



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/2021-22/Meeting/01

Date: 06.08.2021

Circular

The **Internal Quality Assurance Cell (IQAC)** Members Meeting is scheduled on 09.08.2021 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. Welcome the Committee Members
2. Academic Target plan
3. Awareness about IQAC refinement
4. E- Learning Plan.
5. AQAR submission
6. Enhancement of carrier development skills
7. Suggestions to conduct special courses
8. Motivational programs.



IQAC


PRINCIPAL

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 (2020-2021)

S.NO	NAME	DESIGNATION	POSITION
1	Dr.S.Jayanthi	Head of the Institution, Principal	Chairman
2	Dr.P.Rajeshkumar	Associate Professor, -ECE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mr.S.Subash	Administrative officer	Member
5	Mr.S.Vignesh Dr.R.Vasanthi Mrs.B.Sindhu Dr.G.Saravanan Mr.R.Dhanaraj Mr.P.Prasanth Mr.R.Thirunavukkarasu Dr.T.Krishnakumar	Assistant Professor, HOD-Civil Professor, HOD-CSE Assistant Professor-ECE Assistant Professor, HOD-EEE Assistant Professor, HOD-MECH Assistant Professor-MECH Assistant Professor, HOD-MBA Professor, HOD-S&H	Members
6	Mr.N.R.Palanivel,	From Society	Member
7	Mr.M.Elayaraja	Student	Member
8	Mr.P.Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Member
10	Mr.Anantharaman	Associate Director	Member



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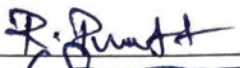
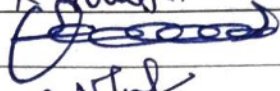
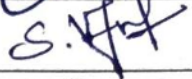
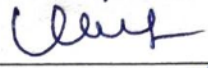
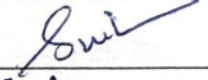

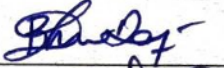
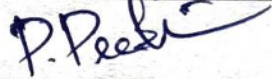

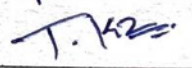
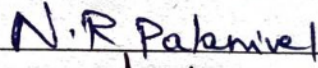
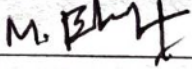
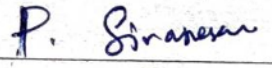
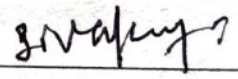
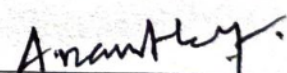
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Attendance for the Meeting (2021-2022)

S.NO	NAME	SIGNATURE
1	Dr.S.Jayanthi	
2	Dr.P.Rajeshkumar	
3	Mr.R.Paramasivam	
4	Mr.S.Subash	
5	Mr.S.Vignesh	
	Dr.R.Vasanthi	
	Mrs.B.Sindhu	
	Dr.G.Saravanan	
	Mr.R.Dhanaraj	
	Mr.P.Prasanth	
	Mr.R.Thirunavukkarasu	
	Dr.T.Krishnakumar	
6	Mr.N.R.Palanivel	
7	Mr.M.Elayaraja	
8	Mr.P.Sivanesan	
9	Mr. Sivakumar	
10	Mr.Anantharaman	



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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 09.08.2021 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.P.Rajeshkumar presented the progress on overall college development; key points were discussed:

S.NO	AGENDA	POINTS DISCUSSED
1	Welcome the Committee Members	Introduction of Committee Members. Acknowledgment and appreciation for their commitment
2	Academic year Target plan discussion	Review of academic goals for the current year Evaluation of progress toward previous targets Identification of key focus areas for the upcoming months
3	Awareness about IOAC refinement	Explanation and discussion on the Institutional Outcome Assessment and Certification (IOAC) refinement process Clarification of roles and responsibilities related to IOAC
4	E-Learning Plan from Google class room	Presentation and discussion on the implementation of the E-Learning Plan using Google Classroom. Addressing any challenges or concerns and seeking suggestions for improvement
5	AQAR submission	Status update on the Annual Quality Assurance Report (AQAR) submission. Discussion on the key findings and recommendations for improvement
6	Enhancement of carrier development skills	Proposal and discussion on strategies to enhance career development skills among students. Identification of resources and initiatives to support career growth
7	Suggestions to conduct special courses	Call for suggestions and proposals for special courses Evaluation criteria for selecting and implementing special courses



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Internal Quality Assurance Cell (IQAC)

Action Taken Report

- ✓ Scheduled regular meetings and established communication channels.
- ✓ Allocated necessary resources and communicated responsibilities to relevant stakeholders
- ✓ Implemented communication plan, including mails, workshops, and announcements.
- ✓ Monitored the effectiveness of the-learning plan and made adjustments as needed.
- ✓ Initiated data collection and documentation for AQAR.
- ✓ Developed calendar of skill enhancement programs for the academic year. Established Partnerships with industry experts for workshops
- ✓ Analyzed audit finding simple method recommendations, and communicated results to stakeholders.
- ✓ Developed implementation plans, assigned responsibilities, and allocated resources
- ✓ Developed and finalized the entering system frame work.
- ✓ Successfully transitioned motivational programs to virtual platforms.
- ✓ Identified and designed bridge courses for relevant subjects.


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Internal Quality Assurance Cell (IQAC)

Ref: TIET/IQAC/2021-2022/Meeting/02


Date: 17.01.2022

Circular

The Internal Quality Assurance Cell (IQAC) Members Meeting is scheduled on 19.01.2022 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 meeting:

1. Syllabus Completion
2. Conferences/Workshops/Seminars/Courses Participated
3. Events organized
4. Mentors file
5. Internal Marks Awarded
6. Value Added Courses
7. Alternate arrangements of classes
8. Anna University Web Portal
9. Class Record
10. Course File
11. Extra Coaching Classes
12. To conduct Academic Internal Auditing Work



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Internal Quality Assurance Cell (IQAC)

IQAC Member List (2020-2021)

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1	Dr.S.Jayanthi	Head of the Institution, Principal	Chairman
2	Dr.P.Rajeshkumar	Associate Professor, -ECE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mr.S.Subash	Administrative officer	Member
5	Mr.S.Vignesh Dr.R.Vasanthi Mrs.B.Sindhu Dr.G.Saravanan Mr.R.Dhanaraj Mr.P.Prasanth Mr.R.Thirunavukkarasu Dr.T.Krishnakumar	Assistant Professor, HOD-Civil Professor, HOD-CSE Assistant Professor-ECE Assistant Professor, HOD-EEE Assistant Professor, HOD-MECH Assistant Professor-MECH Assistant Professor, HOD-MBA Professor, HOD-S&H	Members
6	Mr.N.R.Palanivel,	From Society	Member
7	Mr.M.Elayaraja	Student	Member
8	Mr.P.Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Member
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Attendance for the Meeting (2021-2022)

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2	Dr.P.Rajeshkumar	
3	Mr.R.Paramasivam	
4	Mr.S.Subash	
5	Mr.S.Vignesh	
	Dr.R.Vasanthi	
	Mrs.B.Sindhu	
	Dr.G.Saravanan	
	Mr.R.Dhanaraj	
	Mr.P.Prasanth	
	Mr.R.Thirunavukkarasu	
	Dr.T.Krishnakumar	
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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 19.01.2022 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.P.Rajeshkumar presented the progress on overall college development; key points were discussed:

S.No.	Agenda	Discussions
1	Syllabus Completion	Overview of syllabus completion for the previous semester. Any challenges faced and strategies for improvement. Planning for timely completion in the upcoming semester.
2	Professional Development	Brief on faculty participation in conferences, workshops, seminars, and courses Plans for continued professional development.
3	Events and Outreach	Summary of events organized by faculty members. Successes and lessons learned. Future event planning and collaboration opportunities.
4	Mentorship	Overview of the mentors' files for each faculty member. Discussion on the effectiveness of mentoring. Suggestions for improvement and support.
5	Assessment and Grading	Presentation on internal marks awarded during the previous semester. Discussion on the fairness and consistency of assessments. Strategies for maintaining quality in grading.
6	Value Added Courses	Overview of value-added courses offered by faculty. Discussion on the relevance and impact on student skill development. Planning for new course offerings.
7	Alternate Class Arrangements	Overview of any alternate arrangements made for classes (e.g., online classes). Discussion on the effectiveness of these arrangements. Planning for future contingencies.




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8	Extra Coaching Classes	Discussion on the impact on student performance. Planning for future support initiatives.
9	Contributions to the College	Recognition of faculty contributions to the college community. Discussion on fostering culture of collaboration and engagement. Opportunities for further involvement.
10	Record Keeping	Review of class records and course files. Discussion on maintaining quality documentation. Suggestions for streamlining the documentation process. □ Overview of any extra coaching classes provided in the institute
11	Academic internal Auditing Work	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.



IQAC


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Internal Quality Assurance Cell (IQAC)

Action Taken Report

- ✓ Conducted a syllabus review and identified areas needing attention.
- ✓ Allocated funding for faculty to attend conferences and training sessions.
- ✓ Allocated funding for faculty to attend conferences and training sessions.
- ✓ Revised and improved existing mentorship programs based on discussions
- ✓ Aligned assessments with course objectives to ensure relevance.
- ✓ Identified and introduced relevant value-added courses.
- ✓ Conducted evaluations to assess the effectiveness and reception of alternate arrangements.
- ✓ Encouraged regular usage of portal features for administrative and academic purposes.
- ✓ Conducted training sessions for staff to ensure adherence to record-keeping protocols
- ✓ Conducted assessments to measure the impact of extra coaching on student performance.
- ✓ Developed and initiated future plans and initiatives to contribute to institutional growth and success



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Internal Quality Assurance Cell (IQAC)

Ref: TIET/IQAC/2021-2022/Meeting/03

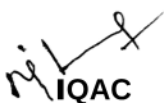
Date: 04.03.2022

CIRCULAR

Internal Quality Assurance Cell (IQAC) Members Meeting is scheduled on 07.03.2022 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. Welcome address
2. Research and promotion activities
3. Initiate the cultural activities
4. NAAC orientation program
5. FDP and NPTEL
6. Internship program
7. Teaching and Learning Methodology
8. MOU and collaborative activities
9. Initiate online activities
10. Professional body initiative

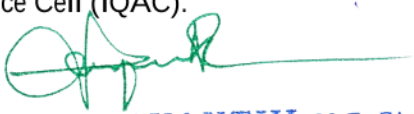

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6	Mr.N.R.Palanivel,	From Society	Member
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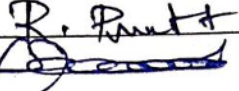
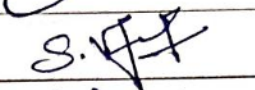
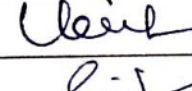
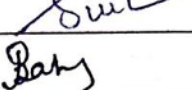
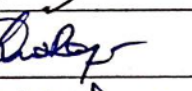
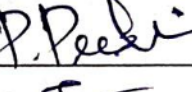
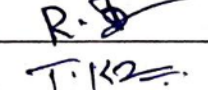
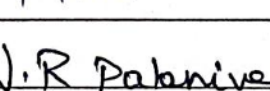
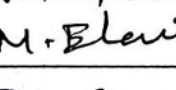
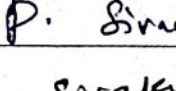
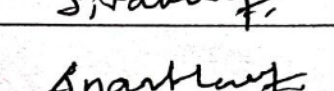
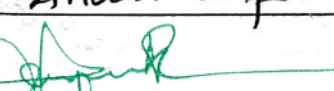



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Attendance for the Meeting (2021-2022)

S.NO	NAME	SIGNATURE
1	Dr.S.Jayanthi	
2	Dr.P.Rajeshkumar	
3	Mr.R.Paramasivam	
4	Mr.S.Subash	
5	Mr.S.Vignesh	
	Dr.R.Vasanthi	
	Mrs.B.Sindhu	
	Dr.C.R.Balamurugan	
	Mr.R.Dhanaraj	
	Mr.P.Prasanth	
	Mr.R.Thirunavukkarasu	
	Dr.T.Krishnakumar	
6	Mr.N.R.Palanivel	
7	Mr.M.Elayaraja	
8	Mr.P.Sivanesan	
9	Mr. Sivakumar	
10	Mr.Anantharaman	




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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 07.03.22 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.P.Rajeshkumar presented the progress on overall college development; key points were discussed:

S.NO	AGENDA	POINTS DISCUSSED
1	Welcome Address	Ensure a warm and inclusive welcome, provide an overview of the event or meeting, and set a positive one for the proceedings.
2	Research and Promotion Activities	Highlight recent and upcoming research and promotion activities. Encourage faculty to actively engage in research, and share success stories or achievements.
3	Initiate Cultural Activities	Plan and schedule cultural activities that align with the institution. Encourage student and faculty participation, promoting vibrant campus culture.
4	NAAC Orientation Program	Conduct an orientation program to familiarize faculty with the NAAC accreditation process, criteria, and expectations. Provide guidance on preparing for accreditation.
5	FDP and NPTEL	Promote Faculty Development Programs (FDP) and National Programmed on Technology Enhanced Learning (NPTEL) courses. Encourage faculty participation to enhance teaching and research skills.
6	Internship	Launch and promote internship programs for students. Collaborate with Industry partners to provide valuable experiential learning opportunities.
7	Teaching and Learning Methodology	Conduct workshops or sessions on innovative teaching and learning methodologies. Share best practices among faculty members.
8	MOU and Collaborative Activities	Explore and establish Memoranda of Understanding (MOUs) with other Institutions or industry partners. Identify areas for collaboration and joint initiatives.




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9	Initiate Online Activities	Launch online activities, such as webinars, virtual workshops, or online courses to enhance digital learning opportunities.
10	Professional Body Initiative	Engage with professional bodies relevant to the institution. Collaborate on events, seminars, or conferences that benefit faculty and students.



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)

ACTION TAKEN REPORT

- ✓ Conducted a syllabus review and identified area seeding attention
- ✓ Conducted a survey to assess faculty needs for professional development.
- ✓ Conducted a thorough review of past events and outreach initiatives.
- ✓ Conducted training sessions for mentors to enhance their skills.
- ✓ Integrated technology tools to streamline and enhanced the assessment process.
- ✓ Conducted regular assessments to evaluate the impact of value-added courses.
- ✓ Conducted evaluations to assess the effectiveness and reception of alternate arrangements.
- ✓ Communicated important updates and information through the portal.
- ✓ Conducted training sessions for staff to ensure adherence to record-keeping protocols.
- ✓ Monitored student progress and implemented reporting mechanisms
- ✓ Implemented employee recognition programs to acknowledge outstanding contributions.



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Internal Quality Assurance Cell (IQAC)

Ref: TIET/IQAC/2021-2022/Meeting/04

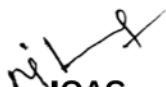
Date: 12.06.2022

CIRCULAR

The **Internal Quality Assurance Cell (IQAC) Members Meeting** is scheduled on 14.06.2022 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. Faculty Workload
2. Time table for the upcoming semester.
3. Assessment test results.
4. Attendance records of students.
5. Counseling sessions conducted during the previous semester.
6. Outcomes and action for last class committee meeting.
7. Events conducted by the institution.
8. 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 department HoD's.
4. Main Notice Board.




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Internal Quality Assurance Cell (IQAC)

IQAC Member List (2020-2021)

S.NO	NAME	DESIGNATION	POSITION
1	Dr S.Jayanthi	Head of the Institution, Principal	Chairman
2	Dr.P.Rajeshkumar	Associate Professor, -ECE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mr.S.Subash	Administrative officer	Member
5	Mr.S.Vignesh Dr.R.Vasanthi Mrs.B.Sindhu Dr.C.R.Balamurugan Mr R.Dhanaraj Mr.P.Prasanth Mr.R.Thirunavukkarasu Dr.T.Krishnakumar	Assistant Professor, HoD-Civil Professor, HoD- CSE Assistant Professor - ECE Assistant Professor, HoD-EEE Assistant Professor, HoD- MECH Assistant Professor –MECH Assistant Professor, HoD- MBA Professor, HoD-S&H	Members
6	Mr.N.R.Palanivel,	From Society	Member
7	Mr.M.Elayaraja	Student	Member
8	Mr P.Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Member
10	Mr.Anantharaman	Associate Director	Member



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Attendance for the Meeting (2021-2022)

S.NO	NAME	SIGN
1	Dr.S.Jayanthi	
2	Dr.P.Rajeshkumar	
3	Mr.R.Paramasivam	
4	Mr.S.Subash	
5	Mr.S.Vignesh	
	Dr.R. Vasanthi	
	Mrs.B.Sindhu	
	Dr.C.R.Balamurugan	
	Mr.R.Dhanaraj	
	Mr.P.Prasanth	
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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 14.06.22 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.P.Rajeshkumar presented the progress on overall college development; key points were discussed:

S.No	Agenda	Discussions
1	Faculty Workload	Discussed the current faculty workload distribution. Identified areas for adjustment to ensure equitable distribution. Decided to redistribute certain responsibilities to balance workloads.
2	Review of Proposed Timetable	Examined the proposed timetable for classes, exams, and other activities. Noted necessary adjustments to optimize scheduling.
3	Presentation and Analysis of Assessment Test Results	Analyzed the assessment test results from the previous semester. Identified areas of improvement and strategies to enhance student performance.
4	Overview of Attendance Records	Reviewed attendance records and identified patterns. Discussed strategies to improve attendance.
5	Summary of Counseling Sessions Conducted	Summarized counseling sessions conducted during the previous semester. Identified recurring issues and discussed preventive measures.
6	Review of Outcomes and Action Items from Last Class Committee Meeting	Discussed outcomes and progress of action items. Resolved pending issues and tracked completed actions.
7	Presentation and Review of Recent Events	Shared information on recent events conducted by the institution. Discussed the success and area for improvement.




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8	Overview of Course Files Completion and Submission by Faculty	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

- ✓ Conducted a syllabus review and identified areas needing attention.
- ✓ Allocated funding for faculty to attend conferences and training sessions.
- ✓ Allocated funding for faculty to attend conferences and training sessions.
- ✓ Revised and improved existing mentorship programs based on discussions
- ✓ Aligned assessments with course objectives to ensure relevance.
- ✓ Identified and introduced relevant value-added courses.
- ✓ Conducted evaluations to assess the effectiveness and reception of alternate arrangements.
- ✓ Encouraged regular usage of portal features for administrative and academic purposes.
- ✓ Conducted training sessions for staff to ensure adherence to record-keeping protocols
- ✓ Conducted assessments to measure the impact of extra coaching on student performance.
- ✓ Developed and initiated future plans and initiatives to contribute institutional growth and success.



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