



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

An ISO 9001:2015 Certified Institution

INTERNAL QUALITY ASSURANCE CELL- IQAC

(Date of Establishment: 10.08.22)

Committee Members for the academic year 2022-23

SNO	NAME WITH DESIGNATION	COMPOSITION as per NAAC
1.	Dr. R. Shanmugam, Principal	Chairperson
2.	Ms. G. Sujitha, AP/ECE	Administrative Officer
3.	Mr. S. Gowthama Kannan, AP/EEE	Senior Faculty Member
4.	Ms. Kirubananthavalli, HOD/CSE Ms. P. Sumathi, HOD/ECE Mr. Selvakumar, HOD/MECH Dr. M. Ravindran, HOD/EEE Dr. M. Kanagaraj, HOD/S&H	Academic members
5.	Mr. V. Maharajan, AP/MECH Placement Officer	Member
6.	S. Pavithra, II B.E CSE A. Silambarasan. II B.E EEE	Members from Students
7.	Ms. M. Kowsalya, AP/ECE	Member from Alumni
8.	Mr.M. Saravanan, Iconix Software Solution	Nominee from Industry
9.	Mr. Kali Muthu Sekar, VAO, Ayyeneri, Kovilpatti	Local Society Government Official
10	Dr. A. Ramathilagam, Professor, PSR Engineering College, Sevalpatti, Sivakasi.	Academic Expert
11.	Dr. S. Mathumohan. Asso.Prof/CSE	IQAC Coordinator

Dr. D. RAVINDRAN, M.E., Ph.D.,
Principal
Unnamalai Institute of Technology
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MINUTES OF 1st IQAC MEETING

Date : 12.08.22
Time : 10am to 12noon
Chairperson : Dr. R. Shanmugam, Principal

Dr. S. Mathumohan, IQAC coordinator welcomed the members and listed the agenda of the 1st IQAC meeting. The goals & functions of IQAC cell and roles & responsibilities of IQAC members are presented in the meeting.

The following points have been discussed in the meeting.

1. Scope of IQAC:

Standard Operating System (SOP) for IQAC is discussed. This SOP is to achieve uniformity and consistency in the academics with all departments.

2. Academic Calendar:

- 2.1. IQAC will prepare the academic calendar which included the dates of commencement and end of semester, dates of various examinations (Internal Assessment Tests), festivals and government holidays, dates of class committee meetings and value-added courses.
- 2.2. The prepared academic calendar should be issued to the students and the faculty members before one week of the commencement of the semester or immediately after receiving the academic calendar from Anna university, Chennai, whichever is earlier.
- 2.3. Based on the academic calendar provided by IQAC, the HODs of the various departments should plan for the activities and events to be carried out in their departments such as guest lectures, seminar, workshop, placement activity, industrial visits and the events organized by students' association etc.,

3. Workload for staff members:

- 3.1. Subject allocation for the staff members should be done by the department HODs based on their preference and number of times they have handled the subjects.
- 3.2. HOD should finalize the elective courses from the choices of the students before the subject allocation.

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4. Course File:

- 4.1. A course file must be maintained for each course by the concerned faculty members. The course file should consist of the detailed course plan, internal assessment test questions papers and the corrected answer sheets (sample copies), other assessment question papers and few sample corrected answer sheets, internal marks calculation, etc.,
- 4.2. The complete course file should be submitted to the HOD at the end of the semester. It will be reviewed and proper comments should be given to the course handling faculty by the HOD.

5. Extension Activities:

Principal and IQAC coordinator shall appoint the various portfolios of college to the faculties in the first week of odd semester. Various portfolios may include the department coordinator for IQAC, NSS, Sports, Time table, academic activities, maintaining the minutes of meeting files, final year UG project work, ERP, training and placement cell, attendance monitoring, mentoring scheme monitoring, alumni cell, student association, Internal assessment examination, website, IIC, ARIIA, fine arts club, women's grievance cell, student's grievance cell etc., One copy of such appointment shall be send to the principal through IQAC. Any grievance shall be brought to the notice of the principal through IQAC for necessary action.

6. Research Activities:

- 6.1. First initiative from IQAC is to organize IIC activities & its coordinator of IIC Dr. M. Ravindran of EEE has to submit the action plan for the IIC activities to be carried out in the academic year.
- 6.2. HODs should send the proposals for attending workshops /conferences, research proposals, quality initiative programs (QIP) with supporting documents and required financial support to the principal through IQAC for necessary action.
- 6.3. At the same time HODs should guide and encourage the faculty members to publish their work in standard and reputed journals and the international / national conferences conducted by the premier institutions.

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The following members were present:

S. No.	Name with designation	Signature
1	Dr. R. Shanmugam, Principal	
2	Ms. G. Sujitha, AP/ECE	
3	Mr. S. Gowthama Kannan, AP/EEE	
4	Ms. Kirubananthavalli, HOD/CSE	
5	Ms. P. Sumathi, HOD/ECE	
6	Mr. Selvakumar, HOD/MECH	
7	Dr. M. Ravindran, HOD/EEE	
8	Dr. M. Kanagaraj, HOD/S&H	
9	Ms. M. Kowsalya, AP/ECE	
10	Dr. S. Mathumohan. IQAC Coordinator	

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