

Internal Quality Assurance Cell

HITECH/IQAC/2023-24/1

03.06.2023

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators and Academic Audit Team members that a meeting is scheduled at 11.15 am on 05.06.2023 in Board room. All HoDs, Department IQAC Coordinators and Academic Audit Team members are requested to attend the meeting

The agenda

1. AQAR (2021-22) Details submission
2. Plan of activities for the academic year 2023_24
3. Submission of Report on Academic audit


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	05.06.2023 /11.15 am
Venue	Board Room

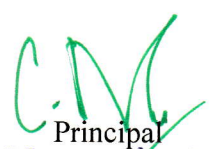
Dr.S.R.Rajabalayanan, Coordinator IQAC gave welcome address. Dr.C.Natarajan, Chairman, IQAC presided over the meeting.

Details of Discussion

- The completed AQAR (2021-22) details have been discussed
- HoDs have been requested to submit the schedule for activities for the academic year 2023-24
- Academic audit report has been submitted for discussion


Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	05.06.2023 /11.15 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.A.Jameer Basha	Professor & Head /CSE	A.Jameer Basha
4.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	K.P.Dhanabal
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.Maheswaran	Department Coordinator/AERO	M. Maheswaran
10.	Dr.K. Mahendran	Department Coordinator/ECE	K. Mahendran
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	05.06.2023 /11.15 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Discussion on AQAR (2021-22) details	The completed AQAR (2021-22) details have been discussed and few modifications have been carried out in Criteria I and IV
2	Schedule for activities for the academic year 2023-24	HoDs have submitted both soft and hard copies of schedule to Principal office
3	Academic audit report	Academic audit report has been submitted for discussion. It is decided to have audit process in each semester End

S.R. Rajabalayan
6/6/23

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN

Coordinator

Internal Quality Assurance Cell

Hindusthan Institute of Technology

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C.N.G.

Principal

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Internal Quality Assurance Cell

HITECH/IQAC/2023-24/2

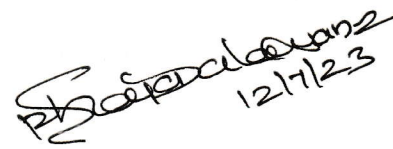
12.07.2023

CIRCULAR

All HoDs, Department IQAC Coordinators are requested to attend the meeting scheduled on 14.07.2023 at 11.00 am in Board room.

The agenda

- Discussion on AQAR (2021-22) Details
- Review of activities of statutory and non-statutory committees
- Discussion on Board of studies meeting


Dr.S.R.Rajabalayanan
Coordinator-IQAC
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- 3.Department IQAC Coordinators



Internal Quality Assurance Cell

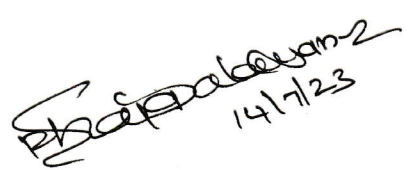
Minutes of Meeting

Meeting Details	IQAC –Members, HoDs , Department IQAC Coordinators and Academic Audit committee members Meeting
Date & Time	14.07.2023 /11.00 am
Venue	Board Room

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

Details of Discussion

- It is decided to upload the modified details of AQAR-2021-22 in NAAC web portal
- The activities of statutory and non-statutory committees have been reviewed
- It is requested to submit the schedule of Board of studies meeting of all the departments


14/7/23
Dr.S.R.Rajabalayanan
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Details of Participants

Meeting Details	IQAC –Members, HoDs , Department IQAC Coordinators and Academic Audit committee members Meeting
Date & Time	14.07.2023 /11.00 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	
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	
12.	Mr.R. Arun	Department Coordinator/CSE	
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	HoDs , Department IQAC Coordinators and Academic Audit committee members Meeting
Date & Time	14.07.2023/11.00 pm
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Review of AQAR-2021-22	It is decided to upload the modified details of AQAR-2021-22 in NAAC web portal
2	Statuary and non-statuary committees	The activities of statuary and non-statuary committees have been reviewed. It is decided to organize meetings with members of committees and submit the reports to Principal office
3	Board of studies meeting	All chairmen of Boards of studies have been directed to complete the sixth meeting on or before 15 th September 2023. Controller of Examination has issued the instructions of the important details to be discussed in board of studies meeting with respect to R-2022 Curriculum

[Signature]
14/7/23

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

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[Signature]
Principal

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HITECH/IQAC/2023-24/3

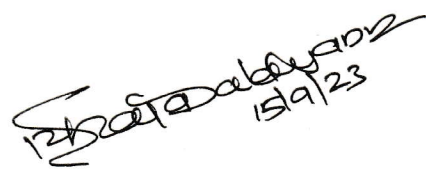
15.09.2023

CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators and all Coordinators and members of committees/clubs/and societies that a meeting is scheduled at 11.15 am on 16.09.2023 in seminar Hall to discuss about the activities of various committees/clubs/and societies of our Institution. All the faculty members are requested to attend the meeting

The agenda

- Discussion on AQAR (2021-22) Details
- Review of activities of statutory and non-statutory committees
- Discussion on Board of studies meeting


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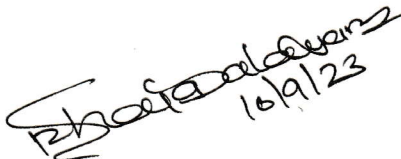
Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Faculty Members Meeting
Date & Time	16.09.2023/11.15 am
Venue	Board Room

Details of Discussion

1. Dr. S.R. Rajabalayanan presented the documentation procedure for the committees/clubs and societies
2. It is decided to start slow learners coaching classes for II, III and IV year Students


16/9/23

Dr. S.R. Rajabalayanan
Coordinator-IQAC

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Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	16.09.2023/11.15 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.A.Jameer Basha	Professor & Head /CSE	
4.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Mr.Maheswaran	Department Coordinator/AERO	
10.	Dr.K. Mahendrakan	Department Coordinator/ECE	
11.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
12.	Mrs.S.Sangeetha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken Report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	16.09.2023/11.15 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Documentation procedure for the committees/clubs/and societies	The Documentation formats have been discussed. The soft copies have been distributed. The coordinators of committees/clubs/and societies have been requested to submit the files containing the details of activities for the academic year 2020-21, 2021-22 and 2022-23 on or before 20 th September 2023.
2	Slow learners coaching class	It is decided to start slow learners coaching classes for II, III and Final year Students. Department Academic coordinators have been asked to collect details of slow learners with the basis of their performance in previous end semester examinations. The classes are being scheduled from 21 st September 2023.

[Signature]
16/9/23

Dr.S.R.Rajabalayanan
Coordinator-IQAC
Dr.S.R. RAJABALAYANAN
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[Signature]
16.9.23

Principal
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Internal Quality Assurance Cell

HITECH/IQAC/2023-24/4

16.11.2023

CIRCULAR

All HoDs, Department IQAC Coordinators are requested to attend the meeting scheduled on 18.11.2023 at 11.00 am in Board room.

The agenda

- Discussion on AQAR (2022-23) Details
- Review-Hostel Monitoring duty
- Slow learners Coaching class details
- Research Cell: Incentives, TESS Conference
- IIC Activities
- UMIS Data verification
- Academic and Administrative audit


16/11/23
Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

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Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Faculty Members Meeting
Date & Time	18.11.2023 /11.00 am
Venue	Board Room

Details of Discussion

1. Department IQAC coordinators have submitted the details for AQAR (2022-23)
2. Process of Hostel Monitoring duty has been reviewed
3. Review on Slow learners Coaching class has been done
4. Research Cell: Details of Incentives and TESS Conference have been discussed
5. IIC Activities: Department wise IIC Activities have been planned
6. UMIS Data :The significance of UMIS Data validation was discussed
7. Plan for Academic and Administrative audit has been discussed

S.R. Rajabalan
18/11/23

Dr.S.R.Rajabalan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator
Internal Quality Assurance Cell
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C. Natarajan
Principal

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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	18.11.2023 /11.00 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.A.Jameer Basha	Professor & Head /CSE	
4.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.D.M.Navarasu	Professor & Head /MBA	
9.	Dr.S.Jeyabharathi	Professor & Head /S&H	
10.	Mr.Maheswaran	Department Coordinator/AERO	
11.	Dr.K. Mahendran	Department Coordinator/ECE	
12.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
13.	Mrs.S.Sangeetha	Department Coordinator/MBA	



Internal Quality Assurance Cell

Action Taken Report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	18.11.2023 /11.00 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Discussion on AQAR (2022-23) Details IIC Activities	During the discussion on AQAR (2022-23) Criteria wise details have been submitted by Department IQAC coordinators and it is proposed to complete before the first week of April 2024
2	Review-Hostel Monitoring duty	Faculty members attending hostel monitoring duty are requested to submit the report immediately on the next day of duty.
3	Slow learners Coaching class details	Each department academic coordinators have been requested prepare report on slow learners coaching class for III and IV year courses
4	Research Cell: Incentives, TESS Conference	Research coordinator and conference organizers have conducted separate meeting to explain the preparedness for TESS 2023
5	IIC Activities	Department wise activities have been scheduled
6	UMIS Data verification	Office Manager has been nominated as coordinator for UMIS Data verification
7	Academic and Administrative audit	A format has been prepared and sent to all departments to record the observation of marks awarded for capstone assessments and collected. The academic audit will also include this CIA details

Signature
19/11/23



Signature
Principal

Dr.S.R.Rajabalayanan
Coordinator IQAC
Dr.S.R. RAJABALAYANAN
Coordinator
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Hindusthan Institute of Technology
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Dr. C. Natarajan, M.Phil.,
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Hindusthan Institute of Technology
Coimbatore - 641 032.

Internal Quality Assurance Cell

HITECH/IQAC/2023-24/5

02.01.2024

CIRCULAR

All HoDs, Department IQAC Coordinators are requested to attend the meeting scheduled on 03.01.2024 at 11.30 am in Board room.

The agenda

- Discussion on AQAR (2022-23) Details
- Review of Arrangements for End semester Examinations
- L&T Techgium Project presentation
- Progress of Institution- Discussion on Governing Body meeting details
- Review on NBA details
- Academic audit CIA Review reports for III&IV Year
- Details submission for Ranking- Data Quest / GHRDC Engineering Colleges Survey/ National Sustainability Impact


Dr.S.R.Rajabalayanan
Coordinator-IQAC
Dr.S.R. RAJABALAYANAN
Coordinator

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Copy to

- 1.HoDs
2. Faculty Members
- 3.Office



Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Faculty Members Meeting
Date & Time	03.01.2024 /11.30 am
Venue	Board Room

Details of Discussion

1. Reviewed the progress of the AQAR report for 2022-23. Emphasis was placed on completing the data collection and ensuring compliance with NAAC guidelines
2. The status of preparations for upcoming end-semester exams. Hall allotments, invigilation schedules, and exam protocols were discussed
3. A detailed presentation of the L&T Techgium project was provided.
4. Key points from the recent Governing Body meeting were highlighted, focusing on strategic development, infrastructure improvement, and academic collaborations.
5. The NBA documentation details were discussed.
6. The academic audit reports for Continuous Internal Assessment (CIA) of 3rd and 4th-year students were discussed.
7. Reviewed the data required for submission to various rankings such as Data Quest, GHRDC, and the National Sustainability Impact. Deadlines and responsible departments were discussed


Dr.S.R.Rajabalayan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN

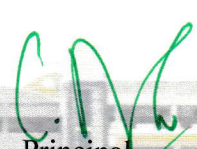
Coordinator

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Internal Quality Assurance Cell



Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	03.01.2024 /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.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.D.M.Navarasu	Professor & Head /MBA	D.M.Navarasu
9.	Dr.S.Jeyabharathi	Professor & Head /S&H	S.Jeyabharathi
10.	Mr.Maheswaran	Department Coordinator/AERO	M. Maheswaran
11.	Dr.K. Mahendran	Department Coordinator/ECE	K. Mahendran
12.	Mr.A.Jeevarathinam	Department Coordinator/MECH	A. Jeevarathinam
13.	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	03.01.2024 /11.30 am
Venue	Board Room

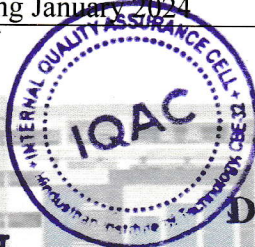
S.No	Details of Discussion	Action Taken
1	Discussion on AQAR (2022-23) Details	It is proposed to finalize the data for AQAR (2022-23) before the last week of March 2024
2	Review of Arrangements for End semester Examinations	Department examination coordinators have been requested to complete the submission of documents required for CoE as per the schedule
3	L&T Techgium Project presentation	It is proposed to submit a minimum 2 projects per department.
4	Progress of Institution-Discussion on Governing Body meeting details	As per the suggestions, HoDs have been requested to motivate faculty members to have improvements in Research, Consultancy and industry interactions
5	Review on NBA details	It is decided to have separate NBA Committee meeting with department coordinators
6	Academic audit-CIA Review reports	It is decided to have a minimum of 3 capstone assessment components and Departments coordinators have been asked to submit revised assessment plans for upcoming semester
7	Details submission for Ranking	Prof. Hakkem has been requested to collect and submit details to Data Quest, GHRDC and the National Sustainability Impact during January 2024

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

Internal Quality Assurance Cell

Hindusthan Institute of Technology



Principal
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Internal Quality Assurance Cell

HITECH/IQAC/2023-24/6

23.02.2024

CIRCULAR

All HoDs, Department IQAC Coordinators are requested to attend the meeting scheduled on 26.02.2024 at 02.00 pm in Board room.

The agenda

- Discussion on AQAR (2022-23) Details
- Faculty Appraisal
- Board of Studies Meeting
- Review on Placement Training details
- Details submission for Ranking- India Today Survey/ Educational World India
- NBA Document Preparation


Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

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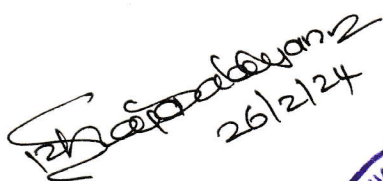
Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	26.02.2024 /11.30 am
Venue	Board Room

Details of Discussion

1. Criteria wise details have been discussed and Department IQAC Coordinators have been requested to finalize the data for AQAR (2022-23)
2. The amendments as per Anna University, UGC, AICTE and NEP guidelines were discussed.
3. The discussion on training programs for the aspiring students for preparing them for Government Examinations and awareness programs for foreign language proficiency were done.
4. Revision in incentives regarding author of books and book chapters, Journal publications, patent publications were discussed.
5. NBA Committee meeting details was discussed with department coordinators
6. The process for the India today Ranking were discussed.


26/2/24

Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

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Principal

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

Hindusthan Institute of Technology
Coimbatore - 641 032.



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An Autonomous Institution, Approved by AICTE, New Delhi

Accredited with "A" Grade by NAAC

Affiliated to Anna University

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	26.02.2024 /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.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.D.M.Navarasu	Professor & Head /MBA	D.M. Navarasu
9.	Dr.S.Jeyabharathi	Professor & Head /S&H	S. Jeyabharathi
10.	Mr.Maheswaran	Department Coordinator/AERO	M. Maheswaran
11.	Dr.K. Mahendran	Department Coordinator/ECE	K. Mahendran
12.	Mr.A.Jeevarathinam	Department Coordinator/MECH	A. Jeevarathinam
13.	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	26.02.2024 /11.30 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Review on AQAR (2022-23) Details	Criteria wise details have been discussed and Department IQAC Coordinators have been requested to finalize the data for AQAR (2022-23)
2	Directions for Board of Studies meeting	The Chairmen of Board of studies of programs have been directed to include the amendments as per Anna University,UGC,AICTE and NEP guidelines
3	Review on activities of career guidance cell	The coordinator of career guidance cell has been requested to organize frequent training programs for the aspiring students for preparing them for Government Examinations and awareness programs for foreign language proficiency
4	Research Incentives-Review	Revision in incentives: First author of books and book chapters. First two authors of Journal publications. First Inventor of patent
5	Review on NBA details	NBA Committee meeting has been convened with department coordinators
6	Details submission for India today Ranking	Prof.Hakkem has taken initiative to apply for the India today Ranking

[Signature]
26/2/24

Dr.S.R.Rajabalayanan
Coordinator-IQAC

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Coordinator

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HITECH/IQAC/2023-24/7

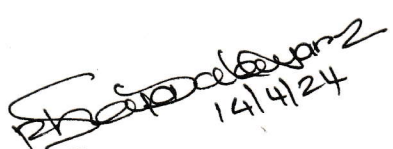
14.04.2024

CIRCULAR

All HoDs, Department IQAC Coordinators are requested to attend the meeting scheduled on 15.04.2024 at 10.30 am in Board room.

The agenda

- Review on AQAR (2022-23) Details
- Discussion on details for FIST
- Review-AICTE Expert committee visit
- Discussion on inputs of seventh Academic council meeting


14/4/24
Dr.S.R.Rajabalayanan
Coordinator-IQAC

Dr.S.R. RAJABALAYANAN
Coordinator

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Copy to

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2. Faculty Members
- 3.Office


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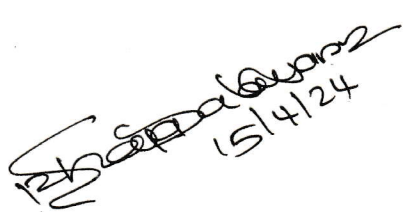
Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	15.04.2024 /10.30 am
Venue	Board Room

Details of Discussion

1. Review on AQAR (2022-23) details have been discussed with department IQAC Coordinators and HoDs
2. HoDs and Department research cell coordinators have been requested to collect data for application of Fund for Improvement of S&T Infrastructure (FIST).
3. The online inspection for document verification, certificates validation and virtual tour were discussed.
4. The suggestions and inputs received during seventh Academic council meeting have been discussed.
5. Conduction of special coaching for slow learners was discussed.


Dr.S.R.Rajabalayanan
Coordinator-IQAC

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5.	Dr.B Paulchamy	Professor & Head /ECE	B. Paulchamy
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Internal Quality Assurance Cell

Action Taken Report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	15.04.2024 /10.30 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Review on AQAR (2022-23) Details	The details have been discussed with department IQAC Coordinators and HoDs
2	Details for FIST	HoDs and Department research cell coordinators have been requested to collect data for application of Fund for Improvement of S&T Infrastructure (FIST). Dr.B.Paulchamy is coordinating this application process
3	Review-AICTE Expert committee visit	The online inspection process is planned on 24 th April 2024. The arrangements for document verification, certificates validation and virtual tour have been done
4	Discussion on inputs of seventh Academic council meeting	The suggestions and inputs received during seventh Academic council meeting have been discussed. It is decided to continue Special coaching for slow learners for the improvements in academic results

[Signature]
15/4/24

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Internal Quality Assurance Cell

HITECH/IQAC/2023-24/8

30.04.2024

CIRCULAR

All HoDs, Department IQAC Coordinators are requested to attend the meeting scheduled on 02.05.2024 at 11.30 am in Board room.

The agenda

- Compilation of AQAR (2022-23) Details
- Discussion on Physical Stock Verification details
- Clarification regarding Internship/Industrial Projects
- Discussion on Internal Assessment Tests


30/4/24

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Coordinator-IQAC

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Internal Quality Assurance Cell

Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	02.05.2024 /10.30 am
Venue	Board Room

Details of Discussion

1. The uploading details of AQAR (2022-23) on or before 15th May 2024 were discussed.
2. The completion of Continuous Internal Assessment for II & III Year students was discussed.
3. The process for applying for Internship in Internshala portal was discussed.
4. Discussion on Physical stock verification for the academic year 2022-23 was made.


2/5/24
Dr.S.R.Rajabalayanan
Coordinator-IQAC

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Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	02.05.2024 /10.30 am
Venue	Board Room

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1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
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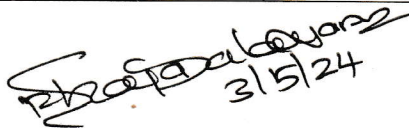


Internal Quality Assurance Cell

Action Taken Report

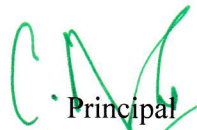
Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	02.05.2024 /10.30 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Review on AQAR (2022-23) Details	All the details of AQAR (2022-23) have been collected and reviewed. It is decided to upload the details on or before 15 th May 2024
2	Discussion on Internal Assessment Tests	It is decided to complete Continuous Internal Assessment for II & III Year students before first week of May 2024.
3	Internship/In plant Training	HoDs are requested to direct the class advisors and tutors to motivate their wards for applying for Internship in Internshala portal
4	Physical stock verification	It is decided to proceed with Physical stock verification for the academic year 2022-23. Dr.K.P.Dhanabalakrishnan/HoD Aero has been requested to coordinate this process.


3/5/24

Dr.S.R.Rajabalan
Coordinator-IQAC

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