



TAGORE

INSTITUTE OF ENGINEERING AND TECHNOLOGY



(Run by Southern Educational & Rural Development Society)
(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai)
Accredited by "NAAC" and an ISO Certified Institution

Dr. S. JAYANTHI M.E., Ph.D.
Principal

Ref:TIET/IQAC/2022-2023/Meeting/01

Date: 12.08.2022

Circular

There will be an **Internal Quality Assurance Cell (IQAC) Members Meeting** on 17.08.2022 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. Follow-up on action items and progress made since the last meeting.
2. Acquire apparatus and Library books for the year 2022-2023.
3. Presentation and discussion on the current semester timetable and plan to conduct various curricular activities in the semester.
4. Plan to improve the quality of education in sharpened edge.
5. Plan to conduct the staff development program to improve the quality of staff and motivate the research activity among the staff members and students also.
6. Proposal to sign memorandum of understanding with companies to reduce the gap between industry and institute.
7. Plan to get the NBA accreditation in a respective manner.
8. Plan to get the grants from funding agencies like AICTE, UGC, CSIR, and DST.
9. Plan to motivate the faculty members continuously by financial and non-financial support.
10. Plan to apply patent and publish research papers to improve research activities.
11. Preparation of AQAR 2022-2023.
12. Conducting more Motivational program through virtual mode.
13. Review of recent placement activities and outcomes.

Copy to:

1. The Management for kind information.
2. The Members of Internal Quality Assurance Cell.
3. All department HoDs.
4. Main Notice Board.




PRINCIPAL

Dr. S. JAYANTHI, M.E., Ph.D.
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AND TECHNOLOGY
Deviyakurichi - 636 112,
Thalaivasal (Tk.), Salem (Dt.)



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Principal

IQAC Member List (2022-2023)

S.NO.	NAME	DESIGNATION	CATEGORY
1	Dr S.Jayanthi	Head of the Institution, Principal	Chairman
2	Dr. V.Vijayakumar	Assistant Professor, ECE	IQAC Coordinator
3	Mr R.Paramasivam	Director	Management
4	Mr.N.Rajasekar Mr.S.Subash	Administrative officer Administrative officer	Members
5	Mr.M.Venkatesh Dr. P.Rajeshkumar Dr.S.Sivagami Mr. J.Suresh babu Mr.R.Dhanaraj Dr.P.Prasanth Mr.R.Thirunavukkarasu Dr T.Krishnakumar	Assistant Professor, HoD-Civil Professor, HoD - ECE Professor, HoD- CSE 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, Mrs.S.Sangeetha Sakthivel	From Society	Members
7	Mr.M.Elayaraja	Student	Member
8	Mr P. Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Employer
10	Mr.Anantharaman	Associate Director	Employer




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Principal

Attendance for the Meeting (2022-2023)

S.NO.	Name	Signature
1	Dr S.Jayanthi	
2	Dr. V.Vijayakumar	
3	Mr R.Paramasivam	
4	Mr.N.Rajasekar	
	Mr.S.Subash	
5	Mr.M.Venkatesh	
	Dr. P.Rajeshkumar	
	Dr.S.Sivagami	
	Mr. J.Suresh babu	
	Mr.R.Dhanaraj	
	Dr.P.Prasanth	
	Mr.R.Thirunavukkarasu	
6	Dr T.Krishnakumar	
	Mr.N.R.Palanivel,	
	Mrs.S.Sangeetha Sakthivel	
7	Mr.M.Elayaraja	
8	Mr P.Sivanesan	
9	Mr. Sivakumar	
10	Mr.Anantharaman	



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Minutes of Meeting

Minutes of the Internal Quality Assurance Cell (IQAC) Members held in the college campus on 17.08.2022 at 10.00 AM.

Proceeds of the Meeting are as follows:

1. Principal, Dr.S.Jayanthi welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr. V.Vijayakumar presented the progress on overall college development; key points discussed were:
2. To improve the quality and quantity of the library by subscribing more national and international journals and thereby kindling the reading habit of the students by motivating and channelizing their skills towards research activities and higher studies.
3. To conduct the faculty development programs to enhance the skill and quality of the existing faculty and to guide the new faculty with the system of the institution, ultimately to improve the quality of the teaching and learning process of the institutions.
4. Mentoring and Counseling activities and its benefits to students.
5. Student's education quality should be improved to have the competitive edge.
6. Various students association needs to be formed to widen the student's exposure.
7. It is proposed to sign Memorandum of Understanding with many companies to develop rapport with those companies, to bridge the gap between industry and institute and as well for constant interaction
8. Research activities must be carried out in each research lab and seed money will be given for innovative ideas by the management as in previous case.
9. The existing college quality objective was discussed and it was accepted to continue with the same set of objectives as bench mark.
10. It was decided to take initiatives to submit the AQAR for the year 2022-23.
11. Congratulated the Placement & Training Cell for successful completion of campus drives.

Copy to:

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Action Taken Report

- ✓ To improve the quality and quantity of the library by subscribing more national and international journals and thereby kindling the reading habit of the students by motivating and channelizing their skills towards research activities and higher studies.
- ✓ To conduct the faculty development programs to enhance the skill and quality of the existing faculty and to guide the new faculty with the system of the institution, ultimately to improve the quality of the teaching and learning process of the institutions are conducted
- ✓ Steps need to be taken Mentoring and Counseling activities and its benefits to students.
- ✓ Students education quality should be improved to have the competitive edge
- ✓ Various students association need to be formed to widen the students exposure
- ✓ Memorandum of Understanding with many companies to develop rapport with those companies, to bridge the gap between industry and institute and as well for constant interaction is signed
- ✓ It was communicated to all departments about the quality benchmark.
- ✓ Steering committee was formed and reviewed twice before submission of AQAR 2022-2023.
- ✓ Placement statistics for 2021-22 graduates were analyzed. The Training and Placement Cell will continue its efforts to place students in various companies.

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Dr. S. JAYANTHI M.E., Ph.D.

Principal Ref:TIET/IQAC/2022-2023/Meeting/02

Date:03.01.2023

Circular

The Internal Quality Assurance Cell (IQAC) Members Meeting is scheduled for 06.01.23 at 10:00 AM in the college premises. We intend to conduct an end-semester audit for all departments from 12.01.23 to 13.01.23. Therefore, all members are instructed to meticulously prepare the necessary details without fail. We kindly request the committee members to attend the meeting.

Agenda for the Meeting:

1. Presentation and discussion on the forthcoming even semester's faculty workload.
2. Review of the suggested timetable for the forthcoming even semester.
3. Presentation and analysis of previous semester evaluation exam data.
4. An overview of earlier semester attendance data.
5. A summary of the previous semester's counseling sessions.
6. A review of the outcomes and action items from the last class committee meeting.
7. Discussion and evaluation of the institution's recent events.
8. A brief overview of the progression of faculty course files completion and submission.


IQAC




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2	Dr. V.Vijayakumar	Assistant Professor, ECE	IQAC Coordinator
3	Mr R.Paramasivam	Director	Management
4	Mr.N.Rajasekar Mr.S.Subash	Administrative officer Administrative officer	Members
5	Mr.M. Venkatesh Dr. P.Rajeshkumar Dr.S.Sivagami Mr. J.Suresh babu Mr.R.Dhanaraj Dr.P.Prasanth Mr.R.Thirunavukkarasu Dr T.Krishnakumar	Assistant Professor, HoD-Civil Professor, HoD - ECE Professor, HoD- CSE 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, Mrs.S.Sangeetha Sakthivel	From Society	Members
7	Mr.M.Elayaraja	Student	Member
8	Mr P. Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Employer
10	Mr.Anantharaman	Associate Director	Employer



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Attendance for the Meeting (2022-2023)

S.NO.	Name	Signature
1	Dr S.Jayanthi	
2	Dr. V.Vijayakumar	
3	Mr R.Paramasivam	
4	Mr.N.Rajasekar	
	Mr.S.Subash	
5	Mr.M.Venkatesh	
	Dr. P.Rajeshkumar	
	Dr.S.Sivagami	
	Mr. J.Suresh babu	
	Mr.R.Dhanaraj	
	Dr.P.Prasanth	
	Mr.R.Thirunavukkarasu	
6	Dr T.Krishnakumar	
	Mr.N.R.Palanivel,	
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Minutes of Meeting

Minutes of the Internal Quality Assurance Cell (IQAC) Members held in the college campus on 06.01.23 at 10.00 AM.

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. V.Vijayakumar presented the progress on overall college development; key points discussed were:

S.No	Agenda	Contents Discussed
1	Work load for Even Semester	<ul style="list-style-type: none">Approval of Workload
2	Time table	<ul style="list-style-type: none">Approval of Class Time table/Lab Time table
3	Assessment Test Analysis	<ul style="list-style-type: none">Time table copy of IAT TestIAT mark analysisSigned copy of Analysis of Individual class and Consolidate list of each test (IAT 1, IAT 2 and Model)
4	Attendance Maintenance	<ul style="list-style-type: none">Master AttendanceRegular attendance maintaining mechanismAttendance defaulters monitoring follow up
5	Counseling report	<ul style="list-style-type: none">Counselor detailsCounseling record/Mentors book/Counseling report
6	Class Committee meeting	<ul style="list-style-type: none">All meeting agenda, attendance sheet, minutes and action taken copyStudents Feedback for each Course




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7

Event Report

- Number of events conducted
- Event report with approval

8

Course File

- Syllabus Copy/Time table
- Course Plan-Approved Copy
- Log book/Unit materials (hard copy/soft copy)/Lab Manual
- Question bank/IAT questions


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Action Taken Report

1. Plan the workload for the even semester, taking into account academic requirements, teacher availability, and student needs.
2. Coordinate with staff and other relevant departments to minimize disputes and ensure that established timelines are followed.
3. Collect information on individual and total performance in the assessment exams.
4. Clearly express attendance policies to students, emphasizing the necessity of regular attendance.
5. Maintain thorough records of counseling sessions, including dates, participants, and subjects covered.
6. Consider the academic calendar and the availability of committee members when scheduling regular Class Committee meetings.
7. Keep the event report and any accompanying documentation in a safe place for future reference and reporting.
8. Acquire and compile all required documentation, ensuring that the course file is complete and updated.


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Principal Ref:TIET/IQAC/2022-2023/Meeting/03

Date:30.01.2023

Circular

There will be an **Internal Quality Assurance Cell (IQAC) Members Meeting** on 01.02.2023 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 report.
2. A summary of academic activities planned for the even semester.
3. Faculty workload overview and discussion for the coming even semester.
4. Discussion on conducting additional Certificate Courses in the campus
5. A summary of the previous semester's counseling sessions.
6. A review of the outcomes and action items from the last class committee meeting.
7. Applying for New Courses to the College
8. A brief overview of the progression of faculty course files completion and submission.
9. Display and review of the institution's recent activities.
10. Communication and examination of the academic internal auditing strategy.
11. Review of recent placement activities and outcomes.


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5	Mr.M.Venkatesh Dr. P.Rajeshkumar Dr.S.Sivagami Mr. J.Suresh babu Mr.R.Dhanaraj Dr.P.Prasanth Mr.R. Thirunavukkarasu Dr T.Krishnakumar	Assistant Professor, HoD-Civil Professor, HoD - ECE Professor, HoD- CSE Assistant Professor, HoD -EEE Assistant Professor, HoD- MECH Assistant Professor - MECH Assistant Professor, HoD- MBA Professor, HoD - S&H	Members
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Attendance for the Meeting (2022-2023)

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2	Dr. V.Vijayakumar	
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4	Mr.N.Rajasekar	
	Mr.S.Subash	
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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. V.Vijayakumar presented the progress on overall college development; key points discussed were:

S.No	Agenda	Contents Discussed
1	Review about the last meeting	The IQAC coordinator describes the last meeting minutes and action taken report.
2	Academic Activities- Even semester (2022-23)	Heads of Departments (HoDs) are instructed to submit the academic calendar with department activities on or before 04.02.2023. HoDs are informed to complete and submit the department timetable on or before 04.02.2023.
3	Workload for Even Semester	Discussed the allocation of workload for the upcoming Even Semester, considering faculty availability, subject requirements, and student needs.
4	Conducting additional Certificate Courses	The meeting suggested to the principal to give the provision to take the online classes in different LMS mode, such as Google Classroom, Google Meet, Zoom etc. All faculties are advised to attend the workshops on LMS and Online Teaching.
5	Counseling report	Counselor details, Counseling record/Mentors book/Counseling report
6	Class Committee meeting	All meeting agenda, attendance sheet, minutes and action taken copy, Students Feedback for each Course



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Principal	New Courses to the College	The meeting agreed to move forward with the proposal of applying for new courses in the campus.
8	Course File	Syllabus Copy/Time table Course Plan-Approved Copy Log book/Unit materials (hard copy/soft copy)/Lab Manual Question bank/IAT questions
9	Event Report	Reviewed recent events and discussed the need for comprehensive event reports.
10	Plan to conduct Academic Internal Auditing Work	Discussion about the Internal AAA Work
11	Training and Placement Cell	Continue its efforts to place students in various companies.


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Action Taken Report

1. Plan the workload for the even semester, taking into account academic requirements, teacher availability, and student needs.
2. Coordinate with staff and other relevant departments to minimize disputes and ensure that established timelines are followed.
3. Collect information on individual and total performance in the assessment exams.
4. The meeting suggested to the principal to give the provision to take the online classes in different LMS mode, such as Google Classroom, Google Meet, Zoom etc. All faculties are advised to attend the workshops on LMS and Online Teaching Maintain thorough records of counseling sessions, including dates, participants, and subjects covered.
5. The number of counseling sessions will be increased. Counselors are required to produce a quarterly report on their student counseling efforts.
6. Consider the academic calendar and the availability of committee members when scheduling regular Class Committee meetings.
7. The meeting agreed to move forward with the proposal of applying for new courses in the campus. Discussions were made on the need for new courses and its inevitability for the growth of our college. Many teachers put forward their own suggestions and supported the decision wholeheartedly.
8. Acquire and compile all required documentation, ensuring that the course file is complete and updated.
9. Within two weeks of the event's conclusion, event planners must submit complete event reports, including budget utilization and participant comments.




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Principal 10. Auditing of several departments was undertaken, and a report was submitted to principal office.

11. The Training and Placement Cell will continue its efforts to place students in various companies.


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Dr. S. JAYANTHI M.E., Ph.D.

Principal Ref:TIET/IQAC/2022-2023/Meeting/04

Date:10.06.2023

Circular

There will be an **Internal Quality Assurance Cell (IQAC) Members Meeting** on 14.06.2023 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 report.
2. The various activities organized by the Institute for the students and awards and achievements of the students received during the last three months.
3. Research and Development cell
4. Central Library
5. A summary of the previous semester's counseling sessions.
6. A review of the outcomes and action items from the last class committee meeting.
7. A brief overview of the progression of faculty course files completion and submission.
8. Display and review of the institution's recent activities.
9. Entrepreneurship activities.
10. Review of recent placement activities and outcomes.
11. Alumni activities


IQAC



Copy to:

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


PRINCIPAL 10/6/23

Dr. S. JAYANTHI, M.E., Ph.D.,
PRINCIPAL
TAGORE INSTITUTE OF ENGINEERING
AND TECHNOLOGY
Deviyakurichi - 636 112.
Thalaivasal (Tk.), Salem (Dt.)



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Principal

IQAC Member List (2022-2023)

S.NO.	NAME	DESIGNATION	CATEGORY
1	Dr S.Jayanthi	Head of the Institution, Principal	Chairman
2	Dr. V.Vijayakumar	Assistant Professor, ECE	IQAC Coordinator
3	Mr R.Paramasivam	Director	Management
4	Mr.N.Rajasekar Mr.S.Subash	Administrative officer Administrative officer	Members
5	Mr.M.Venkatesh Dr. P.Rajeshkumar Dr.S.Sivagami Mr. J.Suresh babu Mr.R.Dhanaraj Dr.P.Prasanth Mr.R.Thirunavukkarasu Dr T.Krishnakumar	Assistant Professor, HoD-Civil Professor, HoD - ECE Professor, HoD- CSE 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, Mrs.S.Sangeetha Sakthivel	From Society	Members
7	Mr.M.Elayaraja	Student	Member
8	Mr P. Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Employer
10	Mr.Anantharaman	Associate Director	Employer




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Attendance for the Meeting (2022-2023)

S.NO.	Name	Signature
1	Dr S.Jayanthi	
2	Dr. V.Vijayakumar	
3	Mr R.Paramasivam	
4	Mr.N.Rajasekar	
	Mr.S.Subash	
5	Mr.M.Venkatesh	
	Dr. P.Rajeshkumar	
	Dr.S.Sivagami	
	Mr. J.Suresh babu	
	Mr.R.Dhanaraj	
	Dr.P.Prasanth	
	Mr.R.Thirunavukkarasu	
6	Dr T.Krishnakumar	
	Mr.N.R.Palanivel,	
	Mrs.S.Sangeetha Sakthivel	
7	Mr.M.Elayaraja	
8	Mr P.Sivanesan	
9	Mr. Sivakumar	
10	Mr.Anantharaman	



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Minutes of Meeting

Minutes of the Internal Quality Assurance Cell (IQAC) Members held in the college campus on 14.06.2023 at 10.00 AM.

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. V.Vijayakumar presented the progress on overall college development; key points discussed were:

S.No	Agenda	Contents Discussed
1	Review about the last meeting	The IQAC coordinator describes the last meeting minutes and action taken report.
2	various activities organized by the Institute	The IQAC coordinator threw light on various activities organized by the institute for the students, He also highlighted awards and achievements of the students received during the last three months
3	Research and Development cell	The Research and Development cell briefed about the Achievements of the R&D cell and the activities carried put were also highlighted.
4	Central Library	The Librarian threw light on new print and online resources subscribed. He also explained that central library subscribed various journals this year. The Librarian also briefed about SWAYAM-NPTEL Local Chapter and its activity. IQAC coordinator highlighted the various other activities organized by the Central Library.
5	Counseling report	Counselor details, Counseling record/Mentors book/Counseling report
6	Class Committee meeting	All meeting agenda, attendance sheet, minutes and action taken copy, Students Feedback for each Course





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		Syllabus Copy/Time table
7	Course File	Course Plan-Approved Copy Log book/Unit materials (hard copy/soft copy)/Lab Manual Question bank/IAT questions
8	Event Report	Reviewed recent events and discussed the need for comprehensive event reports.
9	Entrepreneurship activities.	Briefly described the various activities carried out by ED Cell and also highlighted achievements.
10	Training and Placement Cell	A good number of students are placed in various companies. The IQAC Coordinator Presented Branch Wise statistics of placed students. He also presented the Statistics of the total number of students placed during the last five years
11	Alumni	Various activities organized by the Alumni association were briefed.


IQAC



Copy to:

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


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Action Taken Report

1. Plan the workload for the even semester, taking into account academic requirements, teacher availability, and student needs.
2. Coordinate with staff and other relevant departments to minimize disputes and ensure that established timelines are followed.
3. To enhance the research culture. It has been decided to organize more workshos related to various subjects.
4. The Librarian threw light on new print and online resources subscribed. He also explained that central library subscribed various journal this year. The Librarian also briefed about SWAYAM-NPTEL Local Chapter and is activity. IQAC coordinator highlighted the various other activities organized by the Central Library.
5. The number of counseling sessions will be increased. Counselors are required to produce a quarterly report on their student counseling efforts.
6. Consider the academic calendar and the availability of committee members when scheduling regular Class Committee meetings.
7. Acquire and compile all required documentation, ensuring that the course file is complete and updated.
8. Within two weeks of the event's conclusion, event planners must submit complete event reports, including budget utilization and participant comments.
9. Briefly described the various activities carried out by ED Cell and also highlighted achievements and motivate the students participated in activities.
10. The Training and Placement Cell will continue its efforts to place students in various companies.




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Principal 11. The IQAC Coordinator Threw light on various activities organized by the Alumni Association. It is decided that the active participation of the alumni in various activities must increase.




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