



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/2023-3

08.03.23

To

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

Dear Sir/Madam

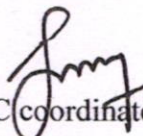
Sub: Internal Quality Assurance Cell (IQAC) – 3rd meeting to be held on
09.03.23 – Intimated – reg

It is informed that the 3rd meeting of Internal Quality Assurance Cell (IQAC) of
Unnamalai Institute of Technology will be held on 09.03.23 at 10am in the IQAC room.

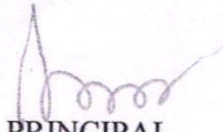
The Agenda for the meeting is listed below:

1. Action taken for 2nd IQAC meeting minutes
2. Academic audit
3. Strategic plan of the college
4. Extension activities
5. Research activities

All the IQAC 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

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



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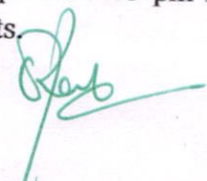
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MINUTES OF 3rd IQAC MEETING

Date : 09.03.23
Time : 10am to 12noon
Chairperson : Dr. R. Shanmugam, Principal

Dr. S. Mathumohan. IQAC coordinator welcomed the members and listed the agenda of the 3rd IQAC meeting.

1. ACTION TAKEN FOR THE 2nd MEETING

Meeting Minutes	Action plan	Actions taken
2.	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.	The orientation program on "NAAC accreditation documentation" has been conducted on 08.11.2022. NAAC documentation for SSR submission begins from June 2023.
3.	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.	Special coaching classes for the slow learners and the interested students are being conducted daily between 4.25 pm to 5.15 pm in all the departments.  Dr. D. RAVINDRAN, M.E., Ph.D., Principal
4.1	NSS and YRC coordinators were instructed to do more outreach activities as college is going for NAAC accreditation.	NSS and YRC coordinators have submitted the tentative Outreach programs to be conducted in this academic year.
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.	All the extension activity coordinators are completing the activity reports along with the geotag photos within one week of the activity completion as per the



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		point discussed in the previous IQAC meeting.
5.1	Principal instructed the HODs to encourage their faculty members to publish papers in UGC care list as per NAAC requirements.	All the faculty members have been advised in the department meeting to publish papers in the UGC care list journals. In all the departments, faculty members started to submit the papers in the UGC care list journals.
5.2	Principal informed that the department of mechanical engineering has initiated the funded project work. Also, he asked the remaining departments to initiate the same.	Principal insisted the HODs of ECE, EEE and CSE to first choose a funding agency and start to prepare the funded proposals / to approach a reputed industry with a proposal for consultancy work.
6.	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 required documents for the ISO certification renewal process have been prepared and submitted by the respective faculty in-charges.

2. Academic audit:

The IQAC coordinator informed that it has been planned to arrange internal as well as external academic audits for all the courses. In view of that, a checklist has been prepared based on the NAAC accreditation documentations. The internal academic audit has been planned in the month of May 2023, and the external audit has been planned in the month of June 2023.

3. Strategic plan of the college:

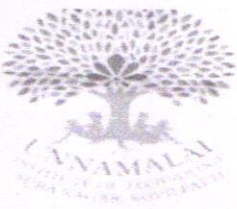
The IQAC coordinator briefed the strategic goals of the institution and motivated the IQAC members to align themselves to work towards achieving the goal.

4. Extension activities:

The IQAC coordinator informed that the YRC club of the institution planned for Blood donation drive, and NSS has planned for an electoral awareness rally. He asked the other extension activity coordinators to plan for such programs immediately and get the approval from the principal.


Dr. D. RAVINDRAN, M.E., Ph.D.,

Principal
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5. Research activities:

Principal appreciated the mechanical department for initiating the project proposal for consultancy with the client Classic Automobiles, Tirunelveli. He also instructed the IQAC members to approach the alumni members of the industries those who are working in reputed industries to check the possibility of getting fund for the consultancy works in their industries.

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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INTERNAL QUALITY ASSURANCE CELL- IQAC

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11.08.22

To

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Dear Sir/Madam

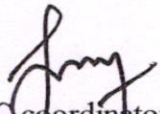
Sub: Internal Quality Assurance Cell (IQAC) – 1st meeting to be held on
12.08.22 – Intimated – reg

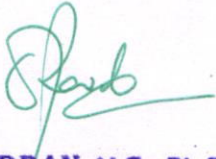
It is informed that the 1st meeting of Internal Quality Assurance Cell (IQAC) of Unnamalai Institute of Technology will be held on 12.08.22 at 10am in the IQAC room.


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


Dr. D. RAVINDRAN, M.E., Ph.D.,
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