



LOYOLA INSTITUTE OF TECHNOLOGY

Palanchur, Chennai – 600 123

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

Date: 16/12/20

Circular

The Internal Quality Assurance Cell (IQAC) meeting for the Academic year 2020-2021 (EVEN semester) will be held on 23/12/20 at 10.30 a.m. through online. All IQAC members are requested to attend the meeting on time.

The Meeting's Agenda:

- ✓ Review of previous minutes of meeting (2020-21 ODD semester)
- ✓ Review the Academic Calendar for 2020-2021 EVEN semester
- ✓ Class delivery in Hybrid mode
- ✓ Webinar
- ✓ Faculty Development Programme
- ✓ Course Exit Survey
- ✓ Research and Development Activities
- ✓ Any other Related Matters


List of IQAC Committee members for the academic year 2020-21

Sl.No	Name	Designation
1.	Dr.Sujatha Jamuna Anand	Principal
2.	M. K.Teresa	Correspondent
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) / MBA



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10.	Dr. S. M. Kannan	Professor in Mechanical
11.	Dr. Narayanan, Deputy General Manager, National Plastic Technologies Pvt. Ltd., Sipcot Industrial Park, Irungattukottai, Sriperumbudur,	Industry Expert
12.	Dr.R.Senthilkumar, Professor & Associate Dean, School of Engineering and Technology, Navrachana University, Vadodora, Gujarat	Academic Expert
13.	Mr.N. Nirmal	Alumni
14.	Ms.Beulah Anjalin S. M	Student
15.	Mr. Amal Raj	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

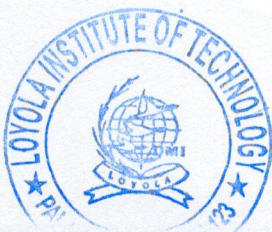
Academic Year & Semester: 2020-2021 EVEN Semester

The Internal Quality Assurance Cell (IQAC) meeting for the Academic year 2020-2021 (EVEN semester) was held on 23/12/20 at 10.30 a.m. through online with the following points discussed:

- The Chairperson reviewed the IQAC Minutes of Meeting for the Academic year 2020-2021 ODD semester and also reviewed the action taken report for the above period.
- The Chairperson reviewed Institution's Academic Calendar for the 2020-2021 EVEN Semester.
- All HODs had been instructed to monitor the both online and offline classes and ensure the delivery of the syllabus as per the academic plan.
- The committee instructed the HOD's to encourage their department faculty members and students to participate in various webinars through Online.
- The committee instructed the HOD's to encourage their department faculty members to participate in Faculty Development Programme through Online.
- All HODs instructed to collect the Course Exit Survey at the end of semester from the final year students.
- The committee instructed the HOD's to encourage their department faculty members and students to publish patents and paper publications.
- All HODs instructed to collect the Covid Vaccination Certificates from both students and faculty members.


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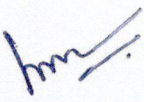
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ACADEMIC YEAR 2020-21 EVEN SEMESTER

ATTENDANCE SHEET: Date: 23/12/20

Sl.No	Name	Designation
1.	Dr.Sujatha Jamuna Anand	Principal
2.	M. K.Teresa	Correspondent
3.	Dr. V. Balaji	Professor & HoD / Mechanical
4.	Dr.G.Bhuvaneshwari	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
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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.R.Senthilkumar, Professor & Associate Dean, School of Engineering and Technology, Navrachana University, Vadodra, Gujarat	Academic Expert
13.	Mr.N. Nirmal	Alumni
14.	Ms.Beulah Anjalin S. M	Student
15.	Mr. Amal Raj	Parent


IQAC Coordinator


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ACTION TAKEN REPORT

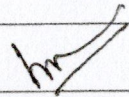
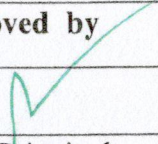
Cell: IQAC

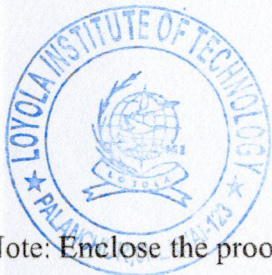
Date: 23/12/2020


Year/Semester:2020-21/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 and Students to participate in various webinars through Online.	All faculty members and students are asked to participate in webinars	May 2021	Faculty members and students participated webinars in recent trend topics	Certificate Received
2.	The committee suggested the Faculty to participate in Faculty Development Programme through Online.	All faculty members are asked to participate in Faculty Development Programme through Online.	May 2021	Faculty members participated in Faculty Development Programme through Online.	Certificate Received

Prepared by	Approved by
	
IQAC Coordinator	Principal




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Note: Enclose the proof for the action plan executed.



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Date: 10/06/20

Circular

The Internal Quality Assurance Cell (IQAC) meeting for the Academic year 2020-2021(ODD semester) will be held on 17/06/20 at 10.30 a.m. in Online. All IQAC members are requested to attend the meeting on time.

The Meeting's Agenda:

- ✓ Review of previous minutes of meeting (2019-20 Even semester)
- ✓ Review the Academic Calendar for 2020-2021 ODD semester
- ✓ Online class delivery
- ✓ Online programme
- ✓ Discussion on the assessment method as per the guidelines given by the Anna University
- ✓ Any other Related Matters

List of IQAC Committee members for the academic year 2020-21

Sl.No	Name	Designation
1.	Dr.Sujatha Jamuna Anand	Principal
2.	M. K.Teresa	Correspondent
3.	Dr. V. Balaji	Professor & HoD / Mechanical
4.	Dr.G.Bhuvaneswari	Professor & HoD / CSE
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10.	Dr. S. M. Kannan	Professor in Mechanical



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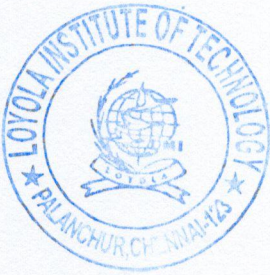
11.	Dr. Narayanan, Deputy General Manager, National Plastic Technologies Pvt. Ltd., Sipcot Industrial Park, Irungattukottai, Sriperumbudur, Tamilnadu	Industry Expert
12.	Dr.R.Senthilkumar, Professor & Associate Dean, School of Engineering and Technology, Navrachana University, Vadodora, Gujarat	Academic Expert
13.	Mr.N. Nirmal	Alumni
14.	Ms.Beulah Anjalin	Student
15.	Mr. Amal Raj	Parent

IQAC Coordinator

Principal

Copy to:

1. The Chairman for the kind information
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3. All HODs and Faculty Members
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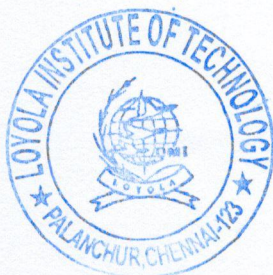
Academic Year & Semester: 2020-2021 ODD Semester


The Internal Quality Assurance Cell (IQAC) meeting for the Academic year 2020-2021 (ODD semester) was held on 17/06/20 at 10.30 a.m. in online with the following points discussed:

- The Chairperson reviewed the IQAC Minutes of Meeting for the Academic year 2019-2020 EVEN semester and also reviewed the action taken report for the above period.
- Institution's Academic Calendar for the 2020-2021 ODD Semester, Internal Assessment will be incorporated as scheduled through online.
- All HODs have been instructed to monitor the online classes and ensure the delivery of the syllabus as per the academic plan.
- The committee instructed the HOD's to encourage their department students and faculties to participate in the Online programme.
- The committee directed the HODs to certify that the faculties had completed Assessment for 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.


COORDINATOR


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ACADEMIC YEAR 2020-21 ODD SEMESTER

ATTENDANCE SHEET: Date: 17/06/20

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9.	Prof. Suresh Kumar	Asst. Professor & HoD (i/c) / MBA
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12.	Dr.R.Senthilkumar, Professor & Associate Dean, School of Engineering and Technology, Navrachana University, Vadodora, Gujarat	Academic Expert
13.	Mr.N. Nirmal	Alumni

The following members were absent for the meeting:

1	Ms.Beulah Anjalin	Student
2	Mr. Amal Raj	Parent



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ACTION TAKEN REPORT

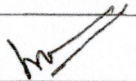
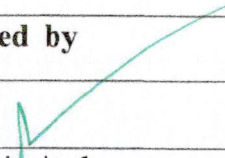
Cell: IQAC

Date: 17/06/2020

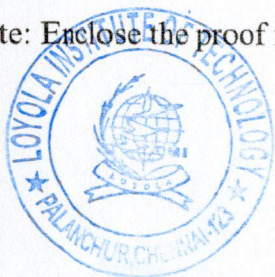
Year/Semester:2020-21/ODD Semester

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 the HoDs to monitor the online classes	HoDs are asked to monitor the online classes	December 2020	Online Classes monitored by the Committee Members nominated by the Principal	-

Prepared by	Approved by
	
IQAC Coordinator	Principal

Note: Enclose the proof for the action plan executed.




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