



# TAGORE

## INSTITUTE OF ENGINEERING AND TECHNOLOGY

DEVIYAKURICHI – 636 112, SALEM DISTRICT.

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

ACCREDITED BY "NAAC"

website: [www.tagoreiet.ac.in](http://www.tagoreiet.ac.in)

Email : [principaltiet@tagoreiet.ac.in](mailto:principaltiet@tagoreiet.ac.in)

Tel: +91- 4282 231 374, 231 474

### Internal Quality Assurance Cell (IQAC)

Ref: TIET/IQAC/2020-21/Meeting/01

Date:03.08.2020

#### Circular

The **Internal Quality Assurance Cell (IQAC)** Members Meeting is scheduled on 05.08.2020 at 10.00 AM in the college premises. The committee members are requested to attend the meeting to share their fruitful suggestions for the further improvement of our institution..

Agenda of the Meeting:

1. Review of the last meeting and action taken.
2. Overview of academic activities.
3. Measures taken for COVID-19.
4. Discussion on the current semester's timetable
5. Curricular activities and their impact on student learning
6. Status on ongoing accreditation processes.
7. Recent placement activities and outcomes.
8. Recent FDPs for faculty.
9. Online Examination.


  
IQAC

  
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Copy to:

1. The Management for kind information.
2. The Members of Internal Quality Assurance Cell (IQAC).
3. All departments HoD's.
4. Main Notice Board.



  
Dr. S. JAYANTHI, M.E., Ph.D.,  
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Deviyakurichi - 636 112.  
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### Internal Quality Assurance Cell (IQAC)

#### IQAC Member List (2020-2021)

S.NO	NAME	DESIGNATION	POSITION
1	Dr S.Jayanthi	Head of the Institution, Prinsipal	Chairman
2	Dr.P.Rajeshkumar	Associate Professor, -ECE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mr.S.Subash	Administrative officer	Member
5	Mr.S.Vignesh Dr.R.Vasanthi Mrs.B.Sindhu Dr.G.Saravanan Mr R.Dhanaraj Mr.P.Prasanth Dr.M.Shankar Dr.T.Krishnakumar	Assistant Professor, HoD-Civil Professor, HoD- CSE Assistant Professor - ECE Assistant Professor, HoD-EEE Assistant Professor, HoD- MECH Assistant Professor –MECH Assistant Professor, HoD- MBA Professor, HoD-S&H	Members
6	Mr.N.R.Palanivel,	From Society	Member
7	Mr.M.Elayaraja	Student	Member
8	Mr P.Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Member
10	Mr.Anantharaman	Associate Director	Member



  
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### Attendance for the Meeting (2020-2021)

S.NO	NAME	SIGNATURE
1	Dr.S.Jayanthi	
2	Dr.P.Rajeshkumar	
3	Mr.R.Paramasivam	
4	Mr.S.Subash	
5	Mr.S.Vignesh	
	Dr.R.Vasanthi	
	Mrs.B.Sindhu	
	Dr.G.Saravanan	
	Mr R.Dhanaraj	
	Mr.P.Prasanth	
	Dr.M.Shankar	
	Dr.T.Krishnakumar	
6	Mr.N.R.Palanivel	
7	Mr.M.Elayaraja	
8	Mr.P.Sivanesan	
9	Mr. Sivakumar	
10	Mr.Anantharaman	



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### Internal Quality Assurance Cell (IQAC)

#### Minutes of Meeting

The minutes of meeting for **Internal Quality Assurance Cell (IQAC)** Members Meeting on 05.08.2020 at 10.00AM.

Proceeds of the Meeting are as follows:

Principal, Dr.S.Jayanthi welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr.P.Rajeshkumar presented the progress on overall college development; key points were discussed:

S.N	AGENDA	POINTS DISCUSSED
1	Review about the last	The IQAC coordinator described the last meeting minutes and action taken report
2	Academic Activities	Discussed the academic activities planned for the upcoming Semester
3	COVID-19	COVID-19-Precautions & Social Responsibilities
4	Time table	Presented and discussed the proposed schedules for classes, labs, library, and internet access.
5	Curricular & Extra Curricular Activities	Instructed HoDs to organize workshops, seminars, conferences, etc.
6	NAAC	Reviewed the Annual Quality Assurance Report (AQAR) for 2020-21
7	Placement Training	Congratulated the Placement & Training Cell for successful completion of campus drives.
8	Faculty Development Programme (FDP)	Reviewed faculty participation rates in FDPs conducted by NPTEL, ATAL SWAYAM.
9	Anna University Examination	Presentation and discussion on the structure of online classes, including timing, duration, and exam


  
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### Internal Quality Assurance Cell (IQAC)

#### Action Taken Report

- ✓ The IQAC coordinator described the last meeting minutes and action taken report.
- ✓ Academic activities schedule reviewed and approved. Departments to execute the planned activities according to the schedule.
- ✓ College campus is maintained neatly with maintenance team, each floor cleaning every day with sanitizer for avoiding pandemic Issue.
- ✓ Schedules officially approved with minor adjustments.
- ✓ Departments to plan and conduct various curricular and extra-curricular activities through online mode.
- ✓ Further preparations for AQAR 2020-21 review and to be monitored.
- ✓ Placement records for 2022 passed out students reviewed. Placement & Training Cell to continue efforts for student placements.
- ✓ Encouraged continued participation in FDPs. conducted through Webinar, Quiz and other (events through online mode)
- ✓ Online class for the academic year 2020 - 2021 (ODD) was scheduled participation & Absentees report to be monitored.


  
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### Internal Quality Assurance Cell (IQAC)

Ref: TIET/IQAC/2020-21/Meeting/02

Date: 18.12.2020

#### Circular

The Internal Quality Assurance Cell (IQAC) Members Meeting is scheduled on 21.12.2020 at 10:00 AM in the college premises. The committee members are requested to attend the meeting to share their fruitful suggestions for the further improvement of our institution.

#### Agenda for meeting:

1. Review of the last meeting and action taken.
2. Faculty workload for the upcoming semester.
3. Time table for the upcoming semester.
4. Assessment test IA results.
5. Attendance records for students.
6. Counseling sessions conducted.
7. Events conducted by the institution.
8. Course files completion and submission by faculty.


  
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2	Dr.P.Rajeshkumar	Associate Professor, -ECE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mr.S.Subash	Administrative officer	Member
5	Mr.S.Vignesh Dr.R.Vasanthi Mrs.B.Sindhu Dr.G.Saravanan Mr R.Dhanaraj Mr.P.Prasanth Dr.M.Shankar Dr.T.Krishnakumar	Assistant Professor, HoD-Civil Professor,HoD - CSE Assistant Professor - ECE Assistant Professor, HoD-EEE Assistant Professor,HoD- MECH Assistant Professor –MECH Assistant Professor,HoD- MBA Professor, HoD-S&H	Members
6	Mr.N.R.Palanivel,	From Society	Member
7	Mr.M.Elayaraja	Student	Member
8	Mr P.Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Member
10	Mr.Anantharaman	Associate Director	Member



  
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2	Dr.P.Rajeshkumar	
3	Mr.R.Paramasivam	
4	Mr.N.Rajasekar	
5	Mr.S.Vignesh	
	Dr.R.Vasanthi	
	Mrs.B.Sindhu	
	Dr.G.Saravanan	
	Mr R.Dhanaraj	
	Mr.P.Prasanth	
	Dr.M.Shankar	
	Dr.T.Krishnakumar	
6	Mr.N.R.Palanivel	
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### Internal Quality Assurance Cell (IQAC)

#### Minutes of Meeting

The minutes of meeting for Internal Quality Assurance Cell (IQAC) Members Meeting on 21.12.2020 at 10.00AM

Proceeds of the Meeting are as follows

Principal, Dr.S.Jayanthi welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr.P.Rajeshkumar presented the progress on overall college development; key points were discussed:

S.No	Agenda	Discussions
1	Review about the last meeting	The IQAC coordinator described the last meeting minutes and action taken report.
2	Work load for Even Semester	Approval of Workload
3	Time table	Approval of Class Time table/Lab Time table
4	Assessment Test Analysis	Time table copy of IA Test IA mark analysis Signed copy of Analysis of Individual class and Consolidated list of each test (IA 1, IA 2 and Model)
5	Attendance Maintenance	Master Attendance Regular attendance maintaining mechanism Attendance defaulters monitoring follow up Less than 75% attendance list for each portal and their follow up (Parents visit/Undertaking letter)
6	Counseling report	Counselor details Counseling record/Mentors book/Counseling report
7	Event Report	Number of events conducted Event report with approval
8	Course File	A plan regarding internal audit where discussed in IQAC meeting to conduct internal audit The course plan was confirmed, and any required adjustments were made. The availability of all required materials was confirmed, and any updates were noted.

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### Internal Quality Assurance Cell (IQAC)

#### Action Taken Report

- ✓ Develop a comprehensive plan for the even semester's workload, taking into account academic requirements, faculty availability, and student needs.
- ✓ Facilitate seamless coordination among faculty, staff, and pertinent departments to prevent scheduling conflicts and guarantee the smooth execution of approved timetables.
- ✓ Gather data on both individual and collective performance in assessment tests to inform academic planning and intervention strategies.
- ✓ Articulate attendance policies clearly to both students and faculty, underscoring the significance of regular attendance. Identify individuals with less than 75% attendance for each portal.
- ✓ Maintain detailed records of counseling sessions, documenting dates, participants, and discussed topics to ensure a thorough record of academic support and guidance.
- ✓ Strategically schedule regular Class Committee meetings, aligning with the academic calendar and the availability of committee members.
- ✓ Archive event reports, incorporating supporting documents for future reference and reporting purposes.
- ✓ Methodically compile and organize all pertinent documents, ensuring the course file is complete and current to facilitate efficient academic administration.


  
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### Internal Quality Assurance Cell (IQAC)

Ref:TIET/IQAC/2020-2021/Meeting/03

Date: 03.02.21

#### CIRCULAR

**Internal Quality Assurance Cell (IQAC) Members Meeting** is scheduled on 05.02.2021 at 10.00 AM in the college premises. The committee members are requested to attend the meeting to share their fruitful suggestions for the further improvement of our institution.

#### **Agenda of the Meeting:**

1. Review of the last meeting and action taken.
2. Academic activities going to conduct during the semester.
3. Faculty workload.
4. Timetable for the upcoming semester.
5. Recent events conducted by the institution.
6. Class Committee meeting.

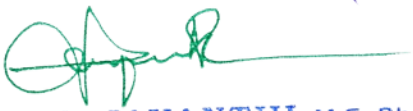
  
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#### Minutes of Meeting

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Proceeds of the Meeting are as follows:

Principal, Dr.S.Jayanthi welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr.P.Rajeshkumar presented the progress on overall college development; key points were discussed:


S.NO	AGENDA	POINTS
1	Review about the last	The IQAC coordinator describes the last meeting minutes
2	Academic Activities- Even semester (2020-21)	Heads of Departments (HoDs) are instructed to submit the academic calendar with department activities Online Proctored examination reviews were done in the meeting.
3	Workload for Even Semester	Discussed the allocation of workload for the upcoming Even Semester, considering faculty availability, subject requirements, and student needs.
4	Time Table	Explored options for optimizing the timetable for the Even Semester, accommodating both theory and practical sessions efficiently.
5	Event Report	Reviewed recent events and discussed the need for comprehensive event reports.
6	Class committee meeting	All meeting agenda, attendance sheet, minutes and action taken copy. Students Feedback for each Course

  
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### Internal Quality Assurance Cell (IQAC)

#### ACTION TAKEN REPORT

- ✓ The course file checked and submitted the report to the Principal office. Presentation and discussion of feedback received from faculty regarding the online proctored examination experience.
- ✓ Workload distribution plan finalized. Heads of Departments (HoDs) to communicate the allocated workload to the faculty.
- ✓ Revised timetable drafted. Feedback from HoD's and faculty members to be collected by for further adjustments.
- ✓ Departments to compile a detailed analysis report .Remedial actions to be proposed and implemented.
- ✓ Event coordinators to submit detailed event reports, including budget utilization and attendee feedback, within two weeks of the event conclusion.
- ✓ Heads of Departments to conduct a course file audit. Guidelines for maintaining course files to be communicated to faculty.


  
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Ref: TIET/IQAC/2020-2021/Meeting/04

Date: 16.06.2021

### CIRCULAR

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1. Review of the last meeting and action taken.
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3. Review of the proposed time table for the upcoming even semester.
4. Assessment test results.
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6. Counseling sessions conducted.
7. Outcomes and action for the last class committee meeting.
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1. The Management for kind information.
2. The Members of Internal Quality Assurance Cell (IQAC).
3. All departments HoD's.
4. Main Notice Board.



  
Dr. S. JAYANTHI, M.E., Ph.D.,  
PRINCIPAL  
TAGORE INSTITUTE OF ENGINEERING  
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Deviyakurichi - 636 112.  
Thalaivasal (Tk.), Salem (Dt.)





# TAGORE

## INSTITUTE OF ENGINEERING AND TECHNOLOGY

DEVIYAKURICHI – 636 112, SALEM DISTRICT.

(Approved by AICTE, New Delhi and Affiliated to Anna University Chennai)

ACCREDITED BY "NAAC"

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Email : [principaltiet@tagoreiet.ac.in](mailto:principaltiet@tagoreiet.ac.in)


Tel: +91- 4282 231 374, 231 474

### Internal Quality Assurance Cell (IQAC)

#### IQAC Member List (2020-2021)

S.NO	NAME	DESIGNATION	POSITION
1	Dr S.Jayanthi	Head of the Institution, Principal	Chairman
2	Dr.P.Rajeshkumar	Associate Professor, -ECE	IQAC Coordinator
3	Mr.R.Paramasivam	Director	Member
4	Mr.S.Subash	Administrative officer	Member
5	Mr.S.Vignesh Dr.R.Vasanthi Mrs.B.Sindhu Dr.G.Saravanan Mr R.Dhanaraj Mr.P.Prasanth Mr.R.Thirunavukkarasu Dr.T.Krishnakumar	Assistant Professor, HoD-Civil Professor, HoD- CSE Assistant Professor - ECE Assistant Professor, HoD-EEE Assistant Professor, HoD- MECH Assistant Professor –MECH Assistant Professor, HoD- MBA Professor, HoD-S&H	Members
6	Mr.N.R.Palanivel,	From Society	Member
7	Mr.M.Elayaraja	Student	Member
8	Mr P.Sivanesan	Alumni	Member
9	Mr. Sivakumar	Managing Director	Member
10	Mr.Anantharaman	Associate Director	Member



  
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### Attendance for the Meeting (2020-2021)

S.NO	NAME	SIGNATURE
1	Dr.S.Jayanthi	
2	Dr.P.Rajeshkumar	
3	Mr.R.Paramasivam	
4	Mr.S.Subash	
5	Mr.S.Vignesh	
	Dr.R.Vasanthi	
	Mrs.B.Sindhu	
	Dr.G.Saravanan	
	Mr R.Dhanaraj	
	Mr.P.Prasanth	
	Mr.R.Thirunavukkarasu	
	Dr.T.Krishnakumar	
6	Mr.N.R.Palanivel	
7	Mr.M.Elayaraja	
8	Mr.P.Sivanesan	
9	Mr. Sivakumar	
10	Mr.Anantharaman	



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### Internal Quality Assurance Cell (IQAC)

#### Minutes of Meeting

The minutes of meeting for Internal Quality Assurance Cell (IQAC) Members Meeting on 23.06.21 at 10.00AM.

Proceeds of the Meeting are as follows

Principal, Dr.S.Jayanthi welcomed the IQAC members and made aware the progress of college & briefed the achievement. IQAC Coordinator, Dr.P.Rajeshkumar presented the progress on overall college development; key points were discussed:

S.No	Agenda	Discussions
1	Review about the last meeting	The IQAC coordinator described the last meeting minutes and action taken report.
2	Work load for Even Semester	Approval of Workload
3	Time table	Approval of Class Time table/Lab Time table
4	Assessment Test Analysis	Time table copy of IAT Test IA mark analysis
5	Attendance Maintenance	Master Attendance Attendance defaulters monitoring follow up
6	Counseling report	Counselor details, Counseling record/Mentors book/Counseling report
7	Class Committee meeting	All meeting agenda, attendance sheet, minutes and action taken copy. Students Feedback for each Course
8	Event Report	Number of events conducted. Event report with approval
9	Course File	A plan regarding internal audit where discussed in IQAC meeting to conduct internal audit The course plan was confirmed, and any required adjustments were made. The availability of all required materials was confirmed, and any updates were noted.


  
IQAC

  
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### Internal Quality Assurance Cell (IQAC)

#### ACTION TAKEN REPORT

- ✓ Developing a comprehensive plan for the even semester's workload involves considering academic requirements, faculty availability, and student needs.
- ✓ To ensure the smooth execution of approved timetables, facilitate seamless coordination among faculty, staff, and pertinent departments to prevent scheduling conflicts.
- ✓ Gathering data on both individual and collective performance in assessment tests is essential for informing academic planning and intervention strategies.
- ✓ Clearly articulating attendance policies to both students and faculty, while underscoring the significance of regular attendance, includes identifying individuals with less than 75% attendance for each portal.
- ✓ To maintain a thorough record of academic support and guidance, it is crucial to maintain detailed records of counseling sessions, documenting dates, participants, and discussed topics.
- ✓ Strategically scheduling regular Class Committee meetings involves aligning with the academic calendar and the availability of committee members.
- ✓ Archiving event reports, which incorporate supporting documents, is necessary for future reference and reporting purposes.
- ✓ Methodically compiling and organizing all pertinent documents ensures the course file is complete and current, facilitating efficient academic administration.

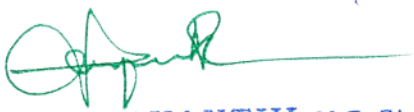
  
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