



GRT INSTITUTE OF  
ENGINEERING AND  
TECHNOLOGY, Tiruttani



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

15.12.2020

IQAC 08

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(Academic Year & Semester: 2020-2021 Even Semesters)

**CIRCULAR**

**GRTIET/IQAC/CLR/2020-2021/02**

The **Eighth** Internal Quality Assurance Cell (IQAC) meeting for the Even semesters of the academic year 2020-2021 will be held on 18.12.2020 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 2020-2021 Even semesters
3. Online teaching and learning tools awareness programme (Covid'19-Pandemic)
4. Academic Council Meeting
5. NBA-Accreditation Process, ISO Process
6. Project work – Final Year
7. Faculty students participation in conferences
8. Innovation in Teaching and Learning Process
9. Internal Assessment and Question Papers Setting
10. Faculty Activities and Achievements
11. Research and Development Activities
12. Class Committee Meetings
13. Value added courses and certificate courses
14. NPTEL online Courses
15. Training and Placement Activities
16. 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
4. File



**PRINCIPAL**  
GRT INSTITUTE OF ENGINEERING & TECHNOLOGY  
GRT MAHALAKSHMI NAGAR  
CHENNAI-TIRUPATHI HIGHWAY  
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21.12.2020

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(Academic Year & Semester: 2020-2021 Even Semesters)

**MINUTES OF MEETING OF IQAC**

**GRTIET/IQAC/MOM/2020-2021/02**

The Eighth Internal Quality Assurance Cell (IQAC) meeting for the Even semesters of the academic year 2020-2021 was held on 18.12.2020 at 10.30 a.m. at the GRT IET B-Block Conference Hall, with the following agenda items being discussed.

**The Meeting's Agenda:**

1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2020-2021 Even semesters
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### Points that were discussed:

- The Chairperson reviewed the Institution Academic Calendar for 2020-2021 Even Semester and suggested directions to incorporate the skill based technical programs as per the academic calendar for all department.
- The Principal insist to create and adopt Online teaching and learning tools awareness programme (Covid'19-Pandemic) as per Government guidelines
- According to the Institution's Academic Calendar for the 2020-2021 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	
		Dr.R.Ashokkumar	Asst.Prof-EEE	
		Mr.M.Tamilarasu	Asst.Prof-MBA	
		Dr.N.E.Edwin Paul	Dy.HoD-Mech	
		Dr.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	
		Dr.S.Swapna	Asst.Prof-EEE	
		Mrs.D.Durga	Asst.Prof-MBA	
		Dr.M.Santhanakumar	Asso.Prof-Mech	
4	Member from the Management	Mr.K.Sasikumar	Administrative Officer	
		Mr.A.Suresh	Asst.Prof-CSE, SIETK,Puttur, Andhra Pradesh	
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.Karthi.K.R	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	Dr.K.Ramesh Babu	Assistant Director, Student welfare , VIT,Vellore Campus Vellore - 632 014	
7	IQAC Coordinator	Mr.Abdul Kareem.D	Asst.Prof-CSE	

**IQAC Coordinator**

**Chairperson**

- Copy to:**
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20.08.2020

**IQAC 07**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(Academic Year & Semester: 2020-2021 Odd Semesters)

**CIRCULAR**

**GRTIET/IQAC/CLR/2020-2021/01**

The **Seventh** Internal Quality Assurance Cell (IQAC) meeting for the Odd semesters of the academic year 2020-2021 will be held on 28.08.2020 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 2020-2021 Odd semesters
3. Online teaching and learning tools awareness programme (Covid'19-Pandemic)
4. Academic Council meeting
5. Class Committee Meetings
6. Updating of ISO, NBA Documents
7. Faculty students participation in conferences
8. Innovation in Teaching and Learning Process
9. Internal Assessment and Question Papers Setting (MCQ)
10. Faculty Activities and Achievements
11. Research and Development Activities
12. Value added courses and certificate courses
13. NPTEL online Courses
14. Training and Placement Activities
15. Academic and Administrative by IQAC
16. First year motivational programme

**IQAC Coordinator**

**Chairperson**

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29.08.2020

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(Academic Year & Semester: 2020-2021 Odd Semesters)

**MINUTES OF MEETING OF IQAC**

**GRTIET/IQAC/MOM/2020-2021/01**

The Seventh Internal Quality Assurance Cell (IQAC) meeting for the Odd semesters of the academic year 2020-2021 was held on 28.08.2020 at 10.30 a.m. at the GRT IET B-Block Conference Hall, with the following agenda items being discussed.

**The Meeting's Agenda:**

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### Points that were discussed:

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- According to the Institution's Academic Calendar for the 2020-2021 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 Even semester
- All HODs have been instructed to begin the ISO, NBA accreditation process and work toward it.
- 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
- 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 as per Government Covid'19 Pandemic guidelines.



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- 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.
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		Mrs.Swapna.S	Asst.Prof-EEE	
		Mrs.D.Durga	Asst.Prof-MBA	
		Dr.M.Santhanakumar	Asso.Prof-Mech	
4	Member from the Management	Mr.Prasanth.S	Asst.Prof-BME	
		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.Karthi.K.R	III Year B.E-CSE	
6	Nominee from Employer	Mr.Surender Murali	M/s.Techmahindra Industrialist in Engineering and Technology.	
	Nominee from Industrialist	Mr.K.Amarnath	Assistant Director, Student welfare , VIT,Vellore Campus Vellore - 632 014	
	Nominee from Parent	Dr.K.Ramesh Babu		
7	IQAC Coordinator	Mr.Abdul Kareem.D	Asst.Prof-CSE	

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