

INTERNAL QUALITY ASSURANCE CELL-25th MEETING MINUTES

Date : 23rd June 2022
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	Director, HITS	Member
Member from Academia (Teachers)			
4	Dr. S. Mohan	Professor , Department of Civil Engineering , IIT	Member
5	Dr. R. Jeyavel	Director, Center for Nano Science and Technology CEG,	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. N. Madhumithaa	Assistant Professor (SG), 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	Dr. A. Prabakaran	Head (Students Affairs)	Member
16	Dr. K. Nanda Kumar	Director (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	Member, IQAC Coordinator, Convenor
22	Dr. B. Prabakaran	Associate Professor, Auto. Engg, Professional Society	Nominee Member
23	Ms. Visalakshi	Student, Research Scholar (Full Time), CSE	Nominee Member
24	Dr. E. Bhaskaran	Joint Director of Industrial and Commerce Engg., Govt. of	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 25th IQAC Meeting.

1. Opening remarks by Chairman IQAC

The Vice Chancellor Welcomed 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 in spite of their busy schedule to give suggestions for improving 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 24th March 2022 was discussed and approved. Action Taken Report (ATR) based on the minutes of the previous meeting was placed and passed.

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) was collected from all departments, students' section, research section, HR, accounts etc. In addition, data pertaining to Academic activities, research innovations, Intellectual Property Rights, infrastructure, HRD, Finance, students' activities were collected for the past five years.
- ii. Meeting was conducted with the department IQAC coordinators to ensure the functioning of Department Exam Committee (DEC) and improve the quality of each department in terms of teaching & research.

- iii. The compliance of the academic activities 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.
- iv. Action plan for performance improvement was collected from all departments.
- v. Verification of Course Delivery plan & Course Assessment Plan was carried out and compliance report was collected for corrective measures.
- vi. Conducted NBA mock visit for the re-accreditation of the five programmes viz; B.Tech. Aeronautical Engineering; B.Tech. Mechanical Engineering; B.Tech. Computer Science and Engineering; B.Tech. Civil Engineering; B.Tech. Automobile Engineering.
- vii. Workload verification was carried out by IQAC Coordinator, and the faculty requirements were submitted.
- viii. The parameters and the rubrics considered in the Performance Based Appraisal System (PBAS 2022) was revised as per the feedback and suggestions.

4. Discussions and Suggestions

- The academic audit for the Even semester 2021-22 is planned tentatively from 4th July 2022 to 8th July, 2022. 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. The External auditors from renowned institutions will be invited to audit the department files as per the prescribed rubrics.
- Laboratory audit was carried out by IQAC with a team of members nominated by Vice Chancellor. The compliance report and the action taken were presented before the

members. Members insisted to include experiments to enhance the technical skills of the students that helps them to find solution for the societal problems.


- The curriculum structure and the common courses that can be offered inline with the National Educational Policy (NEP 2020) was discussed.
- Best practices followed in the institution shall be learned through peer learning methodology.
- Documentation of all activities in the institution to be done efficiently as per 5S and ISO practices.

5. Vote of Thanks

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


Dr. Sudalai Muthu T

Convenor & IQAC Coordinator


Dr. S.N. Sridhara

Vice Chancellor, HITS