



# Coimbatore Institute of Management and Technology

An Autonomous Institute approved by AICTE and affiliated to Bharathiar University

Accredited with 'A' Grade by NAAC

Vellimalaipattinam | Narasipuram (Post) | Thondamuthur (Via) | Coimbatore - 641 109

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## COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY

### INTERNAL QUALITY ASSURANCE CELL

Ref: CIMAT/IQAC/2017/2

10/10/2017

#### MEETING NOTICE

We wish to inform you that the 11<sup>th</sup> Internal Quality Assurance Cell meeting of Coimbatore Institute of Management and Technology is scheduled to be held on 23/10/2017 (Monday) at 10.00 a.m. in the CIMAT Board Room to discuss the items cited under the agenda.

#### AGENDA

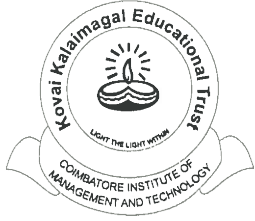
1. To approve and confirm the 10<sup>th</sup> Internal Quality Assurance Cell meeting minutes held on 19/05/2017.
2. To approve the composition of IQAC members.
3. To approve and authorise the activities of the department.
4. To validate and verify the Curriculum Innovations.
5. To review teaching and learning outcomes.
6. To review research and extension activities.
7. To approve infrastructure development.
8. To confirm student support and progression.
9. To approve quality initiatives by the institution
10. To support functions of statutory and non-statutory bodies.
11. To implement best practices and innovations.
12. Any other items with the approval of the chairman.

PRINCIPAL

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## MINUTES OF THE MEETING

COMMITTEE NAME	IQAC	MEETING NUMBER	02/2017-18
MEETING DATE	23/10/2017	MEETING PLACE	CIMAT Board Room

### Members Present

S.No	Name	Designation	Signature
1	Dr.Ramamurthi. K	Chairperson/Head of the Institution	
2	Dr.R.Geethalakshmi	Internal Member/Senior Faculty	
3	Ms. Priyadarshini. N	Internal Member/Senior Faculty	
4	Dr.K.T.Vijay Karthigeyan	Internal Member/Senior Faculty	
5	Shri. K. Thangavelu	Internal Member/Member from Management	
6	Dr.M. Manickam	Internal Member/Senior administrative officer	
7	Mr. S.Ramasubramaniam	Internal Member/Senior administrative officer	
8	Shri. S. Subramaniam	External Member/Local Society	
9	Mr. Amal. K.U	Internal Member/Student Representative	
10	Mr. Ramkumar.M	External Member/Alumni	
11	Dr. K. A. Chinnaraju	Internal Member/Employer	
12	Mr. Settu. K	External Member/Industry	
13	Ms.Pranavi Jai	External Member/Stakeholder	
14	Mr.Saravanan.V	IQAC coordinator	

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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT

COMMITTEE NAME	IQAC	MEETING NUMBER	02/2017-18
MEETING DATE	23/10/2017	MEETING PLACE	CIMAT Board Room

The principal welcomed the members and presented the Coimbatore Institute of Management and Technology (Autonomous) activities from June-2017 to Sep-2017. After the presentation, the following items in the agenda were taken for discussion individually.

*Item 11.1: To confirm the minutes of the 10<sup>th</sup> meeting held on 19/05/2017*

The principal placed on the table the minutes IQAC meeting held on 19/05/2017

**Resolution: Resolved to approve the minutes of the last IQAC meeting held on 19/05/2017.**

*Item 11.2: To approve the composition of the IQAC members.*

The principal briefly presented the member list to the Board of members. A New member list of IQAC was also placed on the table. After discussion, the following resolution was unanimously passed.

**Resolution: Resolved and approved the composition of the IQAC members.**

*Item 11.3: To approve and authorise academic activities such as Student induction programs as per UGC guidelines, Mapping of COs and POs, Orientation program, Adding number of value-added courses, ICT Tools development, Career guidance program for the students, arranging Conferences, Developing online learning resources, Developing LMS, Examination reforms, Research Publications etc., of the college since the last IQAC meeting.*

The principal briefly presented the college's activities. After discussion, the following resolution was unanimously passed.





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**Resolution: Resolved and approved that the academic activities of the college for the period from June-2017 to Sep-2017 are appreciated.**

*Item 11.4: To validate and verify the Curriculum Innovations*

The principal placed on the table an analysis of the feedback on the curriculum from the stakeholders viz, students, faculty and recruiters.

The updates of the 11<sup>th</sup> Board of studies meeting for the AY 2017-18 conducted from June-2017 to Sep-2017 were presented.

The details of value-added courses are shown in the table for approval.

S.No	Program Title	Start Date	End date
1	Advanced Excel	07-09-2017	27-09-2017
2	Personality Development	03-10-2017	24-10-2017
3	Business Ethics and Corporate Governance	03-07-2017	21-07-2017
4	Cybersecurity Fundamentals	24-07-2017	11-08-2017
5	Executive Communication	16-08-2017	06-09-2017

**Resolution: Resolved to approve curriculum developments.**

*Item 11.5: To report and review Teaching and Learning Outcomes.*

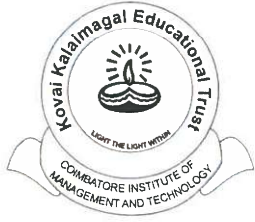
The principal placed the Teaching and Learning practices such as Student centric methods, Mentor-Mentee Schemes, Academic Calendar and Teaching plans, percentage of student complaints/grievances, The learning outcomes PO/CO/GA, Result Analysis of the End Semester examination held on 17-May, Pass percentage of students on the table during the AY 2017-18.

**Resolution: Approve the Teaching and Learning Outcomes during the AY 2017-18.**

*Item 11.6: Discuss and review Research and Extension Activities for the AY 2017-18.*

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The principal was placed on the table of research and extension activities such as Extension and outreach programs, Continuous motivation to the faculty members to apply research projects and Mobilization of funds seed money for research for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the following plan of Activities for the AY 2017-18**

*Item 11.7: To approve Infrastructure Development.*

The principal is placed on the Infrastructure Development table for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the developments in infrastructure for the AY 2017-18.**

*Item 11.8: To approve and verify Student Support and Progression*

The principal was placed on the Student Support and Progression table for the AY 2017-18. After discussion, the following resolution was passed.

Career guidance and Career awareness initiatives and Strengthening alumni engagement done during the period are presented. Technical Training, Aptitude and soft skill training were given to pre-final years.

Recruitment statistics for the year 2017-18 were presented.

**Resolution: Approved the Student Support and Progression for the AY 2017-18.**

*Item 11.9: To approve Quality initiatives by the institution*

The principal, placed on the table of quality initiatives such as Feedback collection mechanism from stakeholders and action taken to plan, Conducting

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Quality audits, Quality improvement programs for teachers, Strengthening of the IQAC infrastructure and workforce and Submission of an AQAR etc., for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2017-18.**

*Item 11.10: To approve Functions of Statutory and Non-Statutory bodies*

The principal placed the Functions of Statutory and Non-Statutory bodies on the table for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2017-18.**

*Item 11.11: To implement Best Practices and Innovations*

The principal was placed on the table about Best Practices and Innovations for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Approve the Best Practices and Innovations for the AY 2017-18.**

Mr.Saravanan.V, Coimbatore Institute of Management and Technology (Autonomous), sought the continued support of the members by sharing their rich knowledge and vast experience for furthering the mission of the Institute and proposed a vote of thanks to all the members for making the meeting a grand success

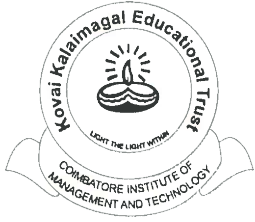
DATE:23/10/2017

✓   
IQAC COORDINATOR

  
PRINCIPAL

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## COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY

### INTERNAL QUALITY ASSURANCE CELL

Ref: CIMAT/IQAC/2018/1

2/5/2018

### MEETING NOTICE

The 12<sup>th</sup> Internal Quality Assurance Cell meeting of Coimbatore Institute of Management and Technology is scheduled on 5/12/2018 (Saturday) at 02.00 p.m. in the CIMAT Board Room to discuss the items cited under the agenda.

### AGENDA

1. To approve and confirm the 11<sup>th</sup> Internal Quality Assurance Cell meeting minutes held on 23/10/2017.
2. To approve the composition of IQAC members.
3. To approve and authorise the activities of the department.
4. To validate and verify the Curriculum Innovations.
5. To review teaching and learning outcomes.
6. To review research and extension activities.
7. To approve infrastructure development.
8. To confirm student support and progression.
9. To approve quality initiatives by the institution
10. To approve functions of statutory and non-statutory bodies.
11. To implement best practices and innovations.
12. Any other items with the approval of the chairman.

  
PRINCIPAL

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## MINUTES OF THE MEETING

COMMITTEE NAME	IQAC	MEETING NUMBER	01/2017-18
MEETING DATE	5/12/2018	MEETING PLACE	CIMAT Board Room

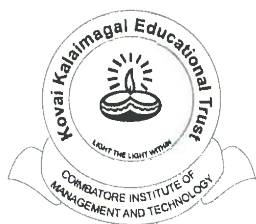
### Members Present

S.No	Name	Designation	Signature
1	Dr.Ramamurthi. K	Chairperson/Head of the Institution	
2	Dr.R.Geethalakshmi	Internal Member/Senior Faculty	
3	Ms. Priyadarshini. N	Internal Member/Senior Faculty	
4	Dr.K.T.Vijay Karthigeyan	Internal Member/Senior Faculty	
5	Shri. K. Thangavelu	Internal Member/Member from Management	
6	Dr.M. Manickam	Internal Member/Senior administrative officer	
7	Mr. S.Ramasubramaniam	Internal Member/Senior administrative officer	
8	Shri. S. Subramaniam	External Member/Local Society	
9	Mr. Amal. K .U	Internal Member/Student Representative	
10	Mr. Ramkumar.M	External Member/Alumni	
11	Dr. K. A. Chinnaraju	Internal Member/Employer	
12	Mr. Settu. K	External Member/Industry	
13	Ms.Pranavi Jai	External Member/Stakeholder	
14	Mr.Saravanan.V	IQAC coordinator	

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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT

COMMITTEE NAME	IQAC	MEETING NUMBER	01/2017-18
MEETING DATE	5/12/2018	MEETING PLACE	CIMAT Board Room

The principal welcomed the members and presented the Coimbatore Institute of Management and Technology (Autonomous) activities from Nov-2017 to May-2018. After the presentation, the following items in the agenda were taken for discussion individually.

*Item 12.1: To confirm the minutes of the 11<sup>th</sup> meeting held on 23/10/2017*

The principal placed on the table the minutes IQAC meeting held on 23/10/2017

**Resolution: Resolved to approve the minutes of the last IQAC meeting held on 23/10/2017.**

*Item 12.2: To approve the composition of the IQAC members.*

The principal briefly presented the member list to the Board of members. A New member list of IQAC was also placed on the table. After discussion, the following resolution was unanimously passed.

**Resolution: Resolved and approved the composition of the IQAC members.**

*Item 12.3: To approve and authorise the academic activities such as Academic audit, Academic research and administrative infrastructure, Teaching and learning pedagogies etc., of the college since the last IQAC meeting.*

The principal briefly presented the college's activities. After discussion, the following resolution was unanimously passed.

**Resolution: Resolved and approved that the academic activities of the college for the period from Nov-2017 to May-2018 are appreciated.**



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*Item 12.4: To validate and verify the Curriculum Innovations*

The principal placed on the table an analysis of the feedback on the curriculum from the stakeholders viz, students, faculty and recruiters.

The updates of the 12<sup>th</sup> Board of studies meeting for the AY 2017-18 conducted from Nov-2017 to May-2018 were presented.

The details of value-added courses are shown in the table for approval.

S.No	Program Title	Start Date	End date
1	Fundamentals of Logistics	08-01-2018	01-02-2018
2	Group discussions and personal interview sessions	05-02-2018	23-02-2018
3	Internet of Things	26-02-2018	16-03-2018
4	Transactions Allowed in Linear Line Yards (Tally) for managers	03-01-2018	29-01-2018
5	Warehousing and Inventory Management	30-01-2018	19-02-2018
6	Stress and Anger Management	20-02-2018	12-03-2018

**Resolution: Resolved to approve curriculum developments.**

*Item 12.5: To report and review Teaching and Learning Outcomes.*

The principal placed the Teaching and Learning practices such as Student centric methods, Mentor-Mentee Schemes, Academic Calendar and Teaching plans, percentage of student complaints/grievances, The learning outcomes PO/CO/GA, Result Analysis of the End Semester examination 17-Dec Pass percentage of students on the table during the AY 2017-18.

**Resolution: Approve the Teaching and Learning Outcomes during the AY 2017-18.**

*Item 12.6: Discuss and review Research and Extension Activities for the AY 2017-18.*



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The principal was placed on the table of research and extension activities, such as Institutional social responsibility programs, Programs for non-teaching staff members, To improve the extension activities and Training for administrative staff for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the following plan of Activities for the AY 2017-18**

*Item 12.7: To approve Infrastructure Development.*

The principal is placed on the Infrastructure Development table, Such as Energy, Environment, and Green audits for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the developments in infrastructure for the AY 2017-18.**

*Item 12.8: To approve and verify Student Support and Progression*

The principal was placed on the Student Support and Progression table for the AY 2017-18. After discussion, the following resolution was passed.

Career guidance and Career awareness initiatives and Strengthening alumni engagement done during the period are presented. Technical Training, Aptitude and soft skill training were given to pre-final years.

Recruitment statistics for the year 2017-18 were presented.

**Resolution: Approved the Student Support and Progression for the AY 2017-18.**

*Item 12.9: To approve Quality initiatives by the institution*

The principal, placed on the table of quality initiatives such as Feedback collection mechanism from stakeholders and action taken to plan, Conducting Quality audits, Quality improvement programs for teachers, Strengthening of



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the IQAC infrastructure and workforce and Submission of an AQAR etc., for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2017-18.**

*Item 12.10: To approve Functions of Statutory and Non-Statutory bodies*

The principal placed the Functions of Statutory and Non-Statutory bodies on the table for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2017-18.**

*Item 12.11: To implement Best Practices and Innovations*

The principal was placed on the table about Best Practices and Innovations for the AY 2017-18. After discussion, the following resolution was passed.

**Resolution: Approve the Best Practices and Innovations for the AY 2017-18.**

Mr. Saravanan. V, Coimbatore Institute of Management and Technology (Autonomous), sought the continued support of the members by sharing their rich knowledge and vast experience for furthering the mission of the Institute and proposed a vote of thanks to all the members for making the meeting a grand success.

DATE: 5/12/2018

  
IQAC COORDINATOR

  
PRINCIPAL

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