

## Internal Quality Assurance Cell

HITECH/IQAC/2023-24/1

03.06.2023

### CIRCULAR

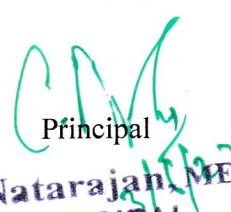
It is hereby informed to HoDs, Department IQAC Coordinators and Academic Audit Team members that a meeting is scheduled at 11.15 am on 05.06.2023 in Board room. All HoDs, Department IQAC Coordinators and Academic Audit Team members are requested to attend the meeting

The agenda

1. AQAR (2021-22) Details submission
2. Plan of activities for the academic year 2023\_24
3. Submission of Report on Academic audit

  
Dr.S.R.Rajabalayanan  
Coordinator-IQAC

**Dr.S.R. RAJABALAYANAN**  
Coordinator  
Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
Coimbatore - 641 032.

  
Principal  
**Dr. C. Natarajan, M.E.Ph.D.,**  
PRINCIPAL  
Hindusthan Institute of Technology  
Coimbatore - 641 032.

Copy to

1. IQAC Members
2. HoDs
3. Department IQAC Coordinators





## Internal Quality Assurance Cell

### Minutes of Meeting

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	05.06.2023 /11.15 am
Venue	Board Room

Dr.S.R.Rajabalayanan, Coordinator IQAC gave welcome address. Dr.C.Natarajan, Chairman, IQAC presided over the meeting.

### Details of Discussion

- The completed AQAR (2021-22) details have been discussed
- HoDs have been requested to submit the schedule for activities for the academic year 2023-24
- Academic audit report has been submitted for discussion

  
Dr.S.R.Rajabalayanan  
Coordinator-IQAC

**Dr.S.R. RAJABALAYANAN**  
Coordinator  
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## Internal Quality Assurance Cell



### Details of Participants

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	05.06.2023 /11.15 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.A.Jameer Basha	Professor & Head /CSE	
4.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	
5.	Dr.B Paulchamy	Professor & Head /ECE	
6.	Dr.M Duraipandian	Professor & Head /IT	
7.	Dr.L.Vijayakumar	Professor & Head /Pharma	
8.	Dr.S.Jeyabharathi	Professor & Head /S&H	
9.	Mr.Maheswaran	Department Coordinator/AERO	
10.	Dr.K. Mahendran	Department Coordinator/ECE	
11.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
12.	Mrs.S.Sangeetha	Department Coordinator/MBA	





## Internal Quality Assurance Cell


### Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	05.06.2023 /11.15 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Discussion on AQAR (2021-22) details	The completed AQAR (2021-22) details have been discussed and few modifications have been carried out in Criteria I and IV
2	Schedule for activities for the academic year 2023-24	HoDs have submitted both soft and hard copies of schedule to Principal office
3	Academic audit report	Academic audit report has been submitted for discussion. It is decided to have audit process in each semester End

  
Dr.S.R.Rajabalayanan  
Coordinator-IQAC

**Dr.S.R. RAJABALAYANAN**  
Coordinator  
Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
Coimbatore - 641 032.

  
Principal  
**Dr. C. Natarajan, M.E.Ph.D.,**  
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## Internal Quality Assurance Cell

HITECH/IQAC/2023-24/2

12.07.2023

### CIRCULAR


All HoDs, Department IQAC Coordinators are requested to attend the meeting scheduled on 14.07.2023 at 11.00 am in Board room.

The agenda

- Discussion on AQAR (2021-22) Details
- Review of activities of statutory and non-statutory committees
- Discussion on Board of studies meeting

  
Dr.S.R.Rajabalayanan  
Coordinator-IQAC

**Dr.S.R. RAJABALAYANAN**  
Coordinator  
Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
Coimbatore - 641 032.

  
Principal  
**Dr. C. Natarajan, M.E.Ph.D.,**  
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Copy to

- 1.IQAC Members
- 2.HoDs
- 3.Department IQAC Coordinators





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### Details of Participants

Meeting Details	IQAC –Members, HoDs , Department IQAC Coordinators and Academic Audit committee members Meeting
Date & Time	14.07.2023 /11.00 am
Venue	Board Room

S.No	Name of Member	Designation & Address	Signature
1.	Dr.C.Natarajan	Principal, Hindusthan Institute of Technology	
2.	Dr.S.R.Rajabalayanan	Coordinator-IQAC	
3.	Dr.K.Bharath	Associate Professor , MBA	
4.	Dr.A.Jameer Basha	Professor & Head /CSE	
5.	Dr. K.P. Dhanabalakrishnan	Professor & Head /AERO	
6.	Dr.B Paulchamy	Professor & Head /ECE	
7.	Dr.M Duraipandian	Professor & Head /IT	
8.	Dr.L.Vijayakumar	Professor & Head /Pharma	
9.	Dr.S.Jeyabharathi	Professor & Head /S&H	
10.	Dr.V.Sureshbabu	Controller of Examination	
11.	Mr.N.Maheswaran	Department Coordinator/AERO	
12.	Mr.R. Arun	Department Coordinator/CSE	
13.	Dr.K. Mahendran	Department Coordinator/ECE	
14.	Mr.A.Jeevarathinam	Department Coordinator/MECH	
15.	Dr.P. Jayachitra	Department Coordinator/S&H	
16.	Mrs.Sangeetha	Department Coordinator/MBA	





## Internal Quality Assurance Cell

### Minutes of Meeting

Meeting Details	IQAC -Members, HoDs , Department IQAC Coordinators and Academic Audit committee members Meeting
Date & Time	14.07.2023 /11.00 am
Venue	Board Room


HoDs, Department IQAC coordinators and Academic Audit committee members have attended this meeting

### Details of Discussion

- It is decided to upload the modified details of AQAR-2021-22 in NAAC web portal
- The activities of statutory and non-statutory committees have been reviewed
- It is requested to submit the schedule of Board of studies meeting of all the departments

  
Dr.S.R.Rajabalayanan  
Coordinator-IQAC

**Dr.S.R. RAJABALAYANAN**  
Coordinator  
Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
Coimbatore - 641 032.

  
Principal  
**Dr. C. Natarajan, M.E.Ph.D.,**  
PRINCIPAL  
Hindusthan Institute of Technology  
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## Internal Quality Assurance Cell

### Action Taken report

Meeting Details	HoDs , Department IQAC Coordinators and Academic Audit committee members Meeting
Date & Time	14.07.2023/11.00 pm
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Review of AQAR-2021-22	It is decided to upload the modified details of AQAR-2021-22 in NAAC web portal
2	Statuary and non-statuary committees	The activities of statuary and non-statuary committees have been reviewed. It is decided to organize meetings with members of committees and submit the reports to Principal office
3	Board of studies meeting	All chairmen of Boards of studies have been directed to complete the sixth meeting on or before 15 <sup>th</sup> September 2023. Controller of Examination has issued the instructions of the important details to be discussed in board of studies meeting with respect to R-2022 Curriculum



Dr.S.R.Rajabalayanan  
Coordinator-IQAC

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Coordinator  
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## Internal Quality Assurance Cell

HITECH/IQAC/2023-24/3

15.09.2023

### CIRCULAR

It is hereby informed to HoDs, Department IQAC Coordinators and all Coordinators and members of committees/clubs/and societies that a meeting is scheduled at 11.15 am on 16.09.2023 in seminar Hall to discuss about the activities of various committees/clubs/and societies of our Institution. All the faculty members are requested to attend the meeting

  
Dr.S.R.Rajabalayanan  
Coordinator-IQAC

**Dr.S.R. RAJABALAYANAN**  
Coordinator  
Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
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Principal

**Dr. C. Natarajan, ME.Ph.D.,**  
PRINCIPAL  
Hindusthan Institute of Technology  
Coimbatore - 641 032.

Copy to

- 1.HoDs
2. Faculty Members
- 3.Office





## Internal Quality Assurance Cell

### Minutes of Meeting

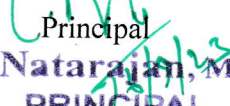
Meeting Details	IQAC –Members, HoDs and Faculty Members Meeting
Date & Time	16.09.2023/11.15 am
Venue	Board Room

### Details of Discussion

1. Dr. S. R. Rajabalayanan presented the documentation procedure for the committees/clubs and societies
2. It is decided to start slow learners coaching classes for II, III and Final year Students

  
Dr. S. R. Rajabalayanan  
Coordinator-IQAC

**Dr. S. R. RAJABALAYANAN**  
Coordinator  
Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
Coimbatore - 641 032.

  
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## Internal Quality Assurance Cell



### HiTech Committees / Clubs / Societies Coordinators meeting

Date: 16.09.2023/11.30 AM

Seminar Hall

### Details of Participants

S.No	Name of the Faculty	Department	Name of the Committee / Club / Society	Responsibility Coordinator/ Co-Coordinator/Member	Signature
1.	Dr.S.R.RAJA BALAYANAN	MECH	Anti Ragging Committee	Co-ordinator	
2.	M.Viswanath	MECH	Career Guidance Cell	Co-ordinator	
3.	Ganesh Kumar. KV	Mech	Mechanical Engg. Students association	Co-ordinator	
4.	S. MATHIVANAN	MECH	HITECH GREEN CLUB	Co-ordinator	
5.	N. DINESH	MECH	ENTREPRENEURSHIP DEVELOPMENT CEC	Co-ordinator	
6.	Dr.K.P.DHANABALA KRISHNAN	AERO	MEMBER ANTI RAGGING Co-ordinator - ISRO	Co-ordinator Nodal Center	
7.	Dr.B.PADHANY	LEU	MEMBER ANTI RAGGING. Research Co-ordinator	Co-ordinator	
8.	K. MURUGAN	CSE	AQAR	Dept. Co-ordinator	
9.	Dr.S.RAMASAMY	CSE	—	—	
10.	P.MUTHURAJA	MBA	—	—	
11.	Dr.R.AYYAMPURMAL	MBA	—	—	
12.	S.UDHAYAKUMAR	MECH	NDLI	Co-ordinator	





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### HiTech Committees / Clubs / Societies Coordinators meeting

Date: 16.09.2023/11.30 AM

Seminar Hall

#### Details of Participants

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13	M. Moses Dava prasanna	Aeronautical	-	-	
14	SAKTHIVEL R	"	-	-	
15	JAGANNATHAN.M	S&H	NCC	Responsibility Co-Ord.	
16	SUBHASH CHANDRA BOSE	S&H	FINE ARTS CLUB	COORDINATOR	
17	Dr. R. Sivalakumar	S & H	Science club Yoga club	Coordinator	
18	Sandeep K	S & H	-	-	
19	SELVENDRAN R	Mech	Robot club	Co-ordinator	
20	Dr. K. Mahendrakumar	ECE	-	-	
21	Halskern.g	ECE	IOT & Robotics Club	Co-ordinator	
22	A. Vidhyalakshmi	ECE	-	-	
23	A. Abdul Hameed	ECE	-	-	
24	A. KARUPUSAMY	BEE	-	-	







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Date: 16.09.2023/11.30 AM

Seminar Hall

### Details of Participants

S.No	Name of the Faculty	Department	Name of the Committee / Club / Society	Responsibility Coordinator/ Co-Coordinator/Member	Signature
25	K.R.KANNAN	ECE	-	-	
26	Dr.A.PURUSOTHAMA MAN	ECE	-	-	
27	D.Vikishama Pandeyan	CSE	-	-	
28	J.UTHAMA KUMAR	CSE	-	-	
29	Dr.N.B.Mahesh Kumar	CSE	-	-	
30	S.Tamizharuch	CSE	-	-	
31	P.N.PRIYADARSHY	UG	-	-	
32	Dr.S.Kaitha	ECE	Women's Empowerment Club	<del>Ms.Kaitha</del> Co-ordinator	
33	P.JEENMA	CSE	-	-	
34	Anusuya.M.	MBA	-	-	
35	Dr.D.Jayasutha	CSE	-	-	
36	C.A.RAJAPRABHA	CSE	-	-	





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### HiTech Committees / Clubs / Societies Coordinators meeting

Date: 16.09.2023/11.30 AM

Seminar Hall

#### Details of Participants

S.No	Name of the Faculty	Department	Name of the Committee / Club / Society	Responsibility Coordinator/ Co-Coordinator/Member	Signature
87.	D. Vidhya	CSE	-	-	D. Vidhya
88.	K. Kalpana	ECE	DAC	-	K. Kalpana
89	Dr. R.T. SURYA	CSE	IIC	Coordinator	Dr. R.T. SURYA
90	P. V. MANOJ KUMAR	CSE			P. V. MANOJ KUMAR
91	M. Banu Priya	CSE			M. Banu Priya
92.	S. Saranya	CSE			S. Saranya
93.	Sowmeya SG	PT	JANUS CLUB	-	Sowmeya SG
94	G. Karthika	IT	Red Ribbon club	Coordinator	G. Karthika
95	M. Saranya	IT			M. Saranya
96	V. JAYANTHI	Pharma	JANUS		V. Jayanthi





## Internal Quality Assurance Cell

### Action Taken report

Meeting Details	IQAC –Members, HoDs and Department IQAC Coordinators Meeting
Date & Time	16.09.2023/11.15 am
Venue	Board Room

S.No	Details of Discussion	Action Taken
1	Documentation procedure for the committees/clubs/and societies	The Documentation formats have been discussed. The soft copies have been distributed. The coordinators of committees/clubs/and societies have been requested to submit the files containing the details of activities for the academic year 2020-21, 2021-22 and 2022-23 on or before 20 <sup>th</sup> September 2023.
2	Slow learners coaching class	It is decided to start slow learners coaching classes for II, III and Final year Students. Department Academic coordinators have been asked to collect details of slow learners with the basis of their performance in previous end semester examinations. The classes are being scheduled from 21 <sup>st</sup> September 2023.



*Dr. S.R. Rajabalayanan*  
19/9/23

Dr. S.R. Rajabalayanan  
Coordinator-IQAC

**Dr. S.R. RAJABALAYANAN**  
Coordinator

Internal Quality Assurance Cell  
Hindusthan Institute of Technology  
Coimbatore - 641 032.

*Dr. C. Natarajan*  
Principal  
19/9/23

**Dr. C. Natarajan, M.E. Ph.D.**  
PRINCIPAL

Hindusthan Institute of Technology  
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