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 / 02 / 2023-2024   Date: 08, Jan 2024

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 13, January 2024 - Reg.

We cordially invite you to attend the 2nd Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2023-24 which is scheduled to be held on 13.01.2024 (Saturday) through google platform at 10.00 AM (Meet Link:https://meet.google.com/rzg-ajzw-vix). The brief agenda of the meeting is as follows:

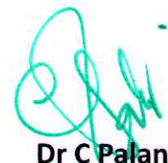Welcome and introduction of IQAC members

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

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

Thanking you

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

Dr C Palanisamy
Chairman, IQAC
Principal

Dr. C Palanisamy
PRINCIPAL
Bannari Amman Institute of Technology
Sathyamangalam - 638 401
Erode District, Tamil Nadu, India

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Minutes of 2ⁿᵈ Quarter IQAC meeting for the AY 2023-24
Date: 13-01-2024, Time: 10.00 - 11.00 AM, Venue: Online mode
Google Meet link: https://meet.google.com/rzg-ajzw-vix

Date: 13.01.2024

The second quarter Internal Quality Assurance Cell (IQAC) meeting was conducted online on 13.01.2024 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 D Lingaeswar	Nominee from Local Society
5	Mr P Gowtham	Nominee from Alumni
6	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 and Communication engineering

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16	Dr V Chelladurai	Teacher: HoD - Agricultural Engineering
17	Dr K Vairavel	Teacher: HoD - Electronics and Instrumentation Engineering
18	Dr V Eswaramoorthy	Teacher: HoD - Computer Technology
19	Mr K Sarangan	Teacher: Librarian
The following members could not attend the meeting due to other assignments		
1	Mr Sakthivel Rajasekar	Nominee from Employers / Industrialists / Stakeholders

The Principal initiated the 2nd quarterly IQAC meeting by welcoming the Management nominee Dr T Poongodi Vijayakumar, Professor and Head-Department of Food Science and Nutrition, Periyar University, Salam, 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:

A. Confirmation and approval of previous IQAC meeting minutes,
B. Academics and R & D related activities during Sep'23 - Nov'23,
C. Quality initiatives by IQAC,
D. Achievements through quality initiatives,
E. Forthcoming activities of IQAC, and
F. Discussion on other points with the permission of the chairperson.

Agenda No.	IQAC / 02 / 2023-24 / 01
Agenda	Confirmation and approval of previous IQAC meeting minutes
Proceedings: The Head-IQAC informed that the second quarter IQAC meeting minutes for the AY 2023-24 was prepared and circulated to all the faculty members and approved by them.	

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Responsibility: Head-IQAC	
Agenda No.	**IQAC / 02 / 2023-24 / 02**
Agenda	Academics and R&D related activities during Sep'23 - Nov'23

Proceedings:

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

- ❖ Academic related activities;
  - The Result analysis of Periodical tests for S2, S4 & S7 was presented.
  - It is informed that lesson plans, lecture materials and video lectures were developed by the Faculty members and uploaded on BIT-Wiki.
  - Additionally, statistics from the discourse forum were provided, offering insights into the number of lessons discussed, the participation of students and faculty, as well as the questions raised and answered on 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.
  - Also, the list of submitted and granted proposals was presented.

Responsibility:

Head-Academics, and Head - R&D

Agenda No.	**IQAC / 02 / 2023-24 / 03**
Agenda	Quality Initiatives by IQAC

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Office of the IQAC

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:

  - It is informed that the hands-on training on Outcome Based Education (OBE) and Awareness on NBA Accreditation Process was arranged through competency verticals for teaching and non-teaching faculty 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 CSIR emeritus Professor and organized a Brainstorming Session for Center for Research Faculty Members.

  - The faculty members have attended the training sessions on different areas from various 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.

- ❖ The statistics of the feedback received from the students through the students grievances meetings, support desk and QR code systems were presented.

- ❖ The activities of the Training & Placement cell have been elaborated.

- ❖ The induction programme for the first year students was conducted in the month of september. The Principal has introduced the Curriculum, Infrastructure, Special labs, Skill Programmes and Teaching-Learning System of BIT to the 1st year students during the induction programme.

Responsibility:

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

Agenda No.	IQAC / 02 / 2023-24 / 04
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 and faculty members have been highlighted.
- ❖ Also the categories of events organized by the faculty members have also been presented.

The external member congratulated the students who have won prizes in different categories.

Responsibility:

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

Agenda No.	IQAC / 02 / 2023-24 / 05
Agenda	Forthcoming Activities of IQAC

Proceedings:

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

- ❖ NBA Expert Team Visit for the departments BT, CSE & ECE is scheduled on 1-3, December, 2023.
- ❖ DAB and BoS meetings of each department will be conducted in December 2023.
- ❖ Pongal Vizha, 2024 is planned to be conducted in January 2024.
- ❖ AQAR for the Academic Year 2022-23 will be submitted.
- ❖ It is planned to complete the Anna University and AICTE Portal entry.

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❖ External Academic Audit is scheduled to be conducted in the month of December 2023.

Responsibility:

HR, and Office of IQAC

Agenda No.	IQAC / 02 / 2023-24 / 06
Agenda	Discussion on other points with the permission of the chairperson

Proceedings:

❖ The External Member suggested to prepare the analysis of the individual students improvement regarding the professional competency.

❖ Also, a suggestion was given to map the IQAC verticals with NAAC criterias.

❖ Recommended to focus on improving the funding support by incorporating the society connect and community engaging activities in the institution.

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

Head-IQAC

(Dr T Ramesh Kumar)

Prof T Ramesh Kumar PhD
Head - IQAC
Bannari Amman Institute of Technology
Sathyamangalam - 638 401
Erode District, Tamil Nadu - India

IQAC-Chairperson

(Dr C Palanisamy)

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