



TAGORE

INSTITUTE OF ENGINEERING AND TECHNOLOGY

DEVIYAKURICHI – 636 112, SALEM DISTRICT.

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

ACCREDITED BY "NAAC"

website: www.tagoreiet.ac.in

Email : principaltiet@tagoreiet.ac.in

Tel: +91- 4282 231 374, 231 474

Internal Quality Assurance Cell (IQAC)

Ref: TIET/IQAC/2019-2020/Meeting/01

Date: 14.06.2019

Circular

The **Internal Quality Assurance Cell (IQAC) Members** Meeting is scheduled on 17.06.2019 at 10.00AM in the college premises. The committee members are requested to attend the meeting to share their fruitful suggestions for the further improvement of our institution.

Agenda of the Meeting:

1. Review of the last meeting and action taken.
2. Students extra-curricular and co-curricular activities
3. Faculties Improvement
4. Department activities
5. Software courses for the students
6. Discussion about MOU's
7. Progression of NAAC work



IQAC


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Copy to:

1. The Management for kind information.
2. The Members of Internal Quality Assurance Cell (IQAC).
3. All departments HoD's.
4. Main Notice Board.




Dr. S. JAYANTHI, M.E., Ph.D.,
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Internal Quality Assurance Cell (IQAC)

IQAC Member List (2019-2020)

S.NO	NAME	DESIGNATION	POSITION
1	Dr.S.Senthilkumar	Head Of The Institution	Chairman
2	Dr.R.Vasanthi	Professor ,HOD-CSE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mrs.E.Sangeetha	Associate Professor,ECE	Member
5	Mr.M.Karthikeyan Dr.P.Madhubala Mr.P.Rajeshkumar Dr.S.Jayanthi Mr.R.Dhanaraj Mrs.S.Chitradevi Dr.T.Krishnakumar	Assistant Professor ,HOD- CIVIL Assistant Professor, CSE Assistant Professor ,HOD- ECE Assistant Professor,HOD- EEE Assistant Professor ,HOD- MECH Assistant Professor ,HOD- MBA Professor ,HOD- S&H	Members
6	Mr.N.R.Palanivel	From Society	Member
7	Mr.P.Ajith	Student	Member
8	Mr.P.Sivanesan	Alumni Student	Member
9	Mr.P.Pradhap	Proprietor,Shines CNC	Member
10	Mr.Gnanavel	Director	Member



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Attendance for the Meeting (2019-2020)

S.NO	NAME	SIGNATURE
1	Dr.S.Senthilkumar	S. Senthilkumar
2	Dr.R.Vasanthi	Dr. R. Vasanthi
3	Mr.R.Paramasivam	R. Paramasivam
4	Mrs.E.Sangeetha	E. Sangeetha
5	Mr.M.Karthikeyan	M. Karthikeyan
	Dr.P.Madhubala	P. Madhubala
	Dr.S.Jayanthi	Dr. S. Jayanthi
	Mr.P.Rajeshkumar	P. Rajeshkumar
	Mr.R.Dhanaraj	R. Dhanaraj
	Mrs.S.Chitradevi	S. Chitradevi
	Dr.T.Krishnakumar	T. Krishnakumar
6	Mr.N.R.Palanivel	N.R. Palanivel
7	Mr.P.Ajith	P. Ajith
8	Mr.P.Sivanesan	P. Sivanesan
9	Mr.P.Pradhap	P. Pradhap
10	Mr.Gnanavel	Gnanavel



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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The minutes of meeting for **Internal Quality Assurance Cell (IQAC)** Members Meeting on 17.06.2019 at 10.00AM.

Proceeds of the Meeting are as follows:

Principal, Dr.S.Senthilkumar welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr.R.Vasanthi presented the progress on overall college development, the key points were discussed:

S.N	AGENDA	POINTS DISCUSSED
1	Review about the last meeting	The IQAC coordinator describes the last meeting minutes and action taken report.
2	Students extra-curricular and co-curricular activities	Encourage the students to attend seminar and workshop and symposium conducted in various colleges. Our college students encouraged to do some research projects
3	Faculties Improvement	All faculties encouraged to attend conferences and FDP in other colleges Also advised to conduct sponsored FDPs and workshops.
4	Discuss about the students In-plant Training	Motivate the students to attend IPT training in their relevant companies
5	Certification courses and Software courses for the students.	Plan to conduct the Certification courses and software courses for the students.
6	Discussion about MOU's	Faculties from various department and placement officers approach many companies
7	Progression of NAAC work	NAAC work - AQAR progress report discussion


IQAC



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2. The Members of Internal Quality Assurance Cell (IQAC)




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Internal Quality Assurance Cell (IQAC)

Action Taken Report

- ✓ Our final year and pre final year students attended the seminar, workshop, and symposium in other colleges.
- ✓ The results of the Internal Assessment IA exam were thoroughly analyzed by the examination committee.
- ✓ Our faculties from all departments attend the FDP conducted from other institutions.
- ✓ Sponsored FDP proposal submitted to various agencies.
- ✓ Students approach many companies to attend IPT in summer vacation days.
- ✓ Value added courses conducted to students by the departments.
- ✓ Regular progress reviews are scheduled to ensure the timely implementation of the outlined action plans.
- ✓ NAAC work AQAR 18-19 submitted and AQAR 19-20 is in progress.



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Internal Quality Assurance Cell (IQAC)

Ref: TIET/IQAC/2019-2020/Meeting/02

Date: 04.11.2019

Circular

The Internal Quality Assurance Cell (IQAC) Members Meeting is scheduled on 06.11.19 at 10:00 AM in the college premises. The committee members are requested to attend the meeting to share their fruitful suggestions for the further improvement of our institution.

Agenda for the Meeting:

1. Review of the last meeting and action taken.
2. Presentation and discussion on faculty's workload for the upcoming semester.
3. Time table for the upcoming semester.
4. Assessment test IA results.
5. Overview of attendance records.
6. Counseling sessions conducted during the previous semester.
7. Review of class committee meeting.
8. Recent events conducted by the institution.
9. Course files completion and submission by faculty.

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2	Dr.R.Vasanthi	Professor ,HOD-CSE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mr.S.Subash	Administrative officer	Member
5	Mr.M.Karthikeyan Dr.P.Madhubala Mr.P.Rajeshkumar Dr.S.Jayanthi Mr.R.Dhanaraj Mrs.S.Chitradevi Dr.T.Krishnakumar	Assistant Professor ,HOD- CIVIL Assistant Professor, CSE Assistant Professor ,HOD- ECE Assistant Professor, HOD- EEE Assistant Professor ,HOD- MECH Assistant Professor ,HOD- MBA Professor ,HOD- S&H	Members
6	Mr.N.R.Palanivel	From Society	Member
7	Mr.P.Ajith	Student	Member
8	Mr.P.Sivanesan	Alumni Student	Member
9	Mr.P.Pradhap	Proprietor, Shines CNC	Member
10	Mr.Gnanavel	Director	Member



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Attendance for the Meeting (2019-2020)

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1	Dr.S.Senthilkumar	S. Senthilkumar
2	Dr.R.Vasanthi	Ulell
3	Mr.R.Paramasivam	R. Paramasivam
4	Mr.S.Subash	S. Subash
5	Mr.M.Karthikeyan	M. Karthikeyan
	Dr.P.Madhubala	P. Madhubala
	Mr.P.Rajeshkumar	P. Rajeshkumar
	Dr.S.Jayanthi	S. Jayanthi
	Mr.R.Dhanaraj	R. Dhanaraj
	Mrs.S.Chitradevi	S. Chitradevi
	Dr.T.Krishnakumar	T. Krishnakumar
6	Mr.N.R.Palanivel	N. R. Palanivel
7	Mr.P.Ajith	P. Ajith
8	Mr.P.Sivanesan	P. Sivanesan
9	Mr.P.Pradhap	P. Pradhap
10	Mr.Gnanavel	G. Gnanavel




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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The minutes of meeting for Internal Quality Assurance Cell (IQAC) Members Meeting on 06.11.2019 at 10.00AM

Proceeds of the Meeting are as follows

Principal, Dr.S.Senthilkumar welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr.R.Vasanthi presented the progress on overall college development; key points were discussed:

S.No	Agenda	Discussions
1	Review about the last meeting	The IQAC coordinator describes the last meeting minutes and action taken.
2	Work load for Even Semester	The proposed workload for the even semester was presented and discussed.
3	Time table	The class and lab time tables for the semester were submitted for approval.
4	Assessment Test Analysis	The schedule for Internal Assessment Tests IA was reviewed. The detailed analysis of individual class performance and a consolidated list for each test were presented.
5	Attendance Maintenance	The master attendance record was reviewed. Lists of students with less than 75% attendance were presented, and follow-up actions were discussed.
6	Counseling report	Details of counselors were presented. Counseling records and reports were reviewed.
7	Class Committee meeting	Records of class committee meetings were presented. Feedback from students for each course was presented.
8	Event Report	The total number of events conducted was presented. Reports for each event were presented for approval.
9	Course File	A plan regarding internal audit was discussed in IQAC meeting to conduct internal audit. The course plan was confirmed, and any required adjustments were made.



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Internal Quality Assurance Cell (IQAC)

Action Taken Report

- ✓ The workload was approved without any modifications or conditions.
- ✓ Both time tables were approved without changes.
- ✓ The IA test schedule was approved.
- ✓ Mark analysis was reviewed, and any necessary actions were identified and assigned.
- ✓ Clarifications were provided, and necessary adjustments to the mechanism were made.
- ✓ The monitoring process was reinforced, and additional measures were implemented for effective follow-up.
- ✓ Strategies for follow-up, including parental visits and undertaking letters, were agreed upon.
- ✓ Information was updated, and changes were noted.
- ✓ Any necessary actions based on counseling discussions were identified and noted.
- ✓ Identified areas for improvement based on feedback were noted, and necessary actions were assigned.
- ✓ Event reports were approved and filed.
- ✓ The course plan was confirmed, and required adjustments were made.



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Internal Quality Assurance Cell (IQAC)

Ref:TIET/IQAC/2019-2020/Meeting/03

Date: 07.12.2019

CIRCULAR

The **Internal Quality Assurance Cell (IQAC) Members** Meeting is scheduled on 09.12.2019 at 10.00 AM in the college premises. The committee members are requested to attend the meeting to share their fruitful suggestions for the further improvement of our institution.

Agenda of the Meeting:

1. Review of the last meeting and action taken.
2. Workload for Even Semester
3. Academic Activities.
4. Time Table
5. Attendance Maintenance
6. Counseling Report
7. Class Committee Meeting
8. Event Report



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4	Mr.S.Subash	Administrative officer	Member
5	Mr.M.Karthikeyan Dr.P.Madhubala Mr.P.Rajeshkumar Mr.K.Balasubramanian Mr.R.Dhanaraj Mrs.S.Chitradevi Dr.T.Krishnakumar	Assistant Professor ,HOD- CIVIL Assistant Professor, CSE Assistant Professor, HOD- ECE Assistant Professor, HOD- EEE Assistant Professor, HOD- MECH Assistant Professor, HOD- MBA Professor, HOD - S&H	Members
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9	Mr.P.Pradhap	Proprietor, Shines CNC	Member
10	Mr.Gnanavel	Director	Member



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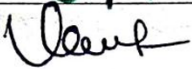
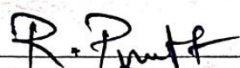
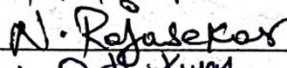
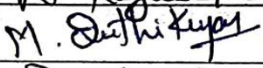
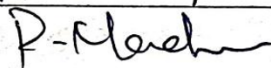

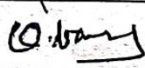

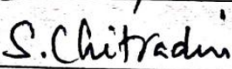
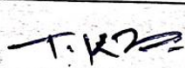
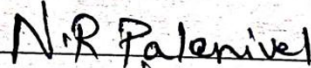
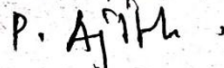
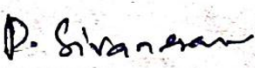
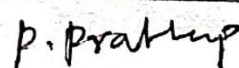
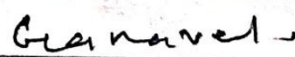
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4	Mr.N.Rajasekar	
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	Mr.K.Balasubramanian	
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Proceeds of the Meeting are as follows:

Principal, Dr.S.Jayanthi welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr.R.Vasanthi presented the progress on overall college development; key points were discussed:

S.NO	AGENDA	POINTS
1	Review about the last meeting	The IQAC coordinator described the last meeting minutes and action taken report.
2	Workload for Even Semester	Discussed the allocation of workload for the upcoming Even Semester, considering faculty availability, subject requirements, and student needs.
3	Academic Activities- Even semester	Heads of Departments (HoD's) are instructed to submit the academic calendar with department activities. HoD's are informed to complete and submit the timetable
4	Time Table	Explored options for optimizing the timetable for the Even Semester, accommodating both theory and practical sessions efficiently.
5	Attendance Maintenance	Addressed concerns related to attendance tracking and discussed methods to ensure accurate attendance maintenance.
6	Counseling Report	Discussed the importance of counseling sessions for students need for a comprehensive counseling report.
7	Class Committee Meeting	Emphasized the significance of regular class committee meetings for the student's effective communication and issue resolution.
8	Event Report	Reviewed recent events and discussed the need for comprehensive event reports.



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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

- ✓ Workload distribution plan finalized. Heads of Departments (HoD's) to communicate the allocated workload to faculty.
- ✓ Revised timetable drafted. Feedback from HoD's and faculty members to be collected for further adjustments.
- ✓ Departments to compile a detailed analysis report. Remedial actions to be proposed and implemented.
- ✓ Implementation of a biometric attendance system to be explored. Departments to submit a report on attendance tracking mechanisms.
- ✓ Counseling sessions scheduled to be increased. Counselors to submit a quarterly report on student counseling activities.
- ✓ Heads of Departments ensure to the faculty monthly class committee meetings are conducted. Agendas and minutes to be documented and shared.
- ✓ Event coordinators to submit the event reports, including budget utilization and attendee feedback, within two weeks of the event conclusion.



IQAC


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Copy to:

1. The Management for kind information.
2. The Members of Internal Quality Assurance Cell (IQAC).




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Internal Quality Assurance Cell (IQAC)

Ref: TIET/IQAC/2019-2020/Meeting/04

Date: 13.05.2020

CIRCULAR

The **Internal Quality Assurance Cell (IQAC) Members** Meeting is scheduled on 15.05.20 at 10:00 AM in the college premises. The committee members are requested to attend the meeting to share their fruitful suggestions for the further improvement of our institution.

Agenda of the Meeting:

1. Review of the last meeting and action taken.
2. Time table for the upcoming semester.
3. Assessment test results IA analysis.
4. Summary of counseling sessions conducted during the previous semester.
5. Outcomes and action items from the last class committee meeting.
6. Recent events conducted by the institution.
7. Overview of the status of course files completion and submission by faculty.



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Copy to:

1. The Management for kind information.
2. The Members of Internal Quality Assurance Cell (IQAC)
3. All departments
4. Main Notice Board




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Internal Quality Assurance Cell (IQAC)

IQAC Member List (2019-2020)

S.NO	NAME	DESIGNATION	POSITION
1	Dr.S.Jayanthi	Head Of The Institution	Chairman
2	Dr.R.Vasanthi	Professor, HOD - CSE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mr.S.Subash	Administrative officer	Member
5	Mr.M.Karthikeyan Dr.P.Madhubala Mr.P.Rajeshkumar Mr.K.Balasubramaniyan Mr.R.Dhanaraj Mrs.S.Chitradevi Dr.T.Krishnakumar	Assistant Professor, HOD- CIVIL Assistant Professor, CSE Assistant Professor, HOD- ECE Assistant Professor, HOD- EEE Assistant Professor, HOD- MECH Assistant Professor, HOD- MBA Professor, HOD- S&H	Members
6	Mr.N.R.Palanivel	From Society	Member
7	Mr.P.Ajith	Student	Member
8	Mr.P.Sivanesan	Alumni Student	Member
9	Mr.P.Pradhap	Proprietor, Shines CNC	Member
10	Mr.Gnanavel	Director	Member




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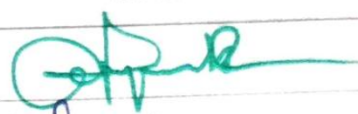
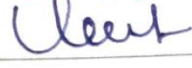
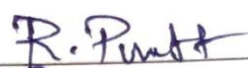
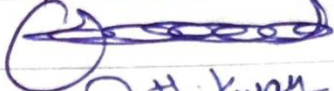
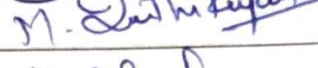
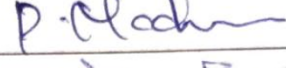

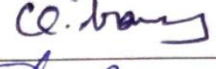

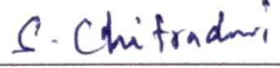
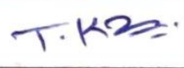
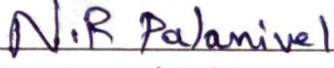
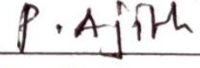
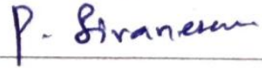
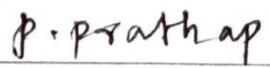

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Attendance for the Meeting (2019-2020)

S.NO	NAME	SIGNATURE
1	Dr.S.Jayanthi	
2	Dr.R.Vasanthi	
3	Mr.R.Paramasivam	
4	Mr.S.Subash	
5	Mr.M.Karthikeyan	
	Dr.P.Madhubala	
	Mr.P.Rajeshkumar	
	Mr.K.Balasubramaniyan	
	Mr.R.Dhanaraj	
	Mrs.S.Chitradevi	
	Dr.T.Krishnakumar	
6	Mr.N.R.Palanivel	
7	Mr.P.Ajith	
8	Mr.P.Sivanesan	
9	Mr.P.Pradhap	
10	Mr.Gnanavel	



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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The minutes of meeting for Internal Quality Assurance Cell (IQAC) Members Meeting on 29.05.2020 at 10.00AM.

Proceeds of the Meeting are as follows

Principal, Dr.S.Jayanthi welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr.R.Vasanthi presented the progress on overall college development; key points were discussed:

S.No	Agenda	Discussions
1	Review about the last meeting	The IQAC coordinator described the last meeting minutes and action.
2	Time table	The class and lab time tables for the semester were presented for approval.
3	Assessment Test Analysis	The schedule for Internal Assessment Tests (IA) was reviewed. Analysis of marks obtained in the IA tests was presented. The detailed analysis of individual class performance and a consolidated list for each test were presented.
4	Counseling report	Details of counselors were presented. Counseling records and reports were reviewed.
5	Class Committee Meeting	Records of class committee meetings were presented. Feedback from students for each course was presented.
6	Event Report	The total number of events conducted was presented. Reports for each event were presented for approval.
7	Course File	A plan regarding internal audit where discussed in IQAC meeting to conduct internal audit. The course plan was confirmed, and any required adjustments were made. The availability of all required materials was confirmed, and any updates were noted.



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Internal Quality Assurance Cell (IQAC)

ACTION TAKEN REPORT

- ✓ The workload was approved without any modifications or conditions.
- ✓ Both time tables were approved without any major changes.
- ✓ Mark analysis was reviewed, and any necessary actions were identified and assigned.
- ✓ Signed copies were obtained, and necessary actions were outlined.
- ✓ Any discrepancies were noted, and corrections were made.
- ✓ Clarifications were provided, and necessary adjustments to the mechanism were made.
- ✓ The monitoring process was reinforced, and additional measures were implemented for effective follow-up.
- ✓ Strategies for follow-up, including parental visits and undertaking letters, were agreed upon.
- ✓ Information was updated, and any changes were noted.
- ✓ Any necessary actions based on counseling discussions were identified and noted.
- ✓ Minutes and action taken reports were approved and filed.
- ✓ Identified areas for improvement based on feedback were noted, and necessary actions were assigned.
- ✓ Approved copies were confirmed, and any necessary updates were noted.
- ✓ The course plan was confirmed, and any required adjustments were made.
- ✓ The availability of all required materials was confirmed, and any updates were noted.
- ✓ Any necessary updates or modifications were noted.



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