



**GRT INSTITUTE OF
ENGINEERING AND
TECHNOLOGY, Tiruttani**



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
(An ISO 9001:2015 Certified Institution)

IQAC 02

06.12.2017

INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic Year & Semester: 2017-2018 Even Semesters)

CIRCULAR

GRTIET/IQAC/CLR/2017-2018/02

The **Second** Internal Quality Assurance Cell (IQAC) meeting for the Even semesters of the academic year 2017-2018 will be held on 09.12.2017 at 10.30 a.m. in the GRT IET B-Block Conference Hall. All IQAC members are thus requested to attend the meeting on time.

The Meeting's Agenda:

1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2017-2018 Even semesters
3. Academic Council Meeting
4. NBA-Accreditation Process, ISO Process
5. Project work – Final Year
6. Faculty students participation in conferences
7. Innovation in Teaching and Learning Process
8. Internal Assessment and Question Papers Setting
9. Faculty Activities and Achievements
10. Research and Development Activities
11. Class Committee Meetings
12. Value added courses and certificate courses
13. NPTEL online Courses
14. Training and Placement Activities
15. Academic and Administrative by IQAC

IQAC Coordinator

Chairperson

Copy to:

1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
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GRT INSTITUTE OF ENGINEERING & TECHNOLOGY
GRT MAHALAKSHMI NAGAR
CHENNAI-TIRUPATHI HIGHWAY
TIRUTTANI - 631 209.



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12.12.2017

INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic Year & Semester: 2017-2018 Even Semesters)

MINUTES OF MEETING OF IQAC

GRTIET/IQAC/MOM/2017-2018/02

The Second Internal Quality Assurance Cell (IQAC) meeting for the Even semesters of the academic year 2017-2018 was held on 09.12.2017 at 10.30 a.m. at the GRT IET B-Block Conference Hall, with the following agenda items being discussed.

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Points that were discussed:

- The Chairperson reviewed the Institution Academic Calendar for 2017-2018 Even Semester and suggested directions to incorporate the skill based technical programs as per the academic calendar for all department.
- According to the Institution's Academic Calendar for the 2017-2018 Even Semester, skill-based technical programmes will be incorporated as scheduled.
- The Principal insist to take more attention on Academic Council Meeting for this current Even semester
- The committee instructed the HOD's to encourage their department students to complete innovative project work
- All HODs have been instructed to begin the ISO, NBA accreditation process and work toward it.
- Senior faculty members proposed holding a national workshop to provide practical education to students.
- The committee insisted on holding a class committee meeting for students in accordance with university norms in order to obtain feedback for future improvements.
- The committee has instructed that professors adopt new teaching approaches when delivering their courses in order to improve students' learning capacities.
- The committee has urged professors to focus more on certificate and add-on courses in their disciplines.
- The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs by the committee.
- The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.
- The committee has insisted to conduct regular Parents Teachers Meeting
- The committee observed the NSS to perform more rural social welfare operations and awareness projects.
- The experts in the industry extended their support to Research and Development activities




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- According to University circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time.
- The IQAC Coordinator insisted that the training and placement cell increase the number of on-campus placement drives by bringing in more reputable organizations.
- The committee insisted on holding motivational classes for class academic toppers, raising understanding of current industrial needs, and identifying slow learners' strengths and weaknesses, as well as providing more coaching classes to help them enhance their academic performance.
- Alumni suggested to conduct awareness programs by Training and Placement Cell for all departments
- The members of the committee demand that all stakeholders keep all documentation for the academic and administrative audits that IQAC will conduct.
- The committee emphasized on making well-defined long-term plans and deployment strategies.
- The committee insisted to make well defined perspective plans and the deployment


IQAC Coordinator


Chairperson




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Sl No	Composition Criteria Specified By NAAC	IQAC Members Name	Designation	Signature
1	Chairperson- Head of the Institution	Dr.S.Arumugam	Principal	
2	A few senior administrative officers	Dr.P.Sivakumar	HoD-ECE	
		Dr.N.Kamal	HoD-CSE	
		Mr.R.Ashokkumar	Asst.Prof-EEE	
		Mr.M.Tamilarasu	Asst.Prof-MBA	
		Dr.N.E.Edwin Paul	Dy.HoD-Mech	
		Mr.K.Prabhu	Asst.Prof-Civil	
		Dr.S.A.Yuvaraj	HoD-i/c-BME	
3	Three to eight teachers-all level	Mr.Jagadeesh.K	Asst.Prof-CSE	
		Mr.Balaji.K	Asso.Prof-ECE	
		Mrs.Swapna.S	Asst.Prof-EEE	
		Mrs.D.Durga	Asst.Prof-MBA	
		Mr.D.Arivukkarasu	Asst.Prof-Civil	
		Mr.Prasanth.S	Asst.Prof-BME	
4	Member from the Management	Mr.K.Sasikumar	Administrative Officer	
5	Nominee from Alumni	Mr.A.Suresh	Asst.Prof-CSE, SIETK,Puttur, Andhra Pradesh	
	Nominee from local Society	Mr.Krishnamoorthy	NGO Official	
	Nominee from Student	Mr.Pannerselvam	III Year B.E-CSE	
6	Nominee from Employer	Mr.Surender Murali	M/s.Techmahindra	
	Nominee from Industrialist	Mr.K.Amarnath	Industrialist in Engineering and Technology.	
	Nominee from Parent	Mr.Gokulakrishnan	Driver	
	7	IQAC Coordinator	Mr.Abdul Kareem.D	Asst.Prof-CSE

IQAC Coordinator

Chairperson

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IQAC MEETINGS

05.06.2017

INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic Year & Semester: 2017-2018 Odd Semesters)

CIRCULAR

As per our Management guidelines, an INTERNAL QUALITY ASSURANCE CELL (IQAC) will be established at our institution on 07.06.2017 at 11 a.m. in the GRT IET B-Block Conference Hall. In this context, all members of the IQAC are strongly encouraged to attend the meeting.

Chairperson

5/6/17

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The following is the composition of the Internal Quality Assurance Cell (IQAC) for the academic year 2017-2018 Odd Semesters.

Sl No	Composition Criteria Specified By NAAC	IQAC Members Name	Designation	Signature
1	Chairperson- Head of the Institution	Dr.S.Arumugam	Principal	
2	A few senior administrative officers	Dr.P.Sivakumar	HoD-ECE	
		Dr.N.Kamal	HoD-CSE	
		Mr.R.Ashokkumar	Asst.Prof-EEE	
		Mr.M.Tamilarasu	Asst.Prof-MBA	
		Mr.N.E.Edwin Paul	Dy.HoD-Mech	
		Mr.K.Prabhu	Asst.Prof-Civil	
		Dr.S.A. Yuvaraj	HoD-i/c-BME	
3	Three to eight teachers-all level	Mr.K.Jagadeesh	Asst.Prof-CSE	
		Mr.Balaji.K	Asso.Prof-ECE	
		Mrs.Swapna.S	Asst.Prof-EEE	
		Mrs.D.Durga	Asst.Prof-MBA	
		Mr.D.Arivukkarasu	Asst.Prof-Civil	
		Mr.Prasanth.S	Asst.Prof-BME	
4	Member from the Management	Mr.K.Sasikumar	Administrative Officer	
5	Nominee from Alumni	Mr.A.Suresh	Asst.Prof-CSE, SIETK,Puttur, Andhra Pradesh	
	Nominee from local Society	Mr.Krishnamoorthy	NGO Official	
	Nominee from Student	Mr.G.Pannerselvam	III Year B.E-CSE	
6	Nominee from Employer	Mr.Surender Murali	M/s.Techmahindra	
	Nominee from Industrialist	Mr.K.Amarnath	Industrialist in Engineering and Technology.	
	Nominee from Parent	Mr.Gokulakrishnan	Driver	
7	IQAC Coordinator	Mr.Abdul Kareem.D	Asst.Prof-CSE	



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IQAC 01

08.06.2017

INTERNAL QUALITY ASSURANCE CELL (IQAC)
(Academic Year & Semester: 2017-2018 Odd Semesters)

CIRCULAR

GRTIET/IQAC/CLR/2017-2018/01

The **First** Internal Quality Assurance Cell (IQAC) meeting for the odd semesters of the academic year 2017-2018 will be held on 10.06.2017 at 10.30 a.m. in the GRT IET B-Block Conference Hall. All IQAC members are thus requested to attend the meeting on time.

The Meeting's Agenda:

1. Introduction of IQAC Members
2. Review the Academic Calendar for 2017-2018 Odd semesters
3. Academic Council Meeting
4. NBA-Accreditation Process, ISO Process
5. Innovation in Teaching and Learning Process
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14. First Year Motivational Programme

IQAC Coordinator

Chairperson

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12.06.2017

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Points that were discussed:

- The Chairperson introduced all of the IQAC members for the academic year 2017-2018, as well as the IQAC's primary responsibilities, which include initiating, planning, and supervising numerous academic activities that are necessary to improve the quality of education provided at our institutions.
- The committee discussed the necessity for an IQAC in the institute and urged the HODs to put the issues presented in the meeting into action.
- According to the Institution's Academic Calendar for the 2017-2018 Odd Semester, skill-based technical programmes will be incorporated as scheduled.
- The Principal insist to take more attention on Academic Council Meeting for this current odd semester
- All HODs have been instructed to begin the ISO, NBA accreditation process and work toward it.
- Senior faculty members proposed holding a national workshop to provide practical education to students.
- The committee insisted on holding a class committee meeting for students in accordance with university norms in order to obtain feedback for future improvements.
- The committee has instructed that professors adopt new teaching approaches when delivering their courses in order to improve students' learning capacities.
- The committee has urged professors to focus more on certificate and add-on courses in their disciplines.
- The HODs were instructed to promote their respective faculties to engage in various Faculty Development Programs by the committee.
- The committee directed the HODs to certify that the faculties had completed their respective Theory and Practical subjects in accordance with university criteria, and to keep track of this in their course files on a regular basis.
- The committee has insisted to conduct regular Parents Teachers Meeting
- The committee observed the NSS to perform more rural social welfare operations and awareness projects.




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- The experts in the industry extended their support to Research and Development activities
- According to University circulars and regulations, the IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating all web portal data inputs on time.
- The IQAC Coordinator insisted that the training and placement cell increase the number of on-campus placement drives by bringing in more reputable organizations.
- The committee insisted on holding motivational classes for class academic toppers, raising understanding of current industrial needs, and identifying slow learners' strengths and weaknesses, as well as providing more coaching classes to help them enhance their academic performance.
- The committee has demanded that staff orientation programmes be organized, as well as that personal appraisal forms be submitted.
- The members of the committee demand that all stakeholders keep all documentation for the academic and administrative audits that IQAC will conduct.
- The committee emphasized on making well-defined long-term plans and deployment strategies.
- The committee insisted to make well defined perspective plans and the deployment


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