



Minutes of IQAC Meeting

Venue: IQAC CELL

Date: 23.07.2022

Time: 11:00 am

Agenda of the Meeting:

1. Welcome and introduction of the members
2. Academic Plan, Conduct of Continuous internal Evaluation and Certification Course Seminar/Webinar
3. Faculty Induction Program
4. Placement and Training
5. Industrial Visit
6. Academic Audit
7. Vote of thanks

Members Present

| S.NO | NAME | DESIGNATION | ROLE in IQAC | SIGNATURE |
|------|--------------------------|-------------------------|------------------------------|-----------|
| 1 | Dr. K. G. Parthiban | Principal | Chairman | |
| 2 | Mr. A. Thameez Ahamed | Chief Executive Officer | Member- DAIT Management | |
| 3 | Dr. J. Satish Kumar | ASP/Mathematics | Director IQAC | |
| 4 | Dr. C. Selvamurugan | HOD/FT | Member-Senior Teacher | |
| 5 | Dr. N. Aparna | HOD-BME | Member-Senior Teacher | |
| 6 | Dr.G.Selvavinayagam | HOD- CSE | Member-Senior Teacher | |
| 7 | Dr. V. Senthilkumar | HOD-SH | Member-Senior Teacher | |
| 8 | Mr. A. Mohammed Noordeen | AP/CSE | Member- Senior Teacher | |
| 9 | Mr. R. Chandraprakash | AP/R&A | Member-Senior Teacher | |
| 10 | Mr. C. Karthick | AP/ BME | Member Administrative Office | |



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|----|------------------------|--|------------------------------|--|
| 11 | Mr. M. Fadul Mohamed | Public Relations Officer | Member Administrative Office | |
| 12 | Mr. Sundaramoorthi | CEO & Director Sunshiv Electronics, | Member-Industry | |
| 13 | Mr. Sivabalan | Vice President Hanodale solution, | Member-Industry | |
| 14 | Mr. P. Maruthasalam | Pichanur President Pichanur Panchayat, | Member- Local Society | |
| 15 | Mr. M. Younus Mohammed | Associate Consultant Infosys | Member - Alumni | |
| 16 | Mr. S. Mohammed Yaser. | Department of ECE | Member-Student | |

Points Discussed

Agenda No. 1:

- The inaugural meeting of IQAC started at 11.00 a.m. with the welcome address by Dr. K. G. Parthiban, Principal of the college.
- IQAC Director introduced the members and read out the agenda for the meeting..

Agenda No. 2: Academic Plan, Conduct of Continuous Internal Evaluation and Certification Course.

Resolution: The committee discussed the Academic plan, Conduct of Continuous Internal Evaluation and Certification Courses offered for the academic year 2022-2023.


Agenda No. 3: Seminar/Webinar

Resolution : Chairperson discussed the various Seminars and Webinars to be conducted in the college. The members of the committee suggested the various Resource persons to be called and planned to conduct one seminar for each semester for all the Departments.

Agenda No. 4: Faculty Induction Program

Resolution: It was proposed to conduct a Faculty Induction Program for newly joined faculty members.




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Agenda No. 5: Placement/Training

Resolution : Chairperson suggested conducting various Placement and Training Program for the benefit of the students. The placement Officer briefed about the various companies which are interested to recruit the students.

Agenda No. 6: Industrial Visit

Resolution : The Department Heads are asked to plan for the Industrial Visit. The list of industries to be visited and the accompanying staff should be submitted.

Agenda No.7: Academic Audit

Resolution : The Chairperson allocated various team members for different Departments for Academic Audit.

Agenda No. 8: Vote of Thanks was delivered by IQAC Director




Head -IQAC



Chairperson

Copy to:

1. The Chairman
2. The Director
3. The CEO
4. The Members of IQAC
5. Heads of all Departments



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ACTION TAKEN REPORT ON MINUTES OF IQAC MEETING**Academic Year 2022-2023**

Action Taken Report on the decision of the IQAC meeting held on 23.07.2022 during the academic year 2022-2023. To implement the decision of the IQAC meeting the following action were taken:

| Plan of Action | Action Taken |
|----------------------|---|
| Seminar/ webinar | Organized various webinars, workshops and seminars through online and offline mode |
| Placement / Training | Training schedule was prepared and conducted with internal and external experts |
| Industrial visit | Based on the suggestions given by the members, the Departments arranged- industrial Visits to students to enhance their practical exposure as well as get knowledge in industry safety norms and standards. |


Head - IQAC
Chairperson
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