**Minutes of the 30th IQAC Meeting held on 24.06.2022**

Dr.R.RaniHemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr.P.Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

**30.1. Approval of minutes and action taken report of the previous 29th IQAC meeting held on 14.03.2022**

Minutes and action taken report of the **29th IQAC meeting held on 14.03.2022** were noted and confirmed.

**30.2. Admission of Students 2022-23**

It was informed that all faculty members should involve in the admission of students for the academic year 2022-23. Scholarships will be given to Sports and Meritorious students for Eligible students

**30.3. Publications, Research Projects, and patents**

It was informed that the Management is recognizing the faculty member doing research effectively by Cash Prize and Certificates. All faculty members must do the research effectively to avail these credits.

Dean R&D announced the Best Researcher awardees for the 2021-22:

- Dr D Chandramohan for 86 citations in the academic year 2021-22, Patent National, Patent International and top 2% scientists in the field of Materials
- Dr S Stella Mary, Dr G P Ramesh, Dr S Smilee Bose, Dr S Dinesh Kumar and Dr S Ganesh Kumar for their Highest Impact factor Publications.
- Dr S Dinesh Kumar for top 2% scientists in the field of Materials.

Dean R&D informed that our Institution H-index is improved to 57, much ahead with State Institutions. All faculty members must publish two Journals as per IQAC Targets to improve the credentials of the Institution. (Annexure II)

**30.4. IQAC Calendar for the academic year 2022-23**

The IQAC Calendar (Planning of conference, workshop and seminars) based on the IQAC targets to be prepared by the departments for the academic year 2022-23. The Heads of the Departments have been requested to submit the Calendar of events to be conducted by the departments. The proposed plan of activities of IQAC for the academic year 2022-23 after due verification will be presented in the next meeting.

**30.5. Faculty Recruitment**

The Vice Chancellor informed all the Heads of the Departments to submit the Faculty requirements for the academic year 2022-23 for the smooth functioning of the Department based on the programmes.

**30.6 Academic and Administrative Audit**

It was informed to improve the departmental academic activities based on the Academic and Administrative Audit conducted

**30.7 Any Other**

The Registrar informed the class room allotment of all courses for the academic year 2022-23.

The Meeting ended with Vote of thanks by the Registrar.

R. Rani Hemamal

Dr. R. Rani Hemamalini
Director/ IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Internal Quality Assurance Cell (IQAC)**

# Annexure I

## ACTION TAKEN REPORT ON MINUTES OF THE 29th IQAC MEETING HELD ON 14.03.2022

The plan of action chalked out by IQAC during the meeting held on 14.03.22 and the outcome achieved.

**29.1. Approval of minutes and action taken report of the previous 28th IQAC meeting held on 07.12.21**

**29.2. Review of NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators**

**29.3. Teaching-Learning Process**

**29.4. Any other**

| Sl.No | Agenda/Discussion topic in the IQAC meetings | Action taken subsequently on the agenda points discussed in the IQAC meetings |
|---|---|---|
| 29.1 | **Approval of minutes and action taken report of the previous 28th IQAC meeting held on 07.12.21** | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 28th IQAC meeting held on 07.12.2021 were approved. |
| 29.2 | **Review of NAAC Quantitative and Qualitative metrics** | The AQAR and SSR data submitted was reviewed and was asked to work based on the suggestions. |

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| | **Data collection, Verification and Compilation by Criteria Coordinators** | |
| **29.3** | **Teaching-Learning Process** | The Faculty members prepared the course file for the even Semester along with a sample copy of Unit test answer scripts, assignments and Model Exam answer scripts in the course file. |
| **29.4** | **Any Other** | CO PO Attainment was under preparation. |

R. Rani Hemamal

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

# Annexure II

**RESEARCH BULLETIN June 2022**

Researgence®
RESEARCH360°

## Monthly Bulletin for
**SPIHER University**

June 2022

### Publication Tracker

| | | |
|---|---|---|
| Total Publications | – | 1,973 |
| Publications in 2022 | – | 41 |
| Publications in June 2022 | – | 5 |
| Publications in June 2022 (Scopus/WOS) | – | 3 |
| Total Citations | – | 10,520 |
| Average Impact Factor | – | 2.25 |

H-index
57

### Productivity Index for 2022

| | | |
|---|---|---|
| Productivity Index for 2022 (Papers per faculty) | – | 0.16 |

Total faculty count in Researgence is 250. Estimated productivity index at the end of 2022 expected to touch 0.32

### Year-in-Perspective

| | | |
|---|---|---|
| 2021 – 2022* | – | 117 vs 41* |

Estimated total publications at the end of 2022 expected to touch 82.

### Note 1

Total publications are publications of the university in journals indexed in Researgence. Currently around 72,000 journals are tracked in Researgence.

### Note 2

All data presented as on 30-June-2022

**Minutes of the 31st IQAC Meeting held on 17.08.2022 at 2.30 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

**31.1. Approval of minutes and action taken report of the previous 30th IQAC meeting held on 24.06.2022**

Minutes and action taken report of the 30th IQAC meeting held on 24.06.2022 were noted and confirmed. The Action Taken report details are enclosed in **Annexure-I.**

**31.2. IQAC Calendar for the academic year 2022-23**

The IQAC Calendar (Planning of conference, workshop and seminars) based on the IQAC targets prepared by the departments for the academic year 2022-23 to be conducted as per plan. The finalized action plan schedule after incorporating the various suggestions such as conducting programs on Innovations by IQAC along with IIIC and conducting programs for new faculty members on Institute distinctiveness and Institute best practices will be submitted.

**31.2. IQAC Online lectures on Quality Initiatives for faculty members**

The IQAC planned to conduct Faculty Development programme in the month of October as a Quality Initiative for Faculty members. It was informed that the programme on "Writing Quality Technical Paper" was well received by the faculty and Vice Chancellor appreciated the IQAC.

**31.3. Publications, Research Projects, patents and Extension Activities**

It was informed that Faculty members should be motivated to publish in high impact factor journals and also to improve the number of Publications. Detailed descriptions of number of Publications, Research Projects and Patents submitted by Dean (R&D) in the meeting.

**31.4. Seed money, Consultancy and NGO Projects**

It was informed that the proposals are invited for seed money. Faculty members should be motivated to do more consultancies and NGO Projects.

**31.5. Review of AQAR/SSR Submission**

It was informed that all collected and scrutinized data should be verified before submitting. The Vice Chancellor informed that a separate meeting may be conducted to discuss about the submission.

**31.6. Audited statements for finance relevant NAAC data**

It was informed that the Audited statements for finance relevant data should be made ready by the Auditor.

**31.7. Academic and Administrative Audit (AAA)**

It was informed that the Academic and Administrative Audit collected by the IQAC should be evaluated by the Academic Auditors to submit the report.

**31.8 SSS and feedback analysis**

It was informed that the SSS survey will be circulated to the students and Heads of the departments to inform the students to fill the same.

**31.9 Digital Initiatives**

It was informed that the faculty members and students are asked to do more online courses and join in NPTEL/Swayam courses. The Vice-Chancellor informed that the Registration for Swayam/ ATAL online FDP/Universal Human values by faculty members are to be monitored by IQAC and SPOC of Swayam /NPTEL courses. It was informed that the Registered candidates have to be motivated to write the exams, to improve

the pass percentage. E-vidwan, one of the initiatives of NMEICT is an Expert Database and National Research Network. It was informed to request all faculty members to register in the portal.

**31.10 Induction programme**

It was informed that the Induction Program for the first years to be conducted effectively.

**31.11 Website updation**

It was informed that the website to be updated and the department contents to be uniformly maintained.

**31.12 Face-lifting of Institution Infrastructure**

It was informed that the face-lifting of the Institution to be done at the earliest for best admissions in the departments.

**31.13 Any other**

It was informed that the class room requirements for the first year students to be finalized with the Registrar.

The Meeting ended with Vote of thanks by the Registrar.

R. Rani Hemamal

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Internal Quality Assurance Cell (IQAC)**

**Annexure I**

St. Peter's Institute of Higher Education and Research
Avadi, Chennai-54.

## ACTION TAKEN REPORT ON MINUTES OF THE 30TH IQAC MEETING HELD ON 24.06.2022

The plan of action chalked out by IQAC during the meeting held on 24th June 2022 and the outcome achieved.

30.1. Approval of minutes and action taken report of the previous 29th IQAC meeting held on 14.03.2022

30.2. IQAC lectures on Quality Initiatives

30.3. NAAC Criteria-wise meetings

30.4. NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators for 2021-22

30.5. NAAC SSR Submission: Institute data to be prepared for NAAC

30.6. Any other

| Sl.No | Agenda/Discussion topic in the IQAC meetings | Action taken subsequently on the agenda points discussed in the IQAC meetings |
|---|---|---|
| 30.1 | Approval of minutes and action taken report of the previous 29th IQAC meeting held on 14.03.2022 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 29th IQAC meeting held on 14.03.2022 were approved. |
| 30.2 | IQAC lectures on Quality Initiatives | ➢ The Online lecture schedule will be prepared by IQAC coordinator. |

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| | | ➢ National Conference on English Classics; Their reemergence and relevance for Research organized by English department on 24th March 2022.<br>➢ Two days workshop on Interpretation of structural and optical data for Characterization was organized by Physics department on 6th Apr 2022<br>➢ Online International Workshop on Applications of Artificial Intelligence in Chemistry by Dr.Pasam Gopikrishnan, University of Technology & Applied Sciences, IBRI, Oman organized by Chemistry department on 8th April, 2022.<br>➢ Seminar on Interfacing with contemporary Industry Practices was organized by 3i Cell on 11th April 2022<br>➢ Panel discussion on Innovation and Startup Ecosystem enablers from the Regional Level was organized by TBI & IIC on 18th April 2022.<br>➢ Webinar on Ethical Hacking by Mr.K. Naga Sai Praneeth, FIIT, Senior System Engineer, organized by CSA department on 12th April 2022.<br>➢ Webinar on Impact of Digital Marketing in Entrepreneurship by Dr N Vijaitha Christy, Coimbatore on 13th April, 2022 by B.Com. Corporate Secretaryship department |

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| | | ➢ Second International e-conference on Recent Trends & Technologies in Soft Computing was organized by CSA department on 21st & 22nd April 2022. |
| 30.3 | NAAC Criteria-wise meetings | ➢ The meetings for each Criteria were conducted separately by criterion coordinators with necessary members for effective collection and preparation of NAAC Data. |
| 30.4 | NAAC Quantitative and Qualitative metrics Data collection, Verification and Compilation by Criteria Coordinators for 2021-22 | Verified the uploaded data in Drive for the preparation AQAR 2020-21.<br>**Web site data collection link/Upload**:<br>Coordinators collected the available supporting documents and submitted to IQAC. It will be verified and send to Dr. K. Thirunadana Sikamani HoD/CSE for uploading. The structure for website update is in process.<br>**Audited statements with finance related Documents:** Collected<br>**Criteria wise collection of supporting documents:**<br>Coordinators collected the available supporting documents and submitted to IQAC. It will be verified and send to weblink<br>**Consolidate the qualitative metrics for all the criteria:**<br>Consolidated the qualitative metrics for all the criteria in 200 words for AQAR submission. |

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| 30.5 | NAAC SSR Submission: Institute data to be prepared for NAAC | ➢ **IIQA:** In Progress<br>➢ **Executive summary:**Prepared<br>➢ **Profile of University:**Prepared<br>➢ **Extended Profile of University:** Prepared<br>➢ **NAAC Evaluative reports of departments:** Received and to be updated |
| 30.7 | Any other | ➢ Criteria coordinators submitted the data to IQAC. Will be uploaded in website after verification.<br>Programmes organized<br>➢ ISO Awareness Training Programme by EAS-IQAC-7th July 2022<br>➢ Covid Vaccination Programme-21st July2022<br>➢ IIC Awareness Programme-29th July 2023<br>➢ Women Empowerment Cell-Workshop on Personality Development-29th July 2022<br>➢ International Seminar on Recent Trends in Material Science and Applications- 1-2 Aug 2022<br>➢ Vaccination Camp. 1 Aug 2022<br>➢ Three Days National Level Workshop on Python Programming, 3-5 Aug2022<br>➢ Guest Lecture on Computer Aided Mechanical Engineering. 4 Aug 2022<br>➢ Skill Development Programme in Power Point Presentation. 5 Aug 2022<br>➢ Webinar on Green Chemistry in Pharmaceutical Industry, 10th Aug 2022<br>➢ Workshop on Financial Literacy |

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| | | Campaign, 10th Aug 2022<br>➢ Drive Against Drugs by NSS-11th Aug 2022<br>➢ Seminar on Innovation/Prototype Validation Converting Innovation into a startups, 12th Aug 2022<br>➢ Workshop on IPR/IP, 17th Aug 2022<br>➢ Workshop on Accelerators-Incubation opportunities for early stage Entrepreneurs, 17th Aug2022 |

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Minutes of the 32nd IQAC Meeting held on 31.08.2022 at 2.30 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

**32.1. Approval of minutes and action taken report of the previous 31st IQAC meeting held on 17.08.2022**

Minutes and action taken report of the 31st IQAC meeting held on 17.08.2022 were noted and confirmed. The Action Taken report details are enclosed in Annexure-I.

**31.2. Preparation for NAAC Visit**

SSR submission for NAAC was discussed and the following suggestions were made to make the SSR effective.

General :

- A letter has to be sent to NAAC to get clarification on assessment years i.e. the data (to be submitted for the 5 years) will be for the completed academic years from 2017-18 to 2021- 22.
- Uniformity of data should be maintained throughout SSR.
- SoP to be followed strictly while preparing SSR Documents
- The Centers of Excellence are to be maintained in a separate room with the research facilities, publications, patents, consultancy, prototype developed and Programmes organized. Beneficiaries are to be listed. Models should be displayed. Commercialization of products to be done. The centre must have Director, coordinators, members, minutes of meetings, display of charts/Banners.
- Faculty members involvement in Incubation Cell should be documented
- All the Start-up Incubates to be present during visit for projection of TBI.
- Weekly review of publications and monthly review of activities to be done.
- All departments must be equal in contents. All Department-wise activities to be prepared in Excel and verified. The data in the Evaluative report of

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| the departments and in SSR must be sufficient and similar.<br>➢ NAAC workshops to be conducted by getting funds from NAAC.<br>➢ Two best practices from each department should be collected and reviewed by a committee to be included in SSR.<br>➢ Documents should be prepared as per Benchmark(IQAC Targets)<br>➢ All the 115 metrics must be collected and verified by IQAC coordinators on or before November 2022 |
| Criteria I:<br>➢ Continual Incremental number in all metrics to be given<br>➢ Student's participation in Value added courses must be 80 % to 90% and should attend 2 or 3 courses. |
| Criteria II :<br>2.1.1 Show the programmes with intake to increase the Demand Ratio. Demand ratio should be above 1.<br>2.4.2 Can get full 50 marks in Teacher's profile. 75% of faculty must have Ph.D Qualification. Those who have completed Doctoral programme in SPIHER can be shown as faculty with PhD qualification.<br>2.4.4 Awards and recognitions should be from Government bodies and Fellowships from Governments. All education Institutions are Govt. recognized. All private awards can be shown provided the details are available in their website.<br>Awards and recognitions should be verified in their respective websites. |
| Criteria III :<br>3.1.4 IRF should be considered as JRF<br>3.1.5 Animal House must be made ready as it is mandatory for Bioscience programmes. Mouse and Rabbits can be kept. Animal ethical committee to be formed. All these facilities to be shown from the academic year 17-18 to till date.<br>3.1.6. Department with other recognitions can be shown as MoUs with IBM, TCSion, Texas Instruments, RedHat academy etc.<br>3.1.2 Final year projects can be shown as NGO Projects sponsored by NGO. (Known Trusts). NGO Projects for the academic year 2021-22 have to be improved.<br>3.6.2 Apply awards to government agency and refer www.awards.gov.in website for applying awards. E-vidwan id may be used for applying awards.<br>3.4.3 Steps to be taken to convert the published patents as granted. Income generated from granted patent to be shown. Patent to be applied through AICTE-Kapila portal.<br>3.7.2 MoUs and Collaborative activities to be increased to minimum 250 |

for five years. Improve the MoU & Collaborative activities by signing 10 MoUs for each department/Year. Each and every MOU signed should have minimum one activity under 3.7.2 and Multiple activities under 3.7.1 for NAAC purpose. The activities given under 3.7.1 should not be shown in 3.7.2. MoUs can be made from companies where students got Internship. Inclusion of Industry members in BoS is considered as MOU activity.

Criteria IV:

- Youtube Channel must be created for all department and minimum 10 videos per faculty must be uploaded to the institute count of 3000 videos.
- Appreciable videos can be posted at the top.
- Password protected e-content portal in website must be provided and link should be given in DVV. All Students may be provided with Username and Password.
- New systems with high configuration to be purchased
- Minimum of 120 Projectors must be there for 95 classrooms. Geo-tagged photos to be taken in all the classrooms by fixing LCD projector. Minimum one Smart classroom must be provided per department.
- Examination policy and Exam Manual to be uploaded in website.
- Number of students visiting Library daily must be 40% of students strength.
- Faculty members must visit the library daily.
- OPAC set up to be done for Library
- Digital Library must have 50 systems with separate server.
- During NAAC visit minimum 200 students with faculty to be present in the library.
- A copy of all the facilities in the library to be prepared and given to NAAC committee members during visit.
- ERP to be provided with facilities such as admission to issue of certificates. Individual faculty credentials to be updated in ERP
- Language lab with minimum 50 systems and required software to be made ready.
- Rare books and manuscript to be made available.
- Budget can be prepared for 5 crores. Actuals may differ.
- Yoga and Meditation center to be created.

Criteria V:

5.1.1 Total No. of Scholarship has to be increased. The scholarship provided by the Institute must be recorded in the finance committee for approval.

5.2.2 Placements to be maintained more than 75%.

5.3 Sports activities may be recorded as conducted through Online and certificates can be provided.

Awards through private organizations/social websites/Lions clubs/Rotary clubs regional levels to be provided. Awards and Prizes may be obtained from other Institutions/Sister Institutions minimum 250 to be shown.

5.2.1 Any competitive exams cleared by students can be included

5.4 Alumni contributions are mandate.

- Alumni registration to be checked according to Society Act
- Alumni portal to be created in the website for registration by students.
- Alumni contribution must be maintained more than 5 lakhs per year.
- Alumni registration fee may be shown as Alumni contribution
- Two Alumni meeting/Year/Dept to be conducted
- Separate room to be provided with Registration details in the Board.
- Alumni talk to be arranged and placement assistance to be obtained
- Alumni contribution may be deposited and given as merit scholarship and prizes.

Criteria VI:

- Programmes conducted in the departments can be shown in association with IQAC.

6.3.2 Average 25L/Year to be spent.

6.3.4 All faculty members must have certificates proof for programmes attended.

6.3.3 2 FDPs must be conducted per department to the minimum of 50 programmes for 5 years. (2 per department)

- For last 2 years, refresher courses for 1 week/2 weeks back document to be made ready.
- Government project Overhead Charges to be shown in fund for maintenance of Infrastructure.

Criteria VII:

- One village per department should be adopted.
- Village must have Banner with institution name.
- Bio-Mass gasifier and Thermal gasifier models can be hired
- Solar power enabled lab can be created. More LED lights to be installed for Energy Conservation.
- Wastewater recycling to be highlighted.
- Usage of Bicycles within the campus to improve Green environment to be incorporated.
- Energy Audit, Green Audit, Environment audit to be done from external agency. These audits will take 3 months' time. Mandatory.
- Best Practices to be revised.

**31.2**. **Any other**

The Vice Chancellor requested all faculty to do their sincere efforts to complete the Documentation and the other NAAC requirements

The Meeting ended with Vote of thanks by the Registrar.

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Internal Quality Assurance Cell (IQAC)**

**Annexure I**

## ACTION TAKEN REPORT ON MINUTES OF THE 31st IQAC MEETING HELD ON 17.08.2022

The plan of action chalked out by IQAC during the meeting held on 17.08.22 and the outcome achieved.

31.1. Approval of minutes and action taken report of the previous 30th IQAC meeting held on 24.06.2022

31.2. IQAC Calendar for the academic year 2022-23

31.2. IQAC Online lectures on Quality Initiatives for faculty members

31.3. Publications, Research Projects, patents and Extension Activities

31.4. Seed money, Consultancy and NGO Projects

31.5. Review of AQAR/SSR Submission

31.6. Audited statements for finance relevant NAAC data

31.7. Academic and Administrative Audit (AAA)

31.8 SSS and feedback analysis

31.9 Digital Initiatives

31.10 Induction programme

31.11 Website updation

31.12 Face-lifting of Institution Infrastructure

31.13 Any other

| Sl.No | Agenda/Discussion topic in the IQAC meetings | Action taken subsequently on the agenda points discussed in the IQAC meetings |
|---|---|---|
| 31.1 | Approval of minutes and action taken report of the previous 30th IQAC meeting held on 24.06.2022 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 30th IQAC meeting held on 24.06.2022 were approved. |
| 31.2 | IQAC Calendar for the academic year 2022-23 | IQAC Calendar for the academic year 2022-23 was circulated alongwith IQAC Targets 2022-23. |
| 31.3 | IQAC lectures on Quality Initiatives for faculty members | Scheduled to conduct lectures in the month of October, 2022 |
| 31.4 | Publications, Research Projects, patents and Extension Activities | 2008 publications and the h-index of the institution is 58.<br>Patents published 42<br>More number of Extension activities are conducted in the adopted villages and final year students are instructed to do the activities and submit the report as it is part of their curriculum with 1 credit. |
| 31.5 | Seed money, Consultancy and NGO Projects | Proposals submitted by Faculty members for seed money will be scrutinized. Faculty are motivated to do Consultancy and NGO projects for this academic year. |
| 31.6 | Review of AQAR/SSR Submission | The contents submitted by the criterian coordinators are verified and suggestions are given for improvement. |

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|---|---|---|
| | | ➢ **IIQA:** Prepared<br>➢ **Executive summary:**Prepared<br>➢ **Profile of University:**Prepared<br>➢ **Extended Profile of University:** Prepared<br>**NAAC Evaluative reports of departments:** Verified and asked for revision |
| 31.7 | Audited statements for finance relevant NAAC data | The Auditor was informed to submit the finance relevant data for NAAC purpose |
| 31.8 | Academic and Administrative Audit (AAA) | Academic and Administrative Audit was conducted in May 2022. Since peer review is the backbone of AAA, the senior faculty members on the basis of their credentials such as academic distinctions, experience and professionalism were selected as internal auditors for AAA. The committee was assisted by the IQAC in conducting the audit, and it briefed the committee members about the objective of the audit and the procedure involved. The members visited the departments and audited the infrastructural facilities such as classrooms, laboratories and interacted with the teaching staff to know the academic and administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the department, AAA Report covering the observations was prepared for the respective departments by the members. Individual department reports are submitted. The committee further visited the central facilities such as the Examination section, Computer centre, NSS, Placement cell, Library and other general facilities. |

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| 31.9 | SSS and feedback analysis | Student Satisfaction Survey was conducted in the month of August and the Analysis of Feedback was reported |
| 31.10 | Digital Initiatives | Faculty members took videos using Lecture capturing system and the videos are uploaded in SPIHER Youtube channels. |
| 31.11 | Induction programme | Two weeks Students Induction Programme planned and organized from 29-8-22 to 9-9-22 in two seminar Halls simultaneously. Schedule in Annexure II. |
| 31.12 | Website updation | Website monitoring committee is periodically updating the details submitted through mail. |
| 31.13 | Face-lifting of Institution Infrastructure | Measures have been taken to improvise the infrastructure face-lifting by the construction wing. |
| 31.14 | Any other | ➢ Criteria coordinators submitted the data to IQAC. Will be uploaded in website after verification. |

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Minutes of the 33rd IQAC Meeting held on 8.11.22 at 2.30 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

**33.1. Approval of minutes and action taken report of the previous 32nd IQAC meeting held on 31.08.2022**

Minutes and action taken report of the 32nd IQAC meeting held on 31.08.2022 were noted and confirmed. The Action Taken report details are enclosed in Annexure-I.

**33.2. Status of SSR documents**

The IQAC Coordinators stated the status of the SSR documents criterion wise. It was informed that more emphasis can be given to Criteria 3 & 2 as it carries more weightage.

**33.3. Review of Committees and Cells activities**

The IQAC coordinator presented the consolidated report of the review points discussed in all the regular meetings of Cells & committees. The ISO committee informed about the two internal audits conducted during this semester and it was proposed to conduct MRM meeting during the month of December.

**33.4. Awareness lectures on OBE for new Faculty & Students**

It was informed that the awareness lecture on OBE for faculty and first year students will be conducted in the month of November, 2022.

**33.5. Analysis of SSS Feedback**

It was informed that the feedback collected was satisfactory. The analyses of the feedback collected from the stakeholders were analyzed and Heads of the departments are requested to submit the action taken report.

**33.6. Review of Departmental activities**

It was informed that review of departmental activities will be carried out by IQAC in the third week of November,2022.

**33.7. Review of Research performance of Faculty**

It was proposed that review may be conducted by R&D Cell on publications, projects and patents, presentation of papers in conferences etc. by all faculty to improve the quality of Research and h-index of the Institute.

**33.8. IIQA Submission**

It was informed that the IIQA will be submitted during the month of December. The details required to be collected from the Heads of the departments.

**33.9 Any other**

Vice Chancellor appreciated the efforts taken by IQAC to improve the quality by proposing various quality initiatives.

The Meeting ended with Vote of thanks by the Registrar.

R. Rani Hemamal

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Internal Quality Assurance Cell (IQAC)**

## Annexure I

**ACTION TAKEN REPORT ON MINUTES OF THE 32nd IQAC Meeting held on 31.08.2022**

The plan of action chalked out by IQAC during the meeting held on 31.08.22 and the outcome achieved.

32.1. Approval of minutes and action taken report of the previous 31st IQAC meeting held on 17.08.2022

32.2. Preparation for NAAC Visit

32.2. Any other

| Sl.No | Agenda/Discussion topic in the IQAC meetings | Action taken subsequently on the agenda points discussed in the IQAC meetings |
|---|---|---|
| 32.1 | Approval of minutes and action taken report of the previous 31st IQAC meeting held on 17.08.2022 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 31st IQAC meeting held on 17.08.2022 were approved. |
| 32.2 | Preparation for NAAC Visit | ➢ Letter sent to NAAC and got clarification on assessment years for the completed academic years from 2017-18 to 2021- 22.<br>➢ Uniformity of data is maintained throughout SSR documents. |

| | | |
|---|---|---|
| | | ➢ SoP is followed in preparing SSR Documents<br>➢ All the Start-up Incubates of TBI are asked to be present during visit.<br>➢ Weekly review of publications and monthly review of activities to be done.<br>➢ Two best practices from each department collected and reviewed and confirmed to have Green Campus and Outreach Programme-Service to Society –both be considered as Best practices.<br>➢ All the 115 metrics documents are collected and verified by IQAC coordinators and given inputs. |
| 32.3 | Any other | ➢ IIQA data is prepared<br><br>Programmes organized<br><br>➢ Webinar on Biomass Characterization, 22nd Aug2022<br>➢ Webinar on Angel Investment-for early stage Entrepreneurship, 29th Aug2022<br>➢ Workshop on IOT, 29th Aug 2022<br>➢ 'Deeksharabh 2022'-Iyear Induction Programme-29th Aug-9th sep2022<br>➢ International Virtual Conference on Light Applications in Science and Engineering, 14th September 2022<br>➢ Webinar on Innovation and Entrepreneurship, 10th September 2022<br>➢ FDP on NEP, 19th to 25th Sep 2022<br>➢ Webinar on Multidisciplinary and Multidimensional in Higher Education, 17th Sep 2022<br>➢ Impact of Drugs on Mental illness, 20th Sep 2022 |

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| | | ➢ Virtual FDP on Recent Advances and Trends in the Analytical Instrumentation Techniques, 26th to 30th Sep 2022<br>➢ FDP on Recent Advances and trends in Analytical Instrumentation Techniques, 26th Sep 2022<br>➢ Navarathri Golu Celebration in Oct 22<br>➢ Virtual FDP on Research Techniques for Life Sciences, 19th to 27th Oct 2022<br>➢ Seminar on Virtual Reality vs Augmented Reality. 13th Oct 2022<br>➢ Awareness Programme on Water Quality Parameter, 18th Oct 2022<br>➢ 3rd International Virtual Conference on Chemical and Environmental Science, 24th -25th Oct 2022<br>➢ FDP on Creative Thinking Skills, 2nd to 4th Nov 2022 |

R. Rani Hemamal

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Minutes of the 34th IQAC Meeting held on 4.01.23 at 2.30 pm**

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

**34.1. Approval of minutes and action taken report of the previous 33rd IQAC meeting held on 8.11.22**

Minutes and action taken report of the 33rd IQAC meeting held on 8.11.2022 were noted and confirmed. The Action Taken report details are enclosed in Annexure-I.

**34.2. Review of Placement Activities**

It was informed that more placement training should be conducted for the final year students so as to improve the placement percentage. It was proposed to conduct Offer letter Distribution function for the students who have received offers from various Companies at the end of the academic year 2022-23.

**34.2. Initiatives on Green Campus**

It was informed that Greenery being the Best practice of our Institute, more Green campus initiatives to be conducted in the campus. Dr S Pushpa was asked to propose various activities to be done.

**34.3. Publications, Research Projects, patents and Extension Activities**

The IQAC Coordinator appreciated the efforts taken by the faculty members for the improvement of h-index of the institute to 58. The IQAC requested the Dean (R&D) to take initiatives in improving the patents filed

and granted. The Dean (R&D) requested the IQAC to get more articles to be included in STEAM -MUSEUM.

**34.4. Faculty Development Programme Initiatives**

It was informed that it is proposed to conduct FDP on "Institution Accreditation in Higher Education Institutions" in the month of April, 2023. The topics to be taken will be collected from Heads of the Department.

**34.5. Any other**

Vice Chancellor asked to impose on improvement of remedial classes for slow learners to increase the pass percentage of students in the end semester. And to insist the faculty stream line the Mentor-mentee system.

The Meeting ended with Vote of thanks by the Registrar.

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Internal Quality Assurance Cell (IQAC)**

# Annexure I

## ACTION TAKEN REPORT ON MINUTES OF THE 33rd IQAC Meeting held on 8.11.2022

The plan of action chalked out by IQAC during the meeting held on 8.11.22 and the outcome achieved.

33.1. Approval of minutes and action taken report of the previous 32nd IQAC meeting held on 31.08.2022

33.2. Status of SSR documents

33.3. Review of Committees and Cells activities

33.4. Awareness lectures on OBE for new Faculty & Students

33.5. Analysis of SSS Feedback

33.6. Review of Departmental activities

33.7. Review of Research performance of Faculty

33.8. IIQA Submission

33.9 Any other

| Sl.No | Agenda/Discussion topic in the IQAC meetings | Action taken subsequently on the agenda points discussed in the IQAC meetings |
|---|---|---|
| 33.1 | Approval of minutes and action taken report of the previous 32nd IQAC Meeting held on 31.08.2022 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 32nd IQAC Meeting held on 31.08.2022 were approved. |

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| 33.2 | Status of SSR documents | ➢ Documents are verified by the Team and suggested for improvisation |
| 33.3 | Review of Committees and Cells activities | ➢ After scrutinizing, the Cells and committees are asked to be vibrant in conducting more events. |
| 33.4 | Awareness lectures on OBE for new Faculty & Students | ➢ Awareness Programme organized for both Faculty and Students about OBE –Bloom's Taxonomy verbs and CO PO Attainment. |
| 33.5 | Analysis of SSS Feedback | ➢ Departments submitted Action Taken report on SSS feedback. |
| 33.6 | Review of Departmental activities | ➢ Departmental activity in Civil Engineering, Bio-Medical Engineering, Tamil, Economics and Visual Communication to be improved.<br>➢ Appreciated ECE, EEE, CSE& IT, MECH, Chemistry, Physics, CSA & Commerce and motivated to achieve IQAC Benchmarks for the next semester. |
| 33.7 | Review of Research performance of Faculty | ➢ Number of Patents increased to 54. Expecting grants for 10 patents.<br>➢ Income from NGO Projects & Consultancy improved<br>➢ h-index of the institute improved to 59 |
| 33.8 | IIQA Submission | ➢ IIQA was submitted and approved on 9.1.23. |
| 33.9 | Any other | ➢ SSR documents are verified scrupulously |

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| | | to submit in 45 days from the approval.<br><br>Programmes Organized<br><br>➢ A lecture on Duties as a Citizen Indian Constitution Day, 26th Nov 2022<br>➢ Webinar Series by Women Empowerment Cell & IQAC, 26th Nov to 9th Dec 2022<br>➢ FDP series on Python, 1st to 20th Dec 2022<br>➢ Christmas Celebration on 23rd Dec 2022<br>➢ National Mathematics Day, 22nd Dec 2022 |

R. Rani Hemamal

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

## Minutes of the 35th IQAC Meeting held on 10.05.23 at 2.30 pm

Dr. R. Rani Hemamalini, Co-Ordinator/IQAC, welcomed the IQAC members for the meeting. Dr. P. Dananjayan, Chairman/IQAC initiated the proceedings of the meeting.

### 35.1. Approval of minutes and action taken report of the previous 34th IQAC meeting held on 4.1.23

Minutes and action taken report of the 34th IQAC meeting held on 4.01.23 were noted and confirmed. The Action Taken report details are enclosed in Annexure-I.

### 35.2. Academic and Administrative audit (AAA)

It was informed that the Academic and Administrative Audit collected by the IQAC should be evaluated by the Academic Auditors to submit the report.

### 35.2. Initiatives on Green Campus

The Vice Chancellor appreciated and congratulated the team for converting the student Project of QR Code for Trees and plants into reality as a Green campus initiative.

### 35.3. Submission of SSR

It was informed that the SSR documents are ready and verification and improvisation is going on and will be submitted in this month in the portal.

**35.4. Face-lifting of the Departments**

It was informed that the departments to take initiatives for face-lifting for the forthcoming NAAC visit.

**35.5. Any other**

The Meeting ended with Vote of thanks by the Registrar.

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor

**Internal Quality Assurance Cell (IQAC)**

**Annexure I**

**ACTION TAKEN REPORT ON MINUTES OF THE 34th IQAC Meeting held on 4.1.23 at 2.30 pm**

The plan of action chalked out by IQAC during the meeting held on 4.1.23 and the outcome achieved.

34.1. Approval of minutes and action taken report of the previous 33rd IQAC meeting held on 8.11.22
34.2. Review of Placement Activities
34.2. Initiatives on Green Campus
34.3. Publications, Research Projects, patents and Extension Activities
34.4. Faculty Development Programme Initiatives
34.5. Any other

| Sl.No | Agenda/Discussion topic in the IQAC meetings | Action taken subsequently on the agenda points discussed in the IQAC meetings |
|---|---|---|
| 34.1 | Approval of minutes and action taken report of the previous 33rd IQAC meeting held on 8.11.22 | Action taken report was prepared and agenda discussed were implemented. The minutes and action taken report of the previous 33rd IQAC meeting held on 8.11.22 were approved. |
| 34.2 | Review of Placement Activities | Students were placed in companies such as TCS, CTS, Virtusa, Supervasi, Byjus, CTS with the package of 8 LPA |
| 34.3 | Initiatives on Green Campus | ➢ QR codes have been created for all the Trees and Plants available in the campus and that are fixed in the |

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| | | Trees. The information and Botanical names of the trees are available in text and Audio by scanning the same. This work was carried out by the students of Computer Applications as their final semester project. |
| 34.4 | Publications, Research Projects, patents and Extension Activities | ➢ Publications - 2100<br>➢ h-index -60 in Scopus.<br>➢ No. of patents Published -54<br>➢ No. of patents Granted-11 |
| 34.5 | Faculty Development Programme Initiatives | ▪ FDP on 'Institutional Accreditation in HigherEducation Institutions' for all the Teaching Faculty from 26th April 2023 to 6th May 2023<br>➢ "Outcome Based Pedagogic Principles for EfficientTeaching" by<br>Dr G. P. Ramesh,<br>Prof. & Head, Dept. of ECE.<br>Dr A Manorselvi,<br>Professor,Dept. of<br>Commerce.<br>➢ "Effective utilisation of Learning managementsystem" by<br>Dr.S Brindha, Asso. Prof.,Dept. ofComputer Science and ApplicationsDr R Balaji, Prof. & Head,<br>Dept. of Management Studies.<br>➢ "Digital Teaching for effective Learning.<br>UNLOCK UNLEASH - USINGNLP" by<br>Dr D Kavitha, Asso. Prof., Dept. ofComputer Science and Applications.<br>Dr M Radhakrishnan, Placement Officer.<br>➢ "Nuances of Research, Innovation Ecosystem and Extension Activities" by<br>Dr S. Smilee Bose, |

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| | | Asso. Prof., Dept. of Commerce<br>Dr P Periyasamy, Professor, Dept. ofMechanical Engineering.<br>➢ "Effective Implementation of Institutional Best Practices and Distinctiveness" by<br>Dr S Pushpa, Professor, Department ofComputer Science and Engineering,<br>Dr N Srinivasan,<br>Prof. and Head, Dept. of Maths.<br>➢ "Effective Governance and Leadership in Higher Education Institutions" by<br>Dr S Stella Mary,<br>Prof. and Head,Dept. of Physics.<br>Dr.B.Shanthini, Prof. and Head, Dept. of<br>Computer Science and Engineering.<br>➢ "Student Progression & Achievements in Higher Education" by Dr N Rajeswari, Prof. & Head, Dept. ofMechanical Engineering<br>➢ Exploring student centric methods and Mentoring in Education" by Dr S Tamilarasi, Prof. and Head Dept. of Information Technology |
| 34.6 | Any other | ➢ Pongal was celebrated on 13-1-23 in the campus Organized by Commerce department with more traditional games and Cultural.<br>➢ Seminar on 'My Story' by successful Entrepreneur, 31st Jan 2023<br>➢ Awareness Programme on IPR, 24th Jan 2023<br>➢ Seminar on Personality Development and Grooming, 25th Jan 2023<br>➢ National Science Day, 14th March 2023<br>➢ Seminar on Selenium- An Automation Tool, 20th March 2023 |

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| | | ➢ Virtual Workshop on Research & Publication Ethics, 27th March 2023<br>➢ Workshop on Industrial Automation, 27th March 2023<br>➢ Alumni Talk on Time Management and Counselling, 11th April 2023<br>➢ Synergy 2023, 11th April 2023<br>➢ International Symposium on Frontiers in Chemistry and Nano Technology. 13th April 2023<br>➢ National Level Technical Symposium Technophilia 2k23, 12th April 2023<br>➢ Five days FDP on Cognitive Framework to edifice A sustainable Research Culture inHigher Education Institution, 17th -21st April 2023<br>➢ National Level Technical Symposium XPONDERS 2K23, 18th April 2023<br>➢ International Workshop on Novel Materials for Sustainability, 18th April 2023<br>➢ FDP on Institutional Accreditation in Higher Education Institution. 26th April to 6th May2023<br>➢ Offer letter Distribution Day. 2nd May 2023 |

R. Rani Hemamal

Dr. R. Rani Hemamalini
Director / IQAC

Dr.P. Dananjayan
Vice-Chancellor