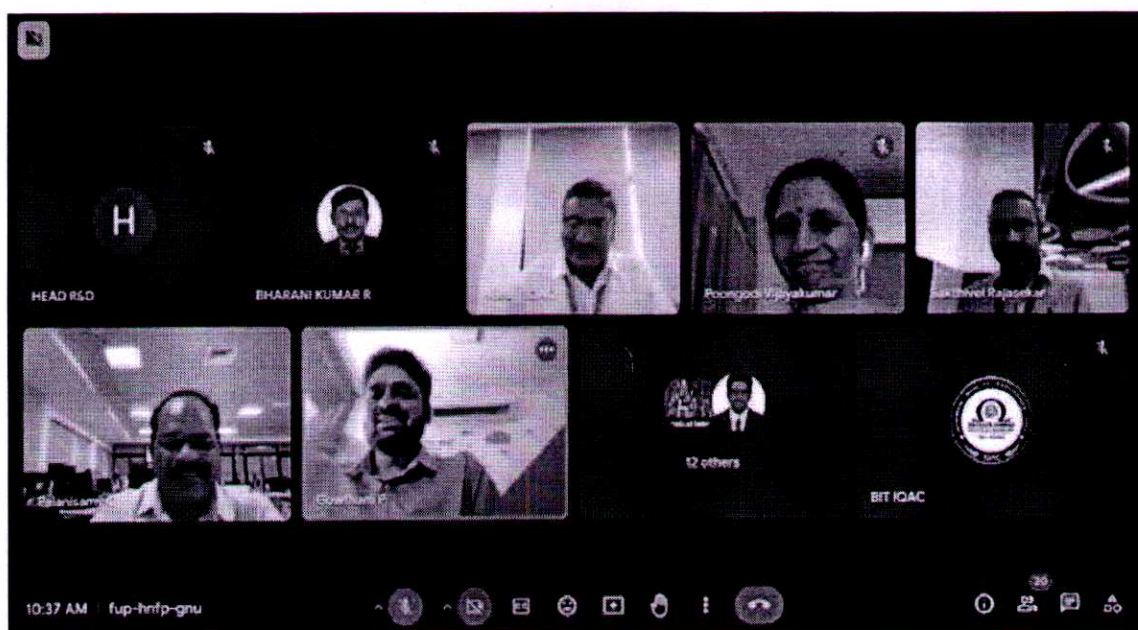
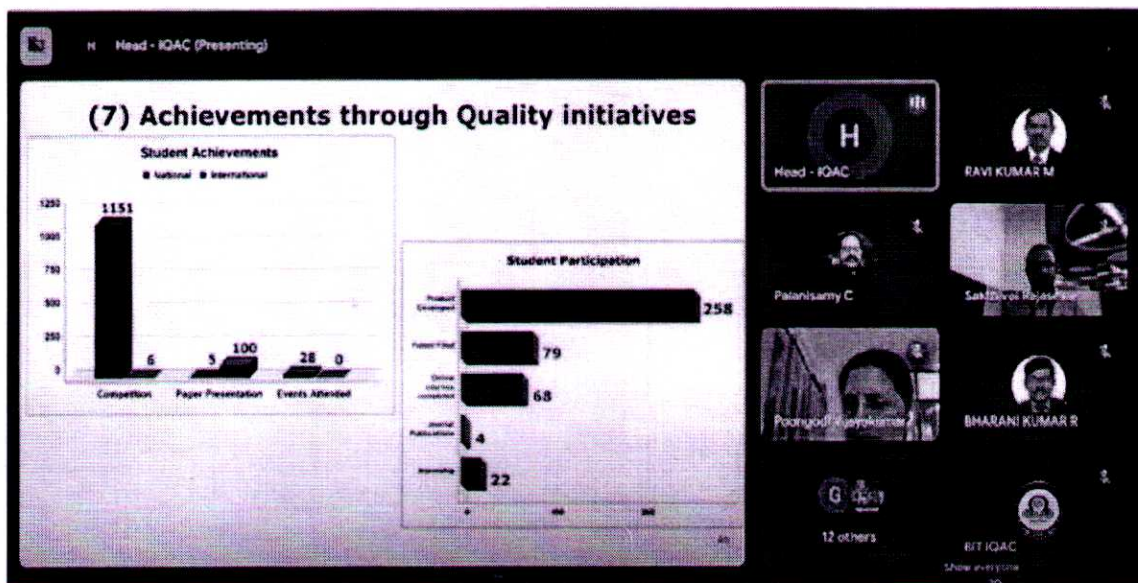
The fourth quarter Internal Quality Assurance Cell (IQAC) meeting was conducted online on 16.08.2024 at 10.00 AM in presence of the following members:

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 Sakthivel Rajasekar	Nominee: Employers / Industrialists / Stakeholders
5	Mr P Gowtham	Nominee from Alumni
6	Ms Shanmugapriya R	Nominee from Students
7	Dr K Sivakumar	Senior Administrative Officer
8	Dr K L Senthil Kumar	Senior Administrative Officer
9	Dr G Senthil Kumar	Senior Administrative Officer
10	Dr M Ravikumar	Senior Administrative Officer
11	Dr R Bharanikumar	Senior Administrative Officer
12	Dr M Bharathiraja	Teacher: Head - R & D
13	Mr S Vijayakrishnan	Teacher: Training and Placement Officer
14	Mr S Sundar	Teacher: Incharge - Special Laboratory
15	Dr S P Prakash	Teacher: HoD - Electronics & Communication Engineering

Sl. No.	Name of IQAC Members	Designation
16	Dr V Chelladurai	Teacher: HoD - Agricultural Engineering
17	Dr K Vairavel	Teacher: HoD - Electronics & Instrumentation Engineering
18	Dr V Eswaramoorthy	Teacher: HoD - Computer Technology
19	Mr K Sarangan	Teacher: Librarian
<b>The following members could not attend the meeting due to other assignments</b>		
1	Mr D Lingaeswar	Nominee from Local Society







The Principal initiated the 4<sup>th</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, Employer Nominee Mr Sakthivel Rajasekar, Director HR, Cognizant, Coimbatore, Alumni Nominee Mr Gowtham, Managing Director, Sakthi Super Market Private Limited, 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 Mar'24 - May'24
- D. R&D Related Activities during Mar'24 - May'24
- E. Placement Achievements, Batch 2020-2024
- F. Quality Initiatives by IQAC
- G. Achievements through Quality Initiatives
- H. Alumni Engagement
- I. AICTE Expert Visiting Committee (EVC)
- J. Forthcoming Activities of IQAC
- K. Discussion on other points with the permission of the chairperson

<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 01</b>
<b>Agenda</b>	Confirmation and approval of previous IQAC meeting minutes
<p><b>Proceedings:</b></p> <p>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></p> <p>Head-IQAC</p>	
<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 02</b>
<b>Agenda</b>	Action Taken Report of Previous Meeting



**Proceedings:**

The Head-IQAC presented the action taken for the suggestion recommended in the previous meeting. The details are,

Queries / Suggestions	Actions Taken
Suggested to conduct the competency assessments for individual students before the commencement of each semester.	Initiated
Availability of manual for skill competency training in the web portal, along with pricing details. Also recommended to get a copyright for the skill competency manual for its uniqueness.	Initiated
Suggested the faculty members to get the certification from the industry after completion of the training.	Initiated
Suggestion was given for the faculty members to identify the problem statements from the industries during the IRP visit, and to discuss them with the fellow faculty members.	Initiated
Proposed to conduct department-oriented or domain-specific outreach programs instead of general club activities.	Initiated and planned for the upcoming AY

**Responsibility:**

In-charges of Competency, Skill, OWI, and Clubs & Societies, and Head-IQAC

<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 03</b>
<b>Agenda</b>	Academics related activities during Dec'23 - Feb'24

**Proceedings:**

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

- ❖ Academic related activities;
  - The BoS meeting was conducted followed by DAB meetings in all the departments and the new courses which are introduced in the SCM were presented.
  - The External Academic Audit was conducted for all the departments and the sample report has been presented with the details of observations with the

corresponding action plan.

- 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:**

Head-Academics

<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 04</b>
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<b>Agenda</b>	R & D related activities during Dec'23 - Feb'24
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**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, 19 proposals were submitted in various agencies such as TNSCST, DRDO, CSIR, DST, DIT - Meity, DBT, AICTE, SERB, etc.,.

**Responsibility:**

Head-Academics, and Head - R&D

<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 05</b>
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<b>Agenda</b>	Placement achievement of 2020-24 batch
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**Proceedings:**

- ❖ The Head-IQAC presented the placement statistics of 2020-24 batch students which includes the number of companies involved, number of offers issued, number of students placed, highest and average package and the recruiters details.



**Responsibility:**

Placement Officer and T&amp;P Team

**Agenda No.**

IQAC / 04 / 2023-24 / 06

**Agenda**

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 training on QP setting and handling of Fire extinguishers was arranged for the Teaching faculty members.
  - In addition to that, the training programs on Corel Draw and handling of Fire extinguishers were arranged for non-teaching staff members.
  - 5 faculty members have attended the training sessions on different areas from 3 different industries.
  - A total of 18 faculty members have visited 17 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 3 years and one with 5 years.
  - The Head-IQAC has presented evidence and sample proof for all the above said activities.
- ❖ The grievance meetings were conducted for the faculty members and students each month and the action taken report for the assessment period has been presented.
- ❖ The statistics of the feedback received from the students through the support desk and QR code systems were presented.
- ❖ It is informed that the Faculty Orientation Programme was organized for newly joined faculty members.
- ❖ The Extension and outreach activities arranged through the clubs and societies have been elaborated with the outcome of each activity.

The External Member has appreciated the training provided on QP setting since it is important to practice the RBT among the faculty members.

**Responsibility:**

Head-IQAC and respective Incharges.	
<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 07</b>
<b>Agenda</b>	Achievements through Quality Initiatives
<p><b>Proceedings:</b></p> <p>The Head-IQAC has provided the information on participation and accomplishments of faculty members and students during the assessment period:</p> <ul style="list-style-type: none"> <li>❖ The statistics of students participation and achievements in National and International level Competitions, Project competitions, Paper presentations and Journal Publications were presented.</li> <li>❖ Also the number of products developed, patent filed, Internships attended and online courses completed by the students during the assessment period was presented.</li> <li>❖ The major achievements of the students were presented. One of the highlighted achievement is, the students secured 15 awards in 9 skill categories, out of which 3 students won the Gold medals, 4 students won the Silver medals, 2 students won the Bronze medals and 6 students received the Medallion of Excellence award in the INDIA SKILLS 2024, organized by the NSDC in collaboration with the Sector Skill Council held at Yashobhoomi, Dwarka, Delhi.</li> <li>❖ 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.,</li> <li>❖ 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.,</li> </ul> <p>The external member appreciated the students who took part in the National and International level competitions. Also they congratulated the students who have received the medals in INDIA SKILLS 2024 in different categories.</p> <p><b>Responsibility:</b></p> <p>Vertical in charges of SAc, FA&amp;A and office of IQAC</p>	
<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 08</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. Also they are contributing to the enhancement of the curriculum by participating in BoS meetings and providing feedback on industry trends.
- ❖ Alumni are being invited to participate in technical interactions on various topics, offering diverse perspectives.

**Responsibility:**

Alumni in-charge

<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 09</b>
<b>Agenda</b>	<b>AICTE Expert Committee Visit</b>

**Proceedings:**

- ❖ The Head-IQAC informed the committee members that the AICTE Expert Committee conducted an online visit on May 9<sup>th</sup>, 2024. As a result, the institution has been granted a three-years extension.

**Responsibility:**

Placement Officer and Team

<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 10</b>
<b>Agenda</b>	<b>Forthcoming Activities of IQAC</b>

**Proceedings:**

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

- ❖ Planned for applying NBA Accreditation for all the eligible courses.
- ❖ 28<sup>th</sup> Academic Council Meeting is scheduled in the month of June, 2024.
- ❖ Orientation Program will be organized for newly joined faculty members.
- ❖ Students Induction Program is planned to be organized for lateral entry and First year students.
- ❖ 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.

<b>Responsibility:</b> IQAC-Admin, Office Academics	
<b>Agenda No.</b>	<b>IQAC / 04 / 2023-24 / 11</b>
<b>Agenda</b>	Discussion on other points with the permission of the chairperson
<b>Proceedings:</b>	
<ul style="list-style-type: none"> <li>❖ The External Member, Dr. T. Poongodi Vijayakumar extended her congratulations to the Chairperson and the Head of IQAC for the achievements of both students and faculty members. She inquired about the outcomes of the MoUs, to which the Head of IQAC responded by highlighting the industrial training opportunities that have been made available to both faculty and students, along with placement opportunities. The Principal added that some industries have provided real-time problems that students are currently working on.</li> <li>❖ The External Member, Dr T Poongodi Vijayakumar suggested identifying students who are not interested in placements and engaging them in pre-incubation activities, ensuring that all evidence is documented, as this is crucial for NAAC accreditation. The Principal assured that this would be facilitated through the institution's startup park.</li> <li>❖ The External Member, Dr T Poongodi Vijayakumar recommended reviewing the status of each patent filed by students and providing commercial support through industrial connections and document the progress. She also suggested analyzing the quality of each patent to identify those that should be commercialized and make necessary modifications. Additionally, some patents shall be considered for technology transfer according to industry requirements potentially through equity shares or similar models.</li> <li>❖ The Employer Nominee, Mr Sakthivel Rajasekar has appreciated the various skill initiatives implemented for students, such as day / night skills and personalized skills. Additionally, he suggested that alongside communication skill training, students should also receive fundamental training on low-code platforms like Salesforce, Pega, SAP, Cybersecurity, etc., as these are essential for entering the industry. The Principal responded by noting that these industry-aligned skills are already being offered to students as additional courses, special laboratories and training programs.</li> <li>❖ Alumni Nominee, Mr P Gowtham emphasized the importance of providing training on the real-time entrepreneurship skill for students who are aspiring to start their own</li> </ul>	



businesses. He also recommended encouraging students to attend startup-related events organized in various locations and ensuring they are well-prepared to engage with investors.

The Head-IQAC concluded by saying that the suggestions given by the members will be considered, and action taken will be reported in the next IQAC meeting.

**Responsibility:**

Head-IQAC

The meeting ended with a vote of thanks from the chairperson.

  
22/8/24

Head-IQAC

**(Dr T Ramesh Kumar)**  
**Prof T Ramesh Kumar PhD**  
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Sathyamangalam - 638 401  
Erode District, Tamil Nadu - India





IQAC-Chairperson

**(Dr C Palanisamy)**

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