



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NOTICE

Ref: BIT / IQAC / 01 / 2023-2024

Date: 04, Sep 2023

To

All the Members of IQAC,
Bannari Amman Institute of Technology,
Sathyamangalam 638 401.

Dear Sir,

Sub: Internal Quality Assurance Cell Meeting - at 10.00 AM on 09, September 2023 - Reg.

We cordially invite you to attend the 1st Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2023-24 which is scheduled to be held on 09.09.2023 (Saturday) through google platform at 10.00 AM (Meet Link:<https://meet.google.com/fvb-unsf-rig>). The brief agenda of the meeting is as follows:

Welcome and introduction of IQAC members

1. Confirmation and approval of previous IQAC meeting minutes,
2. Best Practices in BIT,
3. Admission Details,
4. Academics and R & D related activities during June'23 - Aug'23,
5. Quality initiatives by IQAC,
6. Achievements through Quality Initiatives,
7. Forthcoming activities of IQAC, and
8. Any other matters

All are therefore requested to kindly make it convenient to attend the meeting.

Thanking you

T. Ramesh Kumar
04/09/23
Dr T Ramesh Kumar

Head - IQAC

Prof T Ramesh Kumar PhD

Head - IQAC

Bannari Amman Institute of Technology
Sathyamangalam - 638 401
Erode District, Tamil Nadu - India



C. Palanisamy

Dr C Palanisamy

Chairman, IQAC

Principal

Dr. C Palanisamy

PRINCIPAL

Bannari Amman Institute of Technology
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Office of the IQAC

Minutes of 1st Quarter IQAC meeting for the AY 2023-24

Date: 09-09-2023, Time: 10.00 - 11.00 AM, Venue: Online mode

Google Meet link: <https://meet.google.com/fvb-unsf-rig>

Date: 09.09.2023

The first quarter Internal Quality Assurance Cell (IQAC) meeting was conducted online on 09.09.2023 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 from Employers / Industrialists / Stakeholders
5	Mr D Lingaeswar	Nominee from Local Society
6	Mr P Gowtham	Nominee from Alumni
7	Shanmugapriya R	Nominee from Students
8	Dr K Sivakumar	Senior Administrative Officer
9	Dr K L Senthil Kumar	Senior Administrative Officer
10	Dr G Senthil Kumar	Senior Administrative Officer
11	Dr M Ravikumar	Senior Administrative Officer
12	Dr R Bharanikumar	Senior Administrative Officer
13	Dr M Bharathiraja	Teacher: Head - R & D
14	Mr S Vijayakrishnan	Teacher: Training and Placement Officer
15	Mr S Sundar	Teacher: Incharge - Special Laboratory



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16	Dr S P Prakash	Teacher: HoD - Electronics and Communication engineering
17	Dr V Chelladurai	Teacher: HoD - Agricultural Engineering
18	Dr K Vairavel	Teacher: HoD - Electronics and Instrumentation Engineering
19	Dr V Eswaramoorthy	Teacher: HoD - Computer Technology
20	Mr K Sarangan	Teacher: Librarian

The Principal initiated the 1st 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 Employer Nominee Mr Sakthivel Rajasekar, The Local Society Nominee, Mr D Lingaeswar, Sathyamangalam, The Alumni Nominee, Mr P Gowtham, The Employer Nominee 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:

- Confirmation and approval of previous IQAC meeting minutes,
- Best Practices in BIT,
- Admission Details,
- Academics and R & D related activities during Jun'23 - Aug'23,
- Quality initiatives by IQAC,
- Achievements through quality initiatives,
- Forthcoming activities of IQAC, and
- Discussion on other points with the permission of the chairperson

Agenda No.	IQAC / 01 / 2023-24 / 01
Agenda	Confirmation and approval of previous IQAC meeting minutes
Proceedings: The Head-IQAC informed that the fourth quarter IQAC meeting minutes for the AY 2022-23	



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<p>was prepared and circulated to all the faculty members and approved by them.</p> <p>Responsibility: Head-IQAC</p>	
Agenda No.	IQAC / 01 / 2023-24 / 02
Agenda	Best Practices
<p>Proceedings:</p> <p>❖ The Head-IQAC introduced the Best Practices in BIT such as Skill Training, Special Laboratories, Gurugulam and IQAC Verticals.</p> <p>The external IQAC members discussed how each practice is being followed in the institution and the Head-IQAC has elaborated all the insights of it.</p> <p>Responsibility: Placement Officer and Team</p>	
Agenda No.	IQAC / 01 / 2023-24 / 03
Agenda	Admission Details
<p>Proceedings:</p> <p>The Head-IQAC presented the Admission details for the Academic Year 2023-24 as Sanctioned vs. Admitted number of Students. Also the Quota wise admitted students for the Academic Years 2021-22, 2022-23 and 2023-24 were presented.</p> <p>Responsibility: Head-IQAC</p>	
Agenda No.	IQAC / 01 / 2023-24 / 04
Agenda	Academics and R&D related activities during June'23 - Aug'23
<p>Proceedings:</p> <p>The Head-IQAC presented the following activities related to the Academics and R&D carried</p>	



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out during the assessment period:

❖ Academic related activities;

- The Result analysis of Periodical tests for S6 was presented.
- Also, It is informed that the lesson plans, lecture materials and video lectures were developed by the Faculty members and uploaded on BIT-Wiki during the assessment period.
- The statistics of the discourse forum was presented with the insights of the number of Lessons discussed, Students and faculty involved, and questions raised and answered in the platform.

❖ R&D related activities - Publication and Funding details:

- 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 and h-index of the institution.
- Details of Ph.D. holders, recognized supervisors, Pursuing and Awarded details (both internal and external scholars) were presented.
- The comparative analysis of funding proposals submitted by the faculty members were presented for the Academic years 2021-22, 2022-23 and 2023-24.

Responsibility:

Head-Academics, and Head - R&D

Agenda No.	IQAC / 01 / 2023-24 / 05
Agenda	Quality Initiatives by IQAC



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Proceedings:

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

- ❖ The details of the competency training provided to Teaching, Non-teaching staff members and students through various training programmes are listed below:
 - Head-IQAC presented the various training programs such as Mandatory skills, Task Completion Procedure, IEEE Xplore Onsite Training, ECG Biosignal Acquisition and Analysis, Data Analysis Using Pivot Table, Hands on training for Income Tax Filing, etc. were arranged through competency verticals for teaching faculty members.
 - The training programs on MS Office, Workplace Etiquette, Fire safety, Personality Development Program, etc., were arranged for non-teaching staff members.
 - The training programmes were arranged for the first year students through the various skill training programmes such as Special Lab Initiatives, Gurugulam, Day Skill and Night Skill.
 - The IQAC - Research & Development (R&D) cell has arranged the Research Interaction with IIT-M Professor and organized training like Authentic Writing for the faculty members in the research park.
 - The faculty members have attended the training sessions on different areas from various industries.
 - It is informed that the faculty members have visited different industries and interacted with them regarding the students internship, Workshops, placements, etc.,.
 - 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.
- ❖ It is informed that the Support desk and QR code systems are available in the institution to facilitate the Student feedback system.
- ❖ The statistics of the feedback received from the students through the students grievances meetings, support desk and QR code systems were presented.



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- ❖ The activities of Training & Placement cell has been elaborated which includes Mock Interview, Self-Introductions, etc.,.

Responsibility:

Vertical in-charge of SFC, R&D and Support desk

Agenda No.	IQAC / 01 / 2023-24 / 06
Agenda	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 level Competitions, Project competitions, Paper presentations and Journal Publications were presented.
- ❖ Also the no. of products developed, patent filed, Internships attended and online courses completed by the students during the assessment period was presented.
- ❖ The major achievements of the students have been highlighted.
- ❖ Also the achievements of faculty members have been presented with the no.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 no.of webinar / seminar organized, workshops conducted, guest lecture organized, etc.,.

The external member appreciated the students who took part in the National and International level competitions.

Responsibility:

Vertical in charges of SAc, FA&A and office of IQAC

Agenda No.	IQAC / 01 / 2023-24 / 07
Agenda	Forthcoming Activities of IQAC

Proceedings:



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

- ❖ It is planned to organize the induction Program for first year students in the month of september.
- ❖ AQAR for the Academic Year 2022-23 will be submitted.
- ❖ It is planned to complete the Anna University and AICTE Portal entry.

Responsibility:

HR, and Office of IQAC

Agenda No.	IQAC / 01 / 2023-24 / 08
Agenda	Discussion on other points with the permission of the chairperson

Proceedings:

- ❖ The External Member has congratulated the Chairperson and the Head-IQAC for the achievements of the students and faculty members.
- ❖ Informed that the feedback analysis is good and recommended to link the UGC and AICTE quality mandates with the IQAC verticals.

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.

T Ramesh Kumar
12/9/23

Head-IQAC

(Dr T Ramesh Kumar)

Prof T Ramesh Kumar PhD

Head - IQAC

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C Palanisamy

IQAC-Chairperson

(Dr C Palanisamy)

Dr. C Palanisamy

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