



LOYOLA INSTITUTE OF TECHNOLOGY

Palanchur, Chennai – 600 123

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai
(An ISO Certified Institution)

Date: 12/12/19

Circular

The Internal Quality Assurance Cell (IQAC) meeting for the Academic year 2019-2020 (EVEN semester) will be held on 19/12/19 at 10.30 a.m. in the Conference Hall. All IQAC members are requested to attend the meeting on time.

The Meeting's Agenda:

- ✓ Review of previous minutes of meeting (2019-20 ODD semester)
- ✓ Review the Academic Calendar for 2019-2020 EVEN semester
- ✓ Research and Development Activities
- ✓ ICT Tool Usage
- ✓ Incubation
- ✓ Any other Related Matters

List of IQAC Committee members for the academic year 2019-20

Sl.No	Name	Designation
1.	Dr.Sujatha Jamuna Anand	Principal
2.	I. Arockia Mary	Member, Society of DMI
3.	Dr. V. Balaji	Professor & HoD / Mechanical
4.	Dr.G.Bhuvanewari	Professor & HoD / CSE
5.	Dr.P.Balamurugan	Asso. Professor & HoD/ EEE
6.	Dr. L. Nalini Joseph	Professor & HoD / ECE
7.	Dr. E.Isac Paulraj	Professor & HoD /S & H
8.	Prof. D.Prabhu	Asst. Professor & HoD / IT
9.	Prof. Suresh Kumar	Asst. Professor & HoD (i/c) / MBA
10.	Dr. S. M. Kannan	Professor in Mechanical



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11.	Dr. Narayanan, Deputy General Manager, National Plastic Technologies Pvt. Ltd., Sipcot Industrial Park, Irungattukottai, Sriperumbudur, Tamilnadu	Industry Expert
12.	Dr. V. L. Raja, Professor, Department of Mechanical Engineering, Muthayammal Engineering College, Rasipuram	Academic Expert
13.	Ms. S. Abinaya	Alumni
14.	Shiju. S	Student
15.	Mr. K. Janakiraman	Parent

IQAC Coordinator

Principal

Copy to:

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



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Academic Year & Semester: 2019-2020 EVEN Semester


The Internal Quality Assurance Cell (IQAC) meeting for the Academic year 2019-2020 (EVEN semester) was held on 19/12/19 at 10.30 a.m. in the Conference Hall with the following points discussed:

- The Chairperson reviewed the IQAC Minutes of Meeting for the Academic year 2019-2020 ODD semester and also reviewed the action taken report for the above period.
- The Chairperson reviewed Institution's Academic Calendar for the 2019-2020 EVEN Semester.
- The committee instructed the HOD's to encourage their department faculty members and students to publish patents and paper publications.
- The committee instructed the HOD's to encourage their department faculty members to post materials related to their subjects in Google Class Room.
- IQAC was made responsible to initiate MSME Incubator in Campus.


COORDINATOR


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ACADEMIC YEAR 2019-20 EVEN SEMESTER

ATTENDANCE SHEET: Date: 19/12/19

Sl.No	Name	Designation	Signature
1.	Dr.Sujatha Jamuna Anand	Principal	
2.	I. Arockia MAry	Member, Society of DMI	
3.	Dr. V. Balaji	Professor & HoD / Mechanical	
4.	Dr.G.Bhuvaneswari	Professor & HoD / CSE	
5.	Dr.P.Balamurugan	Asso. Professor & HoD / EEE	
6.	Dr. L. Nalini Joseph	Professor & HoD / ECE	
7.	Dr. E.Isac Paulraj	Professor & HoD /S & H	
8.	Prof. D.Prabhu	Asst. Professor & HoD / IT	
9.	Prof. Suresh Kumar	Asst. Professor & HoD (i/c) / MPA	
10.	Dr. S. M. Kannan	Professor in Mechanical	
11.	Dr. Narayanan, Deputy General Manager, National Plastic Technologies Pvt. Ltd., Sipcot Industrial Park, Irungattukottai, Sriperumbudur, Tamilnadu	Industry Expert	
12.	Dr. V. L. Raja, Professor, Department of Mechanical Engineering, Muthayammal Engineering College,	Academic Expert	
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IQAC Coordinator

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ACTION TAKEN REPORT

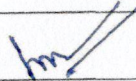
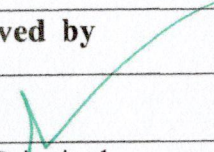
Cell: IQAC

Date: 19/12/19

Year/Semester:2019-20/EVEN Semester

Name of the Coordinator: Dr. S.M. Kannan

SL.No	Suggestion given	Proposed Action Plan	Target Date	Status of the Action Plan	Remarks
1.	The committee suggested the Faculty to publish patents and paper publications.	Faculty members are asked to apply patent and paper publication	May 2020	6 Patents published and 5 papers published in SCI-Indexed/ Scopus Indexed by Faculty members	Certificate Received
2.	The committee suggested the Faculty and Students to utilize Google Class Room.	All faculty members are asked to utilize Google Class Room	May 2020	Faculty members and Students utilized GCR.	Certificate Received

Prepared by	Approved by
	
IQAC Coordinator	Principal

Note: Enclose the proof for the action plan executed.




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Date: 30/05/19

Circular

The Internal Quality Assurance Cell (IQAC) meeting for the Academic year 2019-2020 (ODD semester) will be held on 06/06/19 at 10.30 a.m. in the Conference hall. All IQAC members are requested to attend the meeting on time.

The Meeting's Agenda:

- ✓ Review of previous minutes of meeting (2018-19 Even semester)
- ✓ Review the Academic Calendar for 2019-2020 ODD semester
- ✓ Research and Development Activities
- ✓ Course File
- ✓ Induction Programme
- ✓ Any other Related Matters

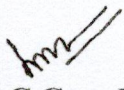
List of IQAC Committee members for the academic year 2019-20

Sl.No	Name	Designation
1.	Dr.Sujatha Jamuna Anand	Principal
2.	S. Xavier Selvi	Incharge of HEI, DFT Group of Institutions
3.	Dr. V. Balaji	Professor & HoD / Mechanical
4.	Dr.G.Bhuvaneswari	Professor & HoD / CSE
5.	Dr.P.Balamurugan	Asso. Professor & HoD/ EEE
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13.	Ms. S. Abinaya	Alumni
14.	Shiju. S	Student
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IQAC Coordinator


Principal

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

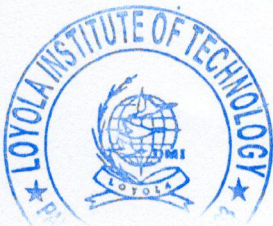
Academic Year & Semester: 2019-2020 ODD Semester

The Internal Quality Assurance Cell (IQAC) meeting for the Academic year 2019-2020 (ODD semester) was held on 06/06/19 at 10.30 a.m. in the Conference hall with the following points discussed:

- The Chairperson reviewed the IQAC Minutes of Meeting for the Academic year 2018-2019 EVEN semester and also reviewed the action taken report for the above period.
- The Chairperson reviewed Institution Academic Calendar for the 2019-2020 ODD Semester
- The HODs were instructed to promote the reseach activities among faculty members and students.
- 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.
- IQAC was made responsible to conduct Student Induction Programme during the month of September.


COORDINATOR


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ACADEMIC YEAR 2019-20 ODD SEMESTER

ATTENDANCE SHEET: Date: 06/06/19

Sl.No	Name	Designation	Signature
1.	Dr.Sujatha Jamuna Anand	Principal	
2.	S. Xavier Selvi	Incharge of HEI, DFT Group of Institutions	
3.	Dr. V. Balaji	Professor & HoD / Mechanical	
4.	Dr.G.Bhuvaneshwari	Professor & HoD / CSE	
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9.	Prof. Suresh Kumar	Asst. Professor & HoD (i/c) / MBA	
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14.	Shiju. S	Student	
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IQAC Coordinator

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ACTION TAKEN REPORT

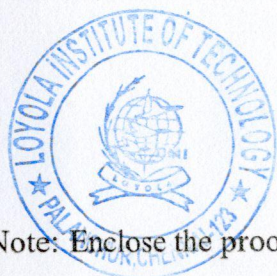
Cell: IQAC

Date: 06/06/2019

Year/Semester:2019-20/ODD Semester

Name of the Coordinator: Dr. S. M. Kannan

SL.No	Suggestion given	Proposed Action Plan	Target Date	Status of the Action Plan	Remarks
1.	The committee suggested to promote the reseach activities among faculty members and students	Faculty members and students advised to publish and patents	December 2019	6 Patents Published.	-
2.	The committee suggested to conduct Student Induction Programme	Student Induction Programme is planned in the month of September.	July 2019	Student Induction Programme conducted on 10/07/2019	-



Prepared by	Approved by
IQAC Coordinator	Principal

Note: Enclose the proof for the action plan executed.

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