



UNNAMALAI INSTITUTE OF TECHNOLOGY

Suba Nagar, Kovilpatti-628502

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
An ISO 9001:2015 Certified Institution

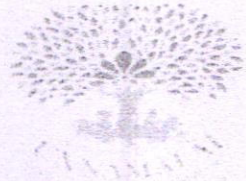
INTERNAL QUALITY ASSURANCE CELL- IQAC

(Date of Establishment: 10.08.22)

Committee Members for the academic year 2023-24

SNO	NAME WITH DESIGNATION	COMPOSITION as per NAAC
1.	Dr. R. Shanmugam, Principal	Chairperson
2.	Ms. G. Sujitha, AP/ECE	Administrative Officer
3.	Mr. Dr. M. Ravindran, AP/EEE ,HOD/EEE ,	Senior Faculty Member
4.	Ms. P. Sumathi, HOD/ECE Mr. Selvakumar, HOD/MECH Dr. M. Kanagaraj, HOD/S&H	Academic members
5.	Mr. V. Maharajan, AP/MECH Placement Officer	Member
6.	G.Pandieswari, II B.E CSE C.soundrapandian. II B.E EEE	Members from Students
7.	Ms. M. Kowsalya, AP/ECE	Member from Alumni
8.	Mr.Thilak, Jilaba Software Services Pvt Ltd	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
Suba Nagar, KOVILPATTI - 628502,
Thoothukudi District.



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INTERNAL QUALITY ASSURANCE CELL- IQAC

(Date of Establishment: 10.08.23)

Ref: UIT/IQAC/2023-4

10.08.2023

To

All the members of IQAC,
Unnamalai Institute of Technology,
Suba Nagar, Kovilpatti - 628502

Dear Sir/Madam

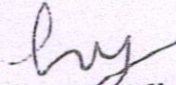
Sub: Internal Quality Assurance Cell (IQAC) - 1st meeting to be held on
11.08.2023 - Intimated - reg

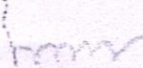
It is informed that the 1st meeting of Internal Quality Assurance Cell (IQAC) of
Unnamalai Institute of Technology will be held on 11.08.2023 at 10am in the IQAC room.

The Agenda for the meeting is listed below:

1. SCOPE of IQAC
2. Academic Calendar
3. Workload for Staff members
4. Course File
5. Extension Activities
6. Research Activities

Members are requested to attend the meeting


IQAC coordinator


PRINCIPAL

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MINUTES OF 1st IQAC MEETING

Date : 11.08.2023
Time : 10am to 12noon
Chairperson : Dr. R. Shanmugam, Principal
Members of IQAC

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.

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 :

IQAC will prepare academic calendar - dates of commencement and End of semester, dates of various examinations such as Internal Assessments, holidays,.... before one week of start of semester or immediately after receiving academic calendar from Anna university, Chennai, whichever is earlier. Based on the academic calendar provided by IQAC, HoD will prepare the customized academic calendar which may include the information about guest lecture/seminar/workshop/placement activity, industrial visits, the events organized by student's association etc.

3. Workload for staff members:

Subject allocation for staff members are done by department HoDs based on their preference. HoD must prepare the choice of elective from the students (wherever is it applicable) before allocation

4. Course File:

Once teaching workload is assigned, each faculty prepares course file (if the subject is new) or update the course material. The file should be ready a week before the start of semester. The Course plan for lectures hours has to be prepared by each faculty without dates. IQAC coordinator and HoD shall take the review of course file and teaching plan one week before the start of semester


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5. Extension Activities:

Principal & 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 MoM, BE project, ERP, T&P, attendance monitoring, mentoring scheme monitoring, alumni cell, student association, Internal assessment examination, website, IIC, ARIIA, cultural, women's grievance cell, student's grievance cell etc. One copy of such appointment shall be send to Principal through IQAC. Any grievance shall be brought to the notice of the Principal through IQAC for necessary action.

6. Research Activities:

First initiative from IQAC is to organize IIC activities & its coordinator of IIC Dr. M. Ravindran of EEE has to submit Action plan for IIC. . HoD should send the proposals for attending workshops /conferences, paper publication, research proposals, QIP with supporting documents and required financial support to the Principal through IQAC for necessary action. At the same time HoD should guide and encourage the faculties to publish their work in standard and reputed conferences or Journals.

The following members were present:

SNO	NAME WITH DESIGNATION	SIGNATURE
1	Dr. R. Shanmugam, Principal	
2	Ms. G. Sujitha, AP/ECE	
3	Ms. Kirubanthavalli, HOD/CSE	
4	Ms. P. Sumathi, HOD/ECE	
5	Mr. Selvakumar, HOD/MECH	
6	Dr. M. Ravindran, HOD/EEE	
7	Dr. M. Kanagaraj, HOD/S&H	
8	Ms. M. Kowsalya, AP/ECE	
9	Dr. S. Mathumohan. IQAC Coordinator	


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