

INTERNAL QUALITY ASSURANCE CELL-28th MEETING MINUTES

Date : 24th January 2023
Time : 11.30 am.
Venue : Conference Hall

Dr. S.N. Sridhara, Vice-Chancellor Chaired the meeting. The Chairman of the IQAC welcomed the new members. The following members attended.

S.No	Name	Designation	Position
1	Dr. S.N. Sridhara	Vice-Chancellor	Chairman
2	Dr. R.W. Alexander Jesudasan	Pro Vice Chancellor	Vice Chairman
3	Dr. Abysam	Executive Director, HITS	Member
Member from Academia (Teachers)			
4	Dr. S. Mohan	Professor, Department of Civil Engineering , IIT Madras	Member
5	Dr. R. Jeyavel	Director, Center for Nano Science and Technology CEG, Anna University	Member
6	Dr. V.J. Philip	Former Principal, Madras Christian College	Member
7	Dr. Geetha Swaminathan	Former Vice Principal, Stella Maris College	Member
8	Dr. A. Sherine	Professor & Head (Languages) & Rankings	Member
9	Dr. M.K. Badri Narayanan	Professor & Head, MBA	Member
10	Dr. P. Kumara Guru	Associate Professor, ECE	Member
11	Dr. Pon Ramalingam	Registrar	Member
12	Dr. Angeline Geetha	Dean (E&T)	Member
13	Dr. Sheeba Chander	Dean (SPADE)	Member
14	Dr. P.V. Nagendra Sarma	Dean (SOL)	Member
15	Ms.Beena James	Head - Student Affairs i/c	Member

16	Dr.J.M.Mathana	Dean - Research	Member
17	Dr. G. Ilavazhagan	Director (International Affairs)	Member
18	Dr. C. Kezi Selva Vijila	Controller of Examinations	Member
19	Dr. C. Ramesh	Head – School of Allied and Health Sciences	Member
20	Dr. Dvaid Easow	Head – SLAAS	Member
21	Dr. SudalaiMuthu T	Professor	IQAC Coordinator
22	Dr. B. Prabakaran	Associate Professor, Auto. Engg, Professional Society	Nominee Member
23	Ms. Visalakshi	Research Scholar (Full Time), CSE	Nominee Member
24	Dr. E. Bhaskaran	Joint Director of Industrial and Commerce Engg., Govt. of Tamilnadu	Nominee Member
25	Mr. Issac S Gerald	Chief HR Officer (HGI)	Nominee Member
26	Mr. K. Giridharan	Principal, Design Engineer, Urjitha Electronics, Chennai	Nominee Member
27	Mr. C.K. Venkatesan	Parent of Mr. C.K. Sukhdev , IV Year, B.Arch	Nominee Member

The Vice-Chancellor welcomed all members for the 28th IQAC Meeting.

1. Opening remarks by Chairman IQAC

The Vice Chancellor greeted and addressed IQAC core committee members for the meeting. He thanked the experts from Academia Dr. S. Mohan, Dr. R. Jeyavel, Dr. V.J. Philip, Dr. Geetha Swaminathan and Industry expert and distinguished alumni Dr. E. Bhaskaran, Mr. K. Giridharan and Mr. Issac S Gerald for making it convenient to attend the meeting despite their hectic schedules in order to provide recommendations for elevating the quality of technical education at HITS.

2. Approval of the minutes of the last IQAC Meeting

The minutes of the previous meeting of IQAC core committee held on 21st December 2022 was discussed and approved. Action Taken Report (ATR) based on the minutes of the previous meeting was placed and approved.

3. IQAC activities and Plan of Action

The following IQAC activities and the plan of action were presented by the IQAC Coordinator.

IQAC activities

- i. Data required for the submission of Annual Quality Assurance Report (AQAR), IIPA and NAAC criteria was collected from all departments, students' section, research section, HR, accounts etc., and was presented to the committee members by the IQAC coordinator. After discussion, the data was approved by the external members. Moreover, few suggestions were given by the committee members to meet the benchmark given by NAAC.
- ii. Meeting was conducted with the department IQAC coordinators to ensure the functioning of Department committees such as Department Examination Committee, Curriculum Review Committee, Class Committee Meeting and improve the quality of each department in terms of teaching & research.
- iii. Workload verification was carried out by IQAC Coordinator, and the faculty requirements were submitted.
- iv. Action plan for performance improvement was collected from all departments.
- v. The compliance of the academic activities for individual departments for the academic year 2022-23 are monitored through the academic compliance portal. The course details offered from the department including Professional core courses, department electives, and non-department electives are updated by the timetable coordinators during the commencement of the semester. The department IQAC coordinators are requested to verify whether the academic activities namely, course committee meetings, DEC meeting, ERP entry, etc., are carried out within the timeline as mentioned in the academic calendar and update the portal accordingly. If there is any delay in any of the academic activities, the reason for the delay/noncompliance can also be mentioned in the portal.
- vi. Verification of Course Delivery plan & Course Assessment Plan was carried out and compliance report was collected for corrective measures.

Plan of Action

The IQAC review meetings with the internal and external IQAC members are planned as per the following schedule.

S No	Meeting #	Date	Participants
1	# 1	24.02.2023	Department IQAC Coordinators
2	# 2	29.03.2023	Institution IQAC members including External Members
3	# 3	28.04.2023	Department IQAC Coordinators
4	# 4	30.06.2023	Institution IQAC members including External Members
5	# 5	28.07.2023	Department IQAC Coordinators
6	# 6	29.09.2023	Institution IQAC members including External Members
7	# 7	27.10.2023	Department IQAC Coordinators
8	# 8	24.11.2023	Institution IQAC members including External Members
9	# 9	15.12.2023	Department IQAC Coordinators


4. Discussions and Suggestions

- The academic audit for the odd semester 2022-23 is planned tentatively from 28th February 2023 to 3rd March 2023. Auditing will be carried out separately for the courses handled by the faculty and for the department. All the courses including the laboratory courses will be audited by the respective department IQAC coordinator. External auditors from renowned institutions will be invited to audit the department files as per the prescribed rubrics.
- The best practices followed in the institution to be highlighted.
- Documentation of all activities in the institution to be done efficiently.

5. Vote of Thanks

The Vice Chancellor thanked all the members for the valuable suggestions and support.

Prepared by,


 IQAC Coordinator (Dr. Suddha Mukherjee)

Approved by,


 Vice Chancellor

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