CIRCULAR

PIT/ IQAC/19-20/1   **Date: 24.06.2019**

It is to inform that it has been decided to establish an Internal Quality Assurance Cell (IQAC) in our college with effect from 25.06.2019. The cell will be headed by Dr.T.Jayanthy, Principal, who will be the Chairperson of the Internal Quality Assurance Cell (IQAC) .The list of members constituting the committee is attached below.

HoD s and members are requested to go through the guidelines of the IQAC. They are requested to encourage all teaching and technical faculty members from their respective departments to be aware and well-equipped with information of IQAC guidelines. The establishment of IQAC will facilitate the college to continuously assure the improvement of quality in all academic and administrative activities.

First IQAC meeting on Formation of IQAC cell will be held on 25.06.2019(3.00 p.m.) at IQAC room. All the members are requested to attend the meeting.

Agenda:

1. SWOT Analysis of Institute
2. Identifying driving point parameters of NAAC
3. Finalization of Academic and Audit formats
4. Activities Plan for current semester
5. Any other point with the permission of Chair

Principal

Dr.T.JAYANTHY.M.E.Ph.D
PRINCIPAL
PANIMALAR INSTITUTE OF TECHNOLOGY
391, Bangalore Trunk Road,
Varadharajapuram,
Poonamallee, Chennai-600 123.

Copy to

CSE

ECE

EEE

IT

MECH

H&S

Composition of IQAC

S.No.	Name	Designation	Department	Position Held
1	Dr.T.Jayanthy	Principal		Chairperson
2	Dr.C.Sakthi Kumar	Director		Management
3	Dr.M.P.Chitra	Head of the Department	ECE	Coordinator
4	Dr.V.Subedha	Head of the Department	CSE	Member
5	Dr.A.Joshi	Head of the Department	IT	Member
6	Dr.P.S.Ramapraba	Head of the Department	EEE	Member
7	Dr.N.Nithyanandan	Head of the Department	MECH	Member
8	Dr.Jasmin P.Vennila	Dean	H&S	Member
9	Dr.A.Jayanthi	Professor	H&S	Member
10	Dr.Lavanya Dhanesh	Associate Professor	EEE	Member
11	Mrs.R.Prathipa	Associate Professor	ECE	Member
12	Mrs.Vijayalakshmi	Administrative Officer		Senior Administrative officer
13	Dr.I.PaulTheophilus Rajakumar	Professor, Industry Collaboration and Placement		Senior Administrative officer
14	Mr.S.Sendhil Kumar	Team Lead, Operations		Employer Member
15	Mr.S. Gokulakrishnan	Manager/Consultant		Industrial member
16	Mr.M.Jason Daniel	Sales & Marketing Engineer,		Alumni Member
17	Ms.R.Vihasini	Student	ECE	Member
18	Mr.P.Dhugeshwaran	Student	CSE	Member
19	Ms.P.Janani	Student	IT	Member

PANIMALAR INSTITUTE OF TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE 1st IQAC MEETING, DATED 25/06/2019	
VENUE: IQAC Room TIME : 03: 00 PM	
Committee members & others present	Dr.T.Jayanthy, Principal
	Dr.C.Sakthi Kumar, Director
	Dr.M.P.Chitra, Head of the Department
	Dr.V.Subedha, Head of the Department
	Dr.A.Joshi, Head of the Department
	Dr.P.S.Ramapraba, Head of the Department
	Dr.N.Nithyanandan, Head of the Department
	Dr.Jasmin P.Vennila,Dean
	Dr.Lavanya Dhanesh, Associate Professor
	Mrs.R.Prathipa, Associate Professor
	Mrs.Vijayalakshmi, Administrative Officer
	Dr.I.PaulTheophilus Rajakumar, Professor, Industry Collaboration and Placement
	Mr.S.Sendhil Kumar, Team Lead, Operations
	Mr.S. Gokulakrishnan, Manager/Consultant
	Mr.M.Jason Daniel, Sales & Marketing Engineer, Toshiba Machine.
	Ms.R.Vihasini, Student
	Mr.P.Dhugesh Waran, Student
	Ms.P.Janani, Student
Leave / Absence:	Dr.A.Jayanthi, Professor.

S. No.	AGENDA	DISCUSSION	DECISIONS/ ACTION TAKEN	RESPONSIBILITY
1	Welcome to the New Members by the Chairperson	All the IQAC members were welcomed & the meeting was called to order by Chairperson IQAC.		
2	SWOT Analysis of Institute	SWOT analysis is a vital process that helps an Institute to evaluate its internal and external environment by	• IQAC Chairperson requested IQAC Coordinator to invest significant time and effort to conduct a thorough	IQAC Members

		identifying strengths, weaknesses, opportunities and threats. • Strengths: Internal positive factors, • Weaknesses: Internal negative factors,• Opportunities: External positive factors • Threats: External negative factors. The SWOT analysis provides an evaluation that can focus institutional attention and inform planning processes.	assessment of internal strengths and weaknesses as well as an external review of opportunities and threats – a SWOT Analysis. The analysis to be started with the identification and critical review of key institutional data. • These key data sources included: • Accountability Report • Campus Master Plan • College Plan • Activities • Curriculum and Teaching Learning Process • Student support and Progression • Governance • Institutional Values	
3	Identification and Categorization of driving point parameters	Chairperson IQAC informed that Management is planning to apply for NAAC Accreditation during 2020-21. Based on the NAAC Parameters the Driving point parameters to be finalized. Proposed driving points are Organization and Governance, Teaching and Learning Process, NSS and Extension activities, Facilities. Student Monitoring and results, Placements, Linkages etc.	A committee comprising of IQAC Coordinator, Senior Faculties, Administrative Officer, Facility Manager, Two Senior Faculty need to collect information and propose the action plan to apply for NAAC A&A process.	IQAC Members
4	Finalization of formats of feedback and teaching learning process.	Feedback collection process from students on Teaching Learning process to be streamlined. Feedback collection process from	The feedback questionnaires are finalized and it was decided that the feedback will be collected through Student feedback system. The	IQAC Members

		stakeholders to be streamlined.	analysis report to be prepared and submitted to IQAC.	
5	Finalization of audit formats and audit schedule	**Methodologies for Academic Reviews** • Academic Plan of each course • Classwork reviews with regular monitoring • Attendance monitoring • Course files **Reviews of Teaching Learning activities** • Classroom quality • Participation of students in seminars and workshops • Result analysis • No. of ICT programs	Chairperson requested IQAC team to finalize the audit parameters for monitoring the functioning of Academic and Administrative Units. **List of Documents / Formats to be finalized by IQAC** 1. List of File to be maintained by Department 2. Academic Calendar Format 3. Master Time Table Format 4. Timetable – Classroom & Laboratory 5. Load Distribution Format 6. Teaching (Theory & Practical) Plan 7. Counseling and Mentor Report 8. Schedule of Activities for Slow Learner Students 9. Monthly Student Attendance record 10. Course monitoring Record 11. Summary of Training /workshop By faculty 12. Report of Internship/ Field works 13. Extracurricular Activities by student /Faculty	IQAC Members
6	Activities will be planned for coming 6 months	• To monitor the following area • Admission Quality • Student Profile • Placement Quality • Admissions for Higher	Chairperson requested IQAC team to finalize the following process manual 1. IQAC Quality Manual	IQAC Members

		Studies • Feedback Analysis • Result Analysis • Participation of student in Guest Lectures/Seminars/ Workshops • Day to day attendance monitoring. • Success Pattern(Passed out graduates) • Success in competitive exam • Awards and recognition received by students/ faculty/institute • Alumni Profile/Distinguished Alumni • Faculty Quality • Workshops /seminars /Conferences organized • Workshops /seminars /Conferences participated • Patents Applied / Awarded • Books published/Reviewed/ Edited • Awards and recognition to faculty • Faculty Guiding PhD's • No of Collaborations • Class room Quality • Seminar Halls Quality • Hostel Quality • Number of ICT Programs	2. Process Manual for Academic Planning and Monitoring	
7	Vote of Thanks	On behalf of the IQAC Coordinator IQAC conveyed vote of thanks to		

		Chairperson and all members for taking initiatives for quality system implementations required for Growth of the organizations.		

IQAC Coordinator
Panimalar Institute of Technology,
Chennai.

Chairperson

IQAC
PRINCIPAL
PANIMALAR INSTITUTE OF TECHNOLOGY
391, Bangalore Trunk Road,
Varadharajapuram,
POONAMALLEE, CHENNAI-600 123.

Copy to:

1. **All Members of IQAC**
2. **All Faculties**
3. **All Assigned officials**

PANIMALAR INSTITUTE OF TECHNOLOGY

(Approved by All India Council for Technical Education, New Delhi, and Affiliated to Anna University Chennai)
NO.391, BANGALORE TRUNK ROAD, VARADHARAJAPURAM, POONAMALLEE, CHENNAI - 600 123

CIRCULAR

PIT/ IQAC/19-20/2   **Date: 28.06.2019**

Second meeting of Internal Quality Assurance Cell will be held on 01.07.2019 (3.00 p.m.) at IQAC room to monitor the functioning of Academic and Administrative units. All the members are requested to attend the meeting.

Agenda:

1. Action taken report on resolution of previous IQAC meeting.
2. Planning of driving point parameters of NAAC
3. Academic Calendar
4. Review of Quality policies
5. Approval of value added courses
6. Any other point with the permission of Chair

Chairperson

IQAC

PRINCIPAL
PANIMALAR INSTITUTE OF TECHNOLOGY
391, Bangalore Trunk Road,
Varadharajapuram,
POONAMALLEE, CHENNAI-600 123

PANIMALAR INSTITUTE OF TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE 2nd IQAC MEETING, DATED 01/07/2019	
VENUE: IQAC Room TIME : 3.00 p.m.	
Committee members & others present	Dr.T.Jayanthy, Principal
	Dr.C.Sakthi Kumar, Director
	Dr.M.P.Chitra, Head of the Department
	Dr.V.Subedha, Head of the Department
	Dr.A.Joshi, Head of the Department
	Dr.P.S.Ramapraba, Head of the Department
	Dr.N.Nithyanandan, Head of the Department
	Dr.Jasmin P.Vennila,Dean
	Dr.Lavanya Dhanesh, Associate Professor
	Mrs.R.Prathipa, Associate Professor
	Mrs.Vijayalakshmi, Administrative Officer
	Dr.I.PaulTheophilus Rajakumar, Professor, Industry Collaboration and Placement
	Mr.S.Sendhil Kumar, Team Lead, Operations
	Mr.S. Gokulakrishnan, Manager/Consultant
	Mr.M.Jason Daniel, Sales & Marketing Engineer, Toshiba Machine.
	Ms.R.Vihasini, Student
	Mr.P.Dhugesh Waran, Student
	Ms.P.Janani, Student
Leave / Absence:	-

S. No.	AGENDA	DISCUSSION	DECISIONS/ ACTION TAKEN	RESPONSIBILITY
1.	To read and approve the minutes of 1st IQAC meeting.	The minutes of last meeting were read, discussed and approved.	The documents submitted by assigned officials are approved and instructions were passed for implementation with immediate effect.	IQAC Coordinator to ensure the implementation

2.	Perspective Strategic Plan Deployment status – 2019-2025.	Chairperson IQAC informed all members present that the Vision, Mission and Core Values were reviewed and decided to retain them as they are inline. Based on the Vision, Mission the strategic perspective plan for six years, short term, long term Goals need to be finalized.	It was decided that the IQAC team will prepare the Perspective Strategic Plan and submit for approval of GB by last week of July 2019.	IQAC Members
3.	Planning for driving point parameters.	The IQAC Coordinator explained the preliminary data collected on NAAC process. Based on the NAAC Criteria Seven Driving point parameters were identified. The Driving point parameters need to be monitored to identify Gap and overcome to apply for NAAC Accreditation during Feb 2021. The eight driving point parameters are 1. Organization and Governance 2. Teaching, Learning & Evaluation Process 3. Academic Research, Innovation 4. Resource utilization, Improvement and Maintenance 5. Student support and progression 6. Societal Sensitivity and Impact Quality Management System	In-charges were decided and requested to develop sub parameters for monitoring and improvements.	Incharges and IQAC Members.
4.	To consider and approve Quality Calendar of IQAC for Academic Year 2019-20.	The provisional Academic Calendar for 2019-20 academic year was reviewed. It was suggested to add all activities and publish six months calendar	The Academic Calendar to be Prepared by 15th July, implemented and adherence to be monitored by IQAC.	IQAC Members
5.	Confirmations of various Policies.	The following draft policy were reviewed, and suggestions were given for finalization. 1. IQAC Quality Manual 2. Process Manual for Academic	In-charges were decided and requested to complete the process manual and submit by Mid of August for approval and Implementation.	IQAC to collect all manuals by mid of Aug 2019 and submit to Chairperson IQAC for finalization and approval.

		Planning and Monitoring 3. Policy Manual for Student learning level assessment and remedial methodology 4. Research and Innovation policy 5. Internal Examination Policy 6. Maintenance Policy 7. E- governance Policy Chairperson IQAC requested to draft any other policy required for quality system implementation and submit to IQAC for approval.		
6.	Implementation of ERP	It was decided to implement ERP in all areas of operation.	HOD CSE to plan action for finalization of agency for implementation of ERP and initiate the work.	HOD, CSE
7.	Approval for Value added and Certificate courses.	The Value-added Course and Certificate courses planned for 2019-20 were approved.	The Syllabus designed for the add on courses were reviewed and approved.	IQAC Coordinator
8.	Academic and Administration Audit.	Chairperson IQAC requested IQAC Coordinator to list the areas of academic and admin to be audited with frequency and develop the formats for Audits	It was decided that IQAC Coordinator will prepare the annual audit calendar and audit formats. The process need to be completed in one month.	IQAC Coordinator
9.	Preparation for NAAC A&A process	Chairperson IQAC requested respective coordinators to collect the details and circulate for awareness and initiate the preparation.	A committee comprising of the following members has been formed to act as core committee for NAAC preparation 1. Dr.V.Subedha,Prof&Head, CSE 2. Dr.P.S.Ramapraba, Prof&Head, EEE 3. Dr.T.Kalaichelvi, Prof &Head, AI&DS 4. Dr.S.Sathiya Priya, Professor, ECE 5. Dr.S.Hemalatha,Professor, CSE 6. Mrs.M.Therasa,Asso.Prof., CSE	Incharges Finalized.

			7. Mrs.R.Dharani, Asso.Prof.,IT 8. Mr.M.Arun,Asst.Prof.,ECE.	
10.	Quality Ranking	Discussion on to apply NBA reaccreditation to get extended years of accreditation and recognition. Discussion on to apply ARIIA ranking to get better ranking and recognition. ISO certification must be planned.	NBA reaccreditation work started as per criteria for past three years. All HODs shall ensure the readiness of data. All HODs shall identify measures for improvement in ARIIA Ranking. ISO certification must be planned at the end of this academic year	HODs of respective departments. Principal
11.	Reformation of various Committees	Statutory committee like Grievance Redressal, Antiragging, Internal Complaint Cell and all Institute Level committees were reformed.	The Duty and responsibility was finalized and the details will be shared as separate circular.	IQAC members and Committee incharges.
12.	Alumni Association	Alumni Association was formed in June 2013. Regular Alumni meetings were conducted once in a year.	It was decided to strengthen the Alumni Association in order to offer networking opportunities, job connections, knowledge transfer to the students.	Alumni Incharge
13.	Professional society	Enriching Professional society knowledge among students More students can be engaged in professional societies.	New societies can be brought to expose students in different domains. More activities can be conducted through Professional societies.	Professional Societies Incharges.
14.	Online Feedback collection process for Stakeholders Feedback	It was decided to collect all feedbacks online from 2019-20.	Instructions were given to prepare Questionnaire and share for approval.	IQAC members
15.	Any other point with the permission of Chair	1. The coordinator suggested that all Activities will be planned for coming 6 months. The faculty members will be asked to submit their plans, programs and events to the Principal, within 7 days. The final plan of action should be ready by 15th July 2019. 2. Website to be updated regularly.	The activities to be included in the academic Calendar	

		3. Opinions on teaching learning process were also discussed.		
16.	Vote of Thanks	On behalf of the IQAC, IQAC Coordinator conveyed vote of thanks to Chairperson and all members for attending the meeting and suggestions.		

IQAC Coordinator
Panimalar Institute of Technology,
Chennai.

Chairperson

IQAC
PRINCIPAL
PANIMALAR INSTITUTE OF TECHNOLOGY
391, Bangalore Trunk Road,
Varadharajapuram,
PONAMALLEE, CHENNAI-600 123.

Copy to:

1. **All Members of IQAC**
2. **All Faculties**
3. **All Assigned officials**

PANIMALAR INSTITUTE OF TECHNOLOGY

CIRCULAR

PIT/ IQAC/19-20/3   **Date: 06.01.2020**

Third meeting of Internal Quality Assurance Cell will be held on 07.01.2020 (2.30. p.m.) at IQAC room to monitor the functioning of Academic and Administrative units. All the members are requested to attend the meeting.

Agenda:

1. Action taken report on resolution of previous IQAC meeting.
2. Action taken report on audits
3. Any other point with the permission of Chair

Chairperson

IQAC
PRINCIPAL
PANIMALAR INSTITUTE OF TECHNOLOGY
391, Bangalore Trunk Road,
Varadharajapuram,
POONAMALLEE, CHENNAI-600 123.

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NO.391, BANGALORE TRUNK ROAD, VARADHARAJAPURAM, POONAMALLEE, CHENNAI - 600 123

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE 3rd IQAC MEETING, DATED 07/01/2020	
VENUE: IQAC Room TIME: 03: 00 PM	
Committee members & others present	Dr.T.Jayanthy, Principal Dr.C.Sakthi Kumar, Director Dr.M.P.Chitra, Head of the Department Dr.V.Subedha, Head of the Department Dr.A.Joshi, Head of the Department Dr.P.S.Ramapraba, Head of the Department Dr.N.Nithyanandan, Head of the Department Dr.Jasmin P.Vennila,Dean Dr.Lavanya Dhanesh, Associate Professor Mrs.R. Prathipa, Associate Professor Mrs.Vijayalakshmi, Administrative Officer Dr.I.PaulTheophilus Rajakumar, Professor, Industry Collaboration and Placement Mr.S.Sendhil Kumar, Team Lead, Operations Mr.S. Gokulakrishnan, Manager/Consultant Mr.M.Jason Daniel, Sales & Marketing Engineer, Toshiba Machine. Ms.R.Vihasini, Student Mr.P.Dhugesh Waran, Student Ms.P.Janani, Student
Leave / Absence:	Dr.Lavanya Dhanesh, Associate Professor.

S. No.	AGENDA	DISCUSSION	DECISIONS/ ACTION TAKEN	RESPONSIBILITY
1.	To read and approve the minutes of 2nd IQAC meeting.	The minutes of last meeting were read, discussed and approved.	The documents submitted by assigned officials are approved and instructions were passed for implementation with immediate effect.	IQAC Coordinator to ensure the implementation
2.	Action taken report on Resolution of 2nd IQAC	The IQAC Coordinator along with a team of 2 faculty members has monitored the	The In charges are requested to complete the pending works by	In charges as finalized in Meeting 2

	meeting.	action taken based on the resolution of 2nd meeting and found that approximately 70% work has been completed.	January 3rd week without fail.	
3.	Analysis report for feedback collected during July –Dec 2019. .	The analysis report of Feedback of faculty from students has been presented before the committee.	It was decided to take corrective action through counseling/ induction program for the faculties having less than 75% response.	Principal In charge.
4.	Action taken report of Audits conducted during July – Dec 2019.	The audit observations or the audits conducted from July to Dec has been presented before the committee	The corrective actions were chalked out and IQAC Coordinator has been requested to monitor the action implementation	IQAC Coordinator
6.	NAAC A&A process.	The NAAC has introduced the revised manual from Jan 2020.	It was observed that the Institute has to apply under Affiliated college UG manual. The NAAC committee and IQAC coordinator were requested to go through the manual and submit the report along with time line and deficiency report.	IQAC Coordinator
7.	NBA Accreditation	Compliance Report of ECE, EEE, IT and SAR of CSE has been presented before the committee.	All HODs shall ensure the readiness of data in compliance report and SAR.	HODs of respective departments.
8.	Quality Ranking	Discussion on readiness of data for NIRF and ISO	All HODs shall ensure the correctness of data.	HODs of respective departments.
9.	Any other point with the permission of Chair	Opinions on teaching learning process were also discussed.	Suggestions were given for improvement in all academic process.	
10.	Vote of Thanks	On behalf of IQAC, Dr.V.Subedha conveyed vote of thanks to Chairman and all members for attending the meeting and suggestions.		

Copy to:

1. **All Members of IQAC**
2. **All Faculties**
3. **All Assigned officials**

IQAC Coordinator
Panimalar Institute of Technology,
Chennai.

Chairperson
IQAC
PRINCIPAL
PANIMALAR INSTITUTE OF TECHNOLOGY
391, Bangalore Trunk Road,
Varadharajapuram,
POONAMALLEE, CHENNAI-600 123