

Internal Quality Assurance Cell

HITECH/IQAC/2022-23/1

20.06.2022

CIRCULAR

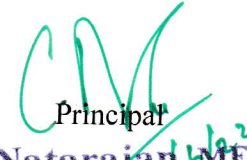
It is proposed to convene a meeting on 21.06.2022 at 11.30 a.m. in Board room. HoDs and Department IQAC Coordinators are requested to attend the meeting.

Agenda:

1. Reconstitution of Coordinators for Committees and Clubs
2. Discussion on IQAC Activities for the Academic year 2022-23
3. Preparation of AQAR 2021-22


Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.


Principal
Dr. C. Natarajan, M.E.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.

Copy to

1. IQAC Members
2. HoDs
3. Department IQAC Coordinators



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	21.06.2022 /11.30 am
Venue	Board Room

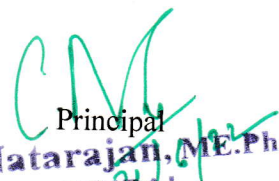
Dr.S.R.Rajabalayanan, Coordinator IQAC gave welcome address. Dr.C.Natarajan, Chairman, IQAC presided over the meeting.

Details of Discussion

1. IQAC Coordinator proposed Reconstitution of Coordinators for Committees and Clubs for the academic year 2022-23
2. The activities carried out during 2021-2022 have been submitted to the members. Suggestions were given to improve number of activities for the Academic year 2022-23
3. The department IQAC Coordinators have been requested to start collecting the details for preparation of AQAR 2021-22


21/6/22
Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
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Valley Campus, Pollachi Highway, Coimbatore – 641032.

Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	21.06.2022 /11.30 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	C.N.
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	S.R.Rajabalayanan
3.	Dr.K.Bharath	Associate Professor , MBA	K.Bharath
4.	Dr.A.Jameer Basha	Professor & Head /CSE	A.Jameer Basha
5.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	K.P.Dhanabalakrishnan
6.	Dr.B Paulchamy	Professor & Head /ECE	B.Paulchamy
7.	Dr.M Duraipandian	Professor & Head /IT	M.Duraipandian
8.	Dr.L.Vijayakumar	Professor & Head /Pharma	L.Vijayakumar
9.	Dr.S.Jeyabharathi	Professor & Head /S&H	S.Jeyabharathi
10.	Dr.V.Sureshbabu	Controller of Examination	V.Sureshbabu
11.	Mr.V.Shanmugasundaram	Librarian	V.Shanmugasundaram
12.	Mrs.R.Gandhimathi	Office Manager	R.Gandhimathi
13.	Mr.Maheswaran	Department Coordinator/AERO	Maheswaran
14.	Mr.R. Arun	Department Coordinator/CSE	R.Arun
15.	Dr.K. Mahendran	Department Coordinator/ECE	K.Mahendran
16.	Ms.U. Elakkiya	Department Coordinator/IT	U.Elakkiya
17.	Mr.A.Jeevarathinam	Department Coordinator/MECH	A.Jeevarathinam
18.	Dr.P. Jayachitra	Department Coordinator/S&H	P.Jayachitra
19.	Mrs.S.Sangeetha	Department Coordinator/MBA	S.Sangeetha



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	21.06.2022 /11.30 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Reconstitution of Coordinators for Committees and Clubs for the academic year 2022-23	Intimation has been given for the faculty members about change in the coordinators of Committees and Clubs
2	The activities carried out during 2021-2022 have been submitted to the members. Suggestions were given to improve number of activities for the Academic year 2022-23	It is proposed to increase number of events during Academic year 2022-23. Faculty coordinators have been requested to provide tentative schedule of activities
3	The department IQAC Coordinators have been requested to start collecting the details for preparation of AQAR 2021-22	Criteria wise details have been requested as per the AQAR format

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HITECH/IQAC/2022-23/2

09.07.2022

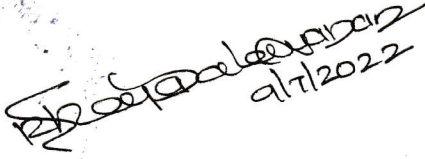
CIRCULAR

It is proposed to conduct Internal Academic Audit during 27th to 29th July 2022. Department academic audit coordinators are requested to kindly make necessary arrangements for the conduct of academic audit. In this regard HoDs, Department IQAC coordinators and Academic Audit committee members are requested to attend a meeting on 09.07.2022 at 2.30 pm in Board room

Agenda

1. Tutor Files (Student Records, Tutor ward meeting, Class committee meeting and counseling records)
2. Course files as per OBE
3. Committees/Clubs activities reports




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Copy to

1. HoDs
2. Department IQAC Coordinators



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs , Department IQAC Coordinators and Academic Audit committee members Meeting
Date & Time	09.07.2022/02.30 pm
Venue	Board Room

HoDs, Department IQAC coordinators and Academic Audit committee members have attended this meeting

Details of Discussion

1. It is decided to conduct academic audit and verify Tutor Files (Student Records, Tutor ward meeting, Class committee meeting and counseling records)
2. It is directed to prepare the Course files as per OBE
3. Coordinators of Committees/Clubs are requested to prepare and submit the reports of activities
4. AQAR Details have been reviewed
5. Faculty members are requested to complete and submit the documents before availing vacation leave



Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

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C.N.
Principal

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Details of Participants

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Date & Time	09.07.2022/02.30 pm
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.K.Bharath	Associate Professor , MBA	
4.	Dr.A.Jameer Basha	Professor & Head /CSE	
5.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	
6.	Dr.B Paulchamy	Professor & Head /ECE	
7.	Dr.M Duraipandian	Professor & Head /IT	
8.	Dr.L.Vijayakumar	Professor & Head /Pharma	
9.	Dr.S.Jeyabharathi	Professor & Head /S&H	
10.	Dr.V.Sureshbabu	Controller of Examination	
11.	Mr.N.Maheswaran	Department Coordinator/AERO	
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13.	Dr.K. Mahendran	Department Coordinator/ECE	
14.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
15.	Dr.P. Jayachitra	Department Coordinator/S&H	
16.	Mrs.Sangeetha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs , Department IQAC Coordinators and Academic Audit committee members Meeting
Date & Time	09.07.2022/02.30 pm
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Administrative and academic audit	Academic audit committee has been formed and It is decided to conduct academic audit and verify Tutor Files (Student Records, Tutor ward meeting, Class committee meeting and counseling records)
2	Guidelines for preparation of course files	Faculty members have been directed to prepare the Course files as per OBE
3	Submission of reports of activities	Coordinators of Committees/Clubs are requested to prepare and submit the reports of activities. Sample format has also been distributed
4	AQAR Details	AQAR Details have been reviewed. Coordinators have been asked to send soft copies to iqac@hit.edu.in
5	Submission of documents/course files before vacation leave	Faculty members are requested to complete and submit the Student index cards in the office for verification.



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Internal Quality Assurance Cell

HITECH/IQAC/2022-23/3

11.08.2022

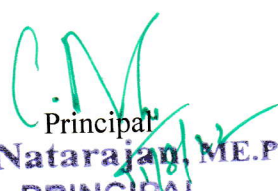
CIRCULAR

It is proposed to have a meeting with Department IQAC Coordinators on 11th August 2022 at 11.30 am in Board Room. All IQAC Coordinators are requested to attend without fail. The agenda for meeting is

1. 'Har Ghar Tiranga'/'Azadi ka Amrit Mahotsav' (AKAM) activities in our institute premises/campus during 12th -15th August 2022
2. Submission of report to AICTE-'Har Ghar Tiranga' - Institutes Update form


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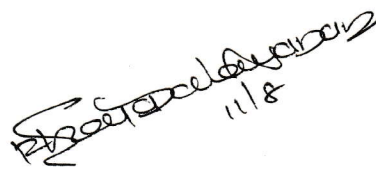
Internal Quality Assurance Cell

Minutes of Meeting

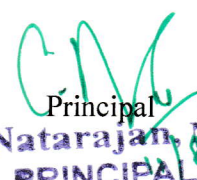
Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	11.08.2022/11.30 am
Venue	Board Room

Details of Discussion

1. It is decided to organize activities related to 'Har Ghar Tiranga'/'Azadi ka Amrit Mahotsav' (AKAM) activities in our institute premises/campus during 12th -15th August 2022 as per the direction given by MoE.
2. Coordinators of the events have been requested to submit the reports in the prescribed format to be submitted in AICTE-'Har Ghar Tiranga' - Institutes Update form


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Details of Participants

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Date & Time	11.08.2022/11.30 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.K.Bharath	Associate Professor , MBA	
4.	Dr.A.Jameer Basha	Professor & Head /CSE	
5.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	
6.	Dr.B Paulchamy	Professor & Head /ECE	
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15.	Mrs.Sangeetha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	11.08.2022/11.30 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Organization of 'Har Ghar Tiranga'/'Azadi ka Amrit Mahotsav' (AKAM) events	It is decided to organize activities related to 'Har Ghar Tiranga'/'Azadi ka Amrit Mahotsav' (AKAM) activities in our institute premises/campus during 12 th -15 th August 2022 as per the direction given by MoE. NCC&NSS coordinators have been assigned the responsibility for the events
2	Celebration of Independence day	Coordinators of the events have been requested to submit the reports in the prescribed format to be submitted in AICTE-'Har Ghar Tiranga' - Institutes Update form



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Internal Quality Assurance Cell

HITECH/IQAC/2022-23/4

23.09.2022

CIRCULAR

It is proposed to have discussion on activities of AICTE/UGC Schemes along with Principal, HoDs of departments and COE on 26th September 2022 at 2.30 pm in Board room. In this regard the following scheme coordinators are requested to attend the meeting

1. Dr.S.Sekar/MECH
2. Prof.Subbulakshmi/AI&DS
3. Prof.Ganakumari/ AI&DS
4. Dr.Chinnapparaj/ECE
5. Dr.Mahendrakan/ECE
6. Prof.Anupama/S&H
7. Prof.Udhayakumar/ MECH
8. Mr.Shanmugasundaram/ Library

[Handwritten Signature]
23/9/22

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
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Hindusthan Institute of Technology
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[Handwritten Signature]
Principal

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Copy to

1. IQAC Members
2. HoDs
3. Department IQAC Coordinators



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Scheme coordinators Meeting
Date & Time	26.09.2022/ 02.30 pm
Venue	Board Room

Details of Discussion

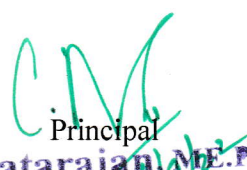
1.The following AICTE Schemes have been explained to the members

- IIC
- ATAL ACADEMY
- KAPILA
- KARMA
- UHV
- Ranking
- NDLI

2.The coordinators have been allotted to each scheme, and they have been requested to compile the report.


Dr.S.R.Rajabalan
Coordinator-IQAC

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Details of Participants

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Date & Time	26.09.2022/ 02.30 pm
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	
5.	B Paulchamy	Professor & Head /ECE	
6.	M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	S.Jeyabharathi	Professor & Head /S&H	
9.	Dr.K. Mahendran	Department Coordinator/ECE	
10.	Dr.P. Jayachitra	Department Coordinator/S&H	
11.	Dr.S.Sekar	Department of MECH	
12.	Prof.Subbulakshmi	Department of AIDS	
13.	Prof.Ganakumari	Department of AIDS	
14.	Prof.Anupama	Department of S&H	
15.	Prof.Udhayakumar	Department of MECH	



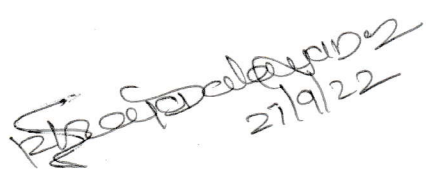
Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs and Scheme coordinators Meeting
Date &Time	26.09.2022/ 02.30 pm
Venue	Board Room

The coordinators have been allotted to each scheme, and they have been requested to compile the report.

1. Dr.S.Sekar-Overall Coordinator
2. Prof.Subbulakshmi/CSE-Coordinator-IIC
3. Prof.Ganakumari/CSE- Coordinator-ATAL ACADEMY
4. Dr.Chinnapparaj/ECE- Coordinator-KAPILA
5. Dr.Mahendran/ECE- Coordinator-KARMA
6. Prof.Anubama/S&H- Coordinator-UHV
7. Prof.Udhayakumar/AUTO- Coordinator-Ranking
8. Mr.Shanmugasundaram/ Coordinator-NDLI


Dr.S.R.Rajabalayanan
Coordinator-IQAC

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Internal Quality Assurance Cell

HITECH/IQAC/2022-23/5

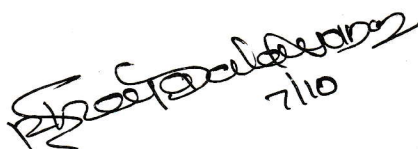
07.10.2022

CIRCULAR

It is proposed to have a meeting with Department IQAC Coordinators on 8th October 2022 at 11.00 am in Board Room. All IQAC Coordinators are requested to attend without fail.

The agenda for meeting is

1. Review on Details for AQAR 21-22
2. Review on activities of committees/clubs for the academic year 2022-23
3. Review on Action taken by Tutors / Mentors (Encouragement of students in Co-curricular & Extra Curricular activities)



Dr.S.R.Rajabalayanan
Coordinator-IQAC

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Minutes of Meeting

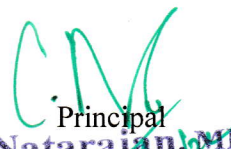
Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	08.10.2022/11.00 am
Venue	Board Room

The following points have been discussed

1. The details of AQAR 21-22 have been reviewed
2. The Department IQAC Coordinators explained the status of activities of committees/clubs of their respective departments
3. Action taken by Tutors / Mentors towards encouragement of students in Co-curricular & Extra Curricular activities has been discussed


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3.	Dr.K.Bharath	Associate Professor , MBA	K.Bharath
4.	Dr.A.Jameer Basha	Professor & Head /CSE	A.Jameer Basha
5.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	K.P.Dhanabalakrishnan
6.	Dr.B Paulchamy	Professor & Head /ECE	B.Paulchamy
7.	Dr.M Duraipandian	Professor & Head /IT	M.Duraipandian
8.	Dr.L.Vijayakumar	Professor & Head /Pharma	L.Vijayakumar
9.	Mr.R. Arun	Department Coordinator/CSE	R.Arun
10.	Dr.K. Mahendran	Department Coordinator/ECE	K.Mahendran
11.	Prof.Senthilkumar	Department Coordinator/IT	Senthilkumar
12.	Mr.A.Jeevarathinam	Department Coordinator/MECH	A.Jeevarathinam
13.	Dr.P. Jayachitra	Department Coordinator/S&H	P.Jayachitra
14.	Mrs.S.Sangeetha	Department Coordinator/MBA	S.Sangeetha



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	08.10.2022/11.00 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	AQAR 21-22 -Review	The details of AQAR 21-22 have been reviewed and directed to compile criteria wise formats
2	Status of activities of committees/clubs	The Department IQAC Coordinators explained the status of activities of committees/clubs of their respective departments. It is advised to have more degree of involvement of students
3	Encouragement of students in Co-curricular & Extra Curricular activities	Action taken by Tutors / Mentors towards encouragement of students in Co-curricular & Extra Curricular activities has been discussed. It is directed to encourage that each student has to participate a minimum of two events in a semester

S. S. Rajabalan
10/10/2022
Dr.S.R.Rajabalan
Coordinator-IQAC

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Internal Quality Assurance Cell

HITECH/IQAC/2022-23/6

03.12.2022

CIRCULAR

It is hereby informed to HoDs and Faculty members (including Department IQAC Coordinators, AICTE Mandatory Committee Coordinators & Department Academic Coordinators) that a meeting is scheduled at 12.00 pm on 05.12.2022 in Seminar Hall. All faculty members are requested to attend the meeting

The agenda

1. Responsibilities of Class Advisors and Tutors
2. Details for AQAR 2021-22
3. Institution Innovation Council- YUKTI-National Innovation Repository (NIR)

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
Hindusthan Institute of Technology
Coimbatore - 641 032.

Principal

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL
Hindusthan Institute of Technology
Coimbatore - 641 032.

Copy to

1. IQAC Members
2. HoDs
3. Department IQAC Coordinators



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	05.12.2022 /12.00 pm
Venue	Board Room

Details of Discussion

- Principal elaborated the responsibilities of Class Advisors and Tutors.
- Details for AQAR 2021-22 have been reviewed
- The activities of Institution Innovation Council has to be scheduled as per the IIC Calendar
- List of projects for YUKTI-National Innovation Repository (NIR) has been discussed

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Internal Quality Assurance Cell



Details of Participants

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Date & Time	05.12.2022 /12.00 pm
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	C.N.
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	S.R.Rajabalayanan
3.	Dr.A.Jameer Basha	Professor & Head /CSE	A.Jameer Basha
4.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	K.P.Dhanabalakrishnan
5.	Dr.B Paulchamy	Professor & Head /ECE	B.Paulchamy
6.	Dr.M Duraipandian	Professor & Head /IT	M.Duraipandian
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	L.Vijayakumar
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	S.Jeyabharathi
9.	Mr.N.Maheswaran	Department Coordinator/AERO	N.Maheswaran
10.	Mr.R. Arun	Department Coordinator/CSE	R.Arun
11.	Mr.A.Jeevarathinam	Department Coordinator/MECH	A.Jeevarathinam
12.	Mrs.S.Sangeetha	Department Coordinator/MBA	S.Sangeetha



Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	05.12.2022 /12.00 pm
Venue	Board Room

Class advisors and tutors have been requested to submit the completed student index cards for verification

The department IQAC coordinators have been requested to submit the AQAR Details. The filled in details of Part B of AQAR report may kindly be sent to iqac@hit.edu.in on or before 13.12.2022

The activities of Institution Innovation Council: Review of last quarter activities. The reports have to be submitted to IIC Coordinator in the prescribed format

YUKTI- Coordinator, Prof.A.Jeevarathinam has been requested to submit the complete details to be uploaded in the YUKTI Portal


6/12/2022

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HITECH/IQAC/2022-23/7

26.12.2022

CIRCULAR

It is proposed to have a meeting with Department IQAC Coordinators on 28th

December 2022 at 11.00 am in Board Room. All IQAC Coordinators are requested to attend without fail.

The agenda for meeting is

1. Review on Details for AQAR 21-22
2. Plan of activities of committees/clubs for the Even semester (Academic year 2022-23)
3. Plan – Responsibilities of Tutors / Mentors (Encouragement of students in Co-curricular & Extra-Curricular activities) for the Even semester (Academic year 2022-23)


Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

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Principal
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Copy to

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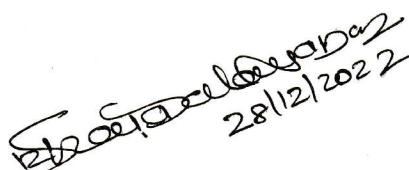
Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	28.12.2022/11.00 am
Venue	Board Room

Details of Discussion

- AQAR 21-22 –Part A details have been discussed
- HoDs have been requested to submit the best practices followed in their departments during 2021-22
- Department IQAC Coordinators have been requested to follow up the activities planned by committees/clubs for the Even semester (Academic year 2022-23)
- Plan – Responsibilities of Tutors / Mentors (Encouragement of students in Co-curricular & Extra-Curricular activities) for the Even semester (Academic year 2022-23)


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Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	28.12.2022/11.00 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	C.N.
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	S.R.Rajabalayanan
3.	Dr.K.Bharath	Associate Professor , MBA	K. Bharath
4.	Dr.A.Jameer Basha	Professor & Head /CSE	A. Jameer Basha
5.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	K.P. Dhanabalakrishnan
6.	Dr.B Paulchamy	Professor & Head /ECE	B. Paulchamy
7.	Dr.M Duraipandian	Professor & Head /IT	M. Duraipandian
8.	Dr.L.Vijayakumar	Professor & Head /Pharma	L. Vijayakumar
9.	Dr.S.Jeyabharathi	Professor & Head /S&H	S. Jeyabharathi
10.	Dr.V.Sureshbabu	Controller of Examination	V. Sureshbabu
11.	Mr.V.Shanmugasundaram	Librarian	V. Shanmugasundaram
12.	Mrs.R.Gandhimathi	Office Manager	R. Gandhimathi
13.	Mr.N.Maheswaran	Department Coordinator/AERO	N. Maheswaran
14.	Mr.R. Arun	Department Coordinator/CSE	R. Arun
15.	Dr.K. Mahendran	Department Coordinator/ECE	K. Mahendran
16.	Mr.A.Jeevarathinam	Department Coordinator/MECH	A. Jeevarathinam
17.	Dr.P. Jayachitra	Department Coordinator/S&H	P. Jayachitra
18.	Mrs.Sangeetha	Department Coordinator/MBA	Sangeetha



Internal Quality Assurance Cell

Action Taken report

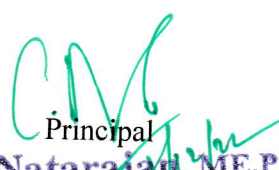
Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	28.12.2022/11.00 am
Venue	Board Room

- AQAR 21-22 –Part A details have been discussed and approved
- Best Practices Format has been distributed and the titles of best practices have been received for departments
- Schedule of activities for the Even semester (Academic year 2022-23) has been drafted
- Plan of action from Tutors towards encouragement of students in Co-curricular & Extra-Curricular activities during Even semester (Academic year 2022-23) has been received



Dr.S.R.Rajabalayanan
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HITECH/IQAC/2022-23/8

08.04.2023

CIRCULAR

It is hereby informed to HoDs and Faculty members that a meeting is scheduled at 11.15 am on 08.04.2023 in Seminar Hall. All faculty members are requested to attend the meeting

The agenda

1. IQAC Activities Monthly report /Responsibilities and files to be maintained
2. Details for AQAR 2021-22

S. S. Rajabalan
8/4/2023

Dr.S.R.Rajabalan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
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C. N. Natarajan
Principal

Dr. C. Natarajan M.E.Ph.D.,
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Copy to

1. IQAC Members
2. HoDs
3. Department IQAC Coordinators



Internal Quality Assurance Cell

Minutes of Meeting

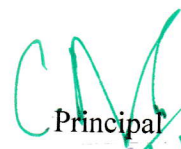
Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	08.04.2023/11.15am
Venue	Board Room

Details of discussion

1. IQAC Activities Monthly report /Responsibilities and files to be maintained
2. Details for AQAR 2021-22-Criteiria wise discussion


Dr.S.R.Rajabalayanan
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Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	08.04.2023/11.15am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.K.Bharath	Associate Professor , MBA	
4.	Dr.A.Jameer Basha	Professor & Head /CSE	
5.	Dr.L.Vijayakumar	Professor & Head /Pharma	
6.	Mr.V.Shanmugasundaram	Librarian	
7.	Mr.N.Maheswaran	Department Coordinator/AERO	
8.	Mr.R. Arun	Department Coordinator/CSE	
9.	Dr.K. Mahendran	Department Coordinator/ECE	
10.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
11.	Dr.P. Jayachitra	Department Coordinator/S&H	
12.	Mrs.Sangeetha	Department Coordinator/MBA	

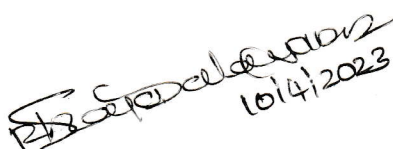


Internal Quality Assurance Cell

Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	08.04.2023/11.15am
Venue	Board Room

1. IQAC Activities: A format for Monthly report of responsibilities and files to be maintained by the tutors has been distributed and tutors have been asked to submit to Principal office on first week of every month
2. Details for AQAR 2021-22-Criteria wise discussion: Criteria wise coordinators explained the status of collection of details


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Internal Quality Assurance Cell

HITECH/IQAC/2022-23/9

02.05.2023

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators and Department YUKTI-NIR Coordinators that a meeting is scheduled at 11.15 am on 03.05.2023 in Board room. All HoDs, Department IQAC Coordinators and Department YUKTI-NIR Coordinators are requested to attend the meeting

The agenda

1. AQAR (2021-22) Details submission
2. Planning for Academic Audit
3. YUKTI Portal entry –Recommended prototypes

[Signature]
21/5/23

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN

Coordinator

Internal Quality Assurance Cell

Hindusthan Institute of Technology

Copy to

1. IQAC Members Coimbatore - 641 032.
2. HoDs
3. Department IQAC Coordinators

[Signature]
Principal

Dr. C. Natarajan, ME.Ph.D.,
PRINCIPAL

Hindusthan Institute of Technology
Coimbatore - 641 032.



Internal Quality Assurance Cell

Minutes of Meeting

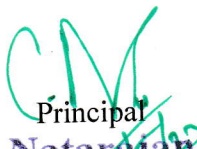
Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	03.05.2023/11.30am
Venue	Board Room

Details of Discussion

1. Department coordinators have been requested to submit the AQAR (2021-22)
2. Administrative and Academic audit schedule has been discussed
3. YUKTI Portal entry –Recommended prototypes-Detailed discussion has been carried out with mentors of the projects


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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	03.05.2023/11.30am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.K.Bharath	Associate Professor , MBA	
4.	Dr.A.Jameer Basha	Professor & Head /CSE	
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Internal Quality Assurance Cell

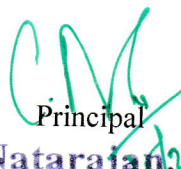
Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	03.05.2023/11.30am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	AQAR (2021-22) Submission	All the criteria wise details of AQAR have been reviewed and few modifications have been carried out
2	Administrative and Academic audit	Administrative and Academic audit schedule has been discussed: It is decided to have audit process in the second week of June 2023
3	YUKTI Portal entry	12 Nos.of prototypes are being recommended after detailed discussion with mentors and students of the projects


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