



**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 12**

26.01.2023

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(Academic Year & Semester: 2022-2023 Even Semesters)

**CIRCULAR**

**GRTIET/IQAC/CLR/2022-2023/02**

The **Twelfth** Internal Quality Assurance Cell (IQAC) meeting for the Even semesters of the academic year 2022-2023 will be held on 01.02.2023 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 2022-2023 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
16. NAAC QIM requirements and activities

**IQAC Coordinator**

**Chairperson**

**Copy to:**

1. The Chairman for the kind information
2. All IQAC Members
3. All HODs and Faculty Members
4. File

*[Handwritten signature]*  
26/1/23



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03.02.2023

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(Academic Year & Semester: 2022-2023 Even Semesters)

**MINUTES OF MEETING OF IQAC**

**GRTIET/IQAC/MOM/2022-2023/02**

The Tenth Internal Quality Assurance Cell (IQAC) meeting for the Even semesters of the academic year 2022-2023 was held on 01.02.2023 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 2022-2023 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
16. NAAC QIM requirements and activities

**Points that were discussed:**

- The Chairperson reviewed the Institution Academic Calendar for 2022-2023 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 2022-2023 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

- 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	HOD-Mech	
		Dr.K.Prabhu	HoD-Civil	
3	Three to eight teachers-all level	Dr.S.A. Yuvaraj	Professor-ECE	
		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.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.Mano.S	III Year B.E-CSE	
6	Nominee from Employer	Mr.Karthik	M/s.Home Intel	
	Nominee from Industrialist	Mr.K.Amarnath	Industrialist in Engineering and Technology.	
	Nominee from Parent	Mr.Suresh	Security Officer, GRT IET,Tiruttani	
7	IQAC Coordinator	Mr.AbdulKareem.D	Asst.Prof-CSE	

**IQAC Coordinator**

**Chairperson**

**Copy to:**

1. The Chairman for the kind information
2. All IQAC Members
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05.08.2022

IQAC 11

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(Academic Year & Semester: 2022-2023 Odd Semesters)

**CIRCULAR**

**GRTIET/IQAC/CLR/2022-2023/01**

The **Eleventh** Internal Quality Assurance Cell (IQAC) meeting for the Odd semesters of the academic year 2022-2023 will be held on 10.08.2022 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 2022-2023 Odd semesters
3. Academic Council meeting
4. Class Committee Meetings
5. Updating of ISO, NBA process Documents
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. Value added courses and certificate courses
12. NPTEL online Courses
13. Training and Placement Activities
14. Academic and Administrative by IQAC
15. First year motivational programme and academic club establishment
16. NAAC Cycle 1 preparations as per revised new manual 2022

**IQAC Coordinator**

**Chairperson**

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11.08.2022

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
(Academic Year & Semester: 2022-2023 Odd Semesters)

**MINUTES OF MEETING OF IQAC**

**GRTIET/IQAC/MOM/2022-2023/01**

The Eleventh Internal Quality Assurance Cell (IQAC) meeting for the Odd semesters of the academic year 2022-2023 was held on 10.08.2022 at 10.30 a.m. at the GRT IET B-Block Conference Hall, with the following agenda items being discussed.

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14. Academic and Administrative by IQAC
15. First year motivational programme
16. NAAC Cycle 1 preparations as per revised new manual 2022

**Points that were discussed:**

- The Chairperson reviewed the Institution Academic Calendar for 2022-2023 Odd 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 2022-2023 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.



- 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
- NAAC preparation as per revised new manual 2022



**IQAC Coordinator**



**Chairperson**



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		Dr.N.E.Edwin Paul	HOD-Mech	
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		Mr.Balaji.K	Asso.Prof-ECE	
		Dr.S.Swapna	HOD-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.Mano.S	III Year B.E-CSE	
6	Nominee from Employer	Mr.Karthik	M/s.Home Intel	
	Nominee from Industrialist	Mr.K.Amarnath	Industrialist in Engineering and Technology.	
	Nominee from Parent	Mr.Suresh	Security Officer, GRT IET, Tiruttani	
7	IQAC Coordinator	Mr.AbdulKareem.D	Asst.Prof-CSE	

**IQAC Coordinator**

**Chairperson**

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