



# 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.	Ms.T.C Sharmila, AP/EEE	Senior Faculty Member
4.	Dr.S.Mathumohan 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.	A.Karthikeyan II B.E CSE C.Sowndira pandian. 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  
Suba Nagar, KOVILPATTI - 628502,  
Thoothukudi District.





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## INTERNAL QUALITY ASSURANCE CELL- IQAC

(Date of Establishment: 10.08.23)

Ref: UIT/IQAC/2023-5

27.11.2023

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  
28.11.2023 – 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 28.11.23 at 10am in the IQAC room.

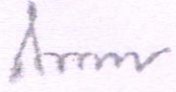
The Agenda for the meeting is listed below:

1. Action Taken for 2<sup>nd</sup> meeting
2. NAAC - Accreditation Plan for 2023-24
3. Academic Activities
4. Extension Activity
5. Research Activity
6. ISO certification renewal for 23-24
7. Feedback analysis and action taken

Members are requested to attend the meeting

IQAC coordinator

  
**Dr.D.RAVINDRAN M.E.,Ph.D.,**  
Principal  
Unnamalai Institute of Technology  
Suba Nagar, KOVILPATTI - 628502,  
Thoothukudi District.

  
PRINCIPAL

**PRINCIPAL**  
Unnamalai Institute of Technology  
Suba Nagar, KOVILPATTI - 628502,  
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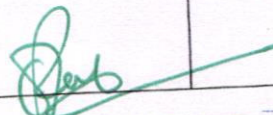
## MINUTES OF 2<sup>nd</sup> IQAC MEETING

Date : 28.11.2023  
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 2<sup>nd</sup> IQAC meeting.

### 1. Action taken for 2<sup>nd</sup> meeting:

SNO	AGENDA OF 2 <sup>nd</sup> MEETING	ACTION TAKEN
1	SCOPE of IQAC	Scope of IQAC and SOP is circulated among all staff members
2	Academic Calendar	Academic calendar is prepared by individual department aligning with Anna University calendar
3	Workload for Staff members	Workload for staff members decided on department meeting
4	Course File	Course file is formulated as per checklist given by IQAC
5	Extension Activities	Committee for extension activities are formulated and activities of IIC are initiated
6.	Research Activities	Staff members and students attended NAAN MUDHALVAN training
7	Feedback Analysis	Feedback collected from the various stakeholders, and action were taken

  
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## 2. NACC ACCREDITATION plan

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

## 3. Academic activities

Principal discussed the parameters to increase the pass percentage of University examination with all IQAC - members. Thereby Slow learners classes are plan to take at evening time 4.15pm to 5.15pm

## 4. Extension Activities:

NSS and YRC coordinator are informed to do more Outreach activities as college is going for NAAC accreditation. All extension activity coordinators are informed to complete the report of their activities with GEO-tag photos and get approval from Principal within a week of activity completion.

## 5. Research Activities:

IIC's activities for students are uploaded in respective portal. Staff members are encouraged to publish papers in UGC care list as per NAAC requirements. Funded project are initiated by Department of Mechanical.

## 6. ISO Certification renewal for 2023-24

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

## 7. Feedback analysis and Action Taken

Principal informed to IQAC coordinator to collect the feedback form from the department heads and action taken to be planned.

  
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The following members were present:

SNO	NAME WITH DESIGNATION	SIGNATURE
1	Dr. R. Shanmugam, Principal	
2	Ms. G. Sujitha, AP/ECE	
3	Ms. T.C. Sharmila, AP/EEE	
4	Dr. S. Mathumohan, HOD/CSE	
5	Ms. P. Sumathi, HOD/ECE	
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