



# 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)

Ref: UIT/IQAC/2023-2

26.12.22

To

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

Dear Sir/Madam

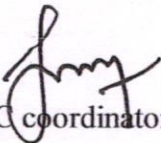
Sub: Internal Quality Assurance Cell (IQAC) – 2<sup>nd</sup> meeting to be held on  
27.12.22 – Intimated – reg

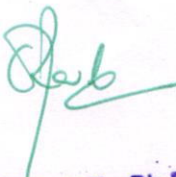
It is informed that the 2<sup>nd</sup> meeting of Internal Quality Assurance Cell (IQAC) of  
Unnamalai Institute of Technology will be held on 27.12.22 at 10am in the IQAC room.


The Agenda for the meeting is listed below:

1. Action Taken for the 1<sup>st</sup> meeting minutes
2. NAAC - Accreditation Plan for 2023-24
3. Academic Activities
4. Extension Activities
5. Research Activities
6. ISO certification renewal for 2023-24

All the members are requested to attend the meeting.

  
IQAC coordinator

  
**Dr. D. RAVINDRAN, M.E., Ph.D.,**  
Principal  
Unnamalai Institute of Technology  
Suba Nagar, KOVILPATTI - 628 502.  
Thoothukudi District

  
PRINCIPAL  
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Unnamalai Institute of Technology  
Suba Nagar, KOVILPATTI-628 502  
Thoothukudi (Dt)



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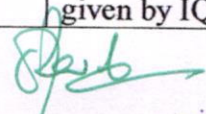
## MINUTES OF 2<sup>nd</sup> IQAC MEETING

Date : 27.12.22  
Time : 10am to 12noon  
Chairperson : Dr. R. Shanmugam, Principal

Dr. S. Mathumohan, IQAC coordinator welcomed the members and listed the agenda of the 2<sup>nd</sup> IQAC meeting.

### 1. Action taken details for the 1<sup>st</sup> IQAC meeting minutes:

Meeting Minutes	Action Plan	Actions Taken
1	Standard Operating System (SOP) for IQAC is discussed. This SOP is to achieve uniformity and consistency in the academics with all departments	The scope of IQAC and SOP are circulated among all staff members.
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.	Academic calendar has been prepared for the odd semester (2022-23) aligning with the Anna University academic calendar.
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.	The prepared academic calendar has been issued to the students and faculty members before one week of commencement of the semester.
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.,	The academic calendar has been extended with the inclusion of the specific department activities and events by all the department HODs, and the same has been shared to their students and faculty members.  Course file is formulated as per checklist given by IQAC

  
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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.	Subject allocation has been made for the odd semester based on the willingness of the faculty members and the number of times they have handled the subjects.  Committee for extension activities are formulated and activities of IIC are initiated
3.2	HOD should finalize the elective courses from the choices of the students before the subject allocation.	A separate form has been prepared for the selection of elective courses and shared to the students. Based on their choices, the elective courses have been finalized by the HODs.  Staff members and students attended NAAN MUDHALVAN training
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.,	All the faculty members have been instructed to maintain the course plan for the courses they are going to handle in this semester.
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.	It was instructed to all the faculty members that the course file will be reviewed at the end of the semester.
5	Principal and IQAC coordinator shall appoint the various portfolios of college to the faculties in the first week of odd semester.	Portfolios have been finalized for this academic year, and the finalized portfolios have been allotted to the faculty members based on their competence and suitability.
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.	Dr.M.Ravindran, IIC coordinator have prepared and submitted the tentative IIC activities for this academic year.

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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.	Faculty members were informed in the principal meeting that the institution will provide the financial support for attending workshops / conferences / faculty development programs in their specific domain areas / research areas.
6.3	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.	Faculty members have been advised in the principal meeting to concentrate on research activities, and to publish the research work in reputed international journals / to present their work in international conferences conducted by premier institutions.

## 2. NACC accreditation plan

Principal informed that our chairman has decided to apply for NAAC accreditation in the academic year 2023-24. Hence IQAC cell has arranged an orientation program on "NAAC accreditation documentation". All the staff members were informed thereby to keep the records and files according to SSR - Manual.

## 3. Academic activities

Principal discussed the parameters to increase the overall pass percentage of the institution in the end semester university examinations with all the IQAC members. For that, it was decided to conduct special coaching classes for the slow learners between 4.25 pm and 5.15 pm in the week days.

## 4. Extension activities:

4.1. NSS and YRC coordinators were instructed to do more outreach activities as college is going for NAAC accreditation.

4.2. All the extension activity coordinators were informed to complete the report of their activities with geotag photos and get approval from the principal within a week of activity completion.

## 5. Research Activities:

Principal instructed the HODs to encourage their faculty members to publish papers in UGC care list as per NAAC requirements. Principal informed that the department of mechanical

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engineering has initiated the funded project work. Also, he asked the remaining departments to initiate the same.

## 6. ISO Certification renewal for 2023-24:

Principal informed the members to keep the required records in tact as per ISO certification as the renewal process will be in the academic year 2023-24.

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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