



# Coimbatore Institute of Management and Technology

An Autonomous Institute approved by AICTE and affiliated to Bharathiar University

Re-accredited with 'B' Grade by NAAC

Vellimalaipattinam, Narasipuram Post, Thondamuthur (Via), Coimbatore 641109.

## COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY

### INTERNAL QUALITY ASSURANCE CELL

Ref: CIMAT/IQAC/2019/2

21/11/2019

### MEETING NOTICE

The 15<sup>th</sup> Internal Quality Assurance Cell meeting of Coimbatore Institute of Management and Technology is scheduled for 6/12/2019 (Wednesday) at 11.00 a.m. in the CIMAT Board Room to discuss the items cited under the agenda.

### AGENDA

1. To approve and confirm the 14<sup>th</sup> Internal Quality Assurance Cell meeting minutes held on 5/20/2019.
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	02/2019-20
MEETING DATE	6/12/2019	MEETING PLACE	CIMAT Board Room

### Members Present

S.No	Name	Designation	Signature
1	Dr.Ramamurthi. K	Chairperson/Head of the Institution	
2	Dr. Madhumathi. M	Internal Member/Senior Faculty	
3	Mr.Saravanan.V	Internal Member/Senior Faculty	
4	Dr.M.Madhumathi	Internal Member/Senior Faculty	
5	Shri. S. Subramaniam	Internal Member/Member from Management	
6	Mr.M.Loganathan	Internal Member/Senior administrative officer	
7	Ms. M.Maliga	Internal Member/Senior administrative officer	
8	RTN Karthikeyan	External Member/Local Society	
9	Mr. Jagan. J	Internal Member/Student Representative	
10	Mr. Amal. K.U	External Member/Alumni	
11	Shri. K. Thangavelu	Internal Member/Employer	
12	Mr. Vinayagam.K	External Member/Industry	
13	Ms.Preetha Selvam	External Member/Stakeholder	
14	Mr. Ramachandran. S	IQAC coordinator	



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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT

COMMITTEE NAME	IQAC	MEETING NUMBER	02/2019-20
MEETING DATE	6/12/2019	MEETING PLACE	CIMAT Board Room

The principal welcomed the members and presented the Coimbatore Institute of Management and Technology (Autonomous) activities from June-2019 to Dec-2019. After the presentation, the following items in the agenda were taken for discussion individually.

*Item 15.1: To confirm the minutes of the 14<sup>th</sup> meeting held on 5/20/2019*

The principal placed on the table the minutes IQAC meeting held on 5/20/2019

**Resolution: Resolved to approve the minutes of the last IQAC meeting held on 5/20/2019.**

*Item 15.2: 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 15.3: 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-2019 to Dec-2019 are appreciated.**

*Item 15.4: 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 15<sup>th</sup> Board of studies meeting for the AY 2019-20 conducted from June-2019 to Dec-2019 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	09-09-2019	27-09-2019
2	Personality Development	30-09-2019	23-10-2019
3	Business Ethics and Corporate Governance	01-07-2019	19-07-2019
4	GST Registrations and Returns	22-07-2019	09-08-2019
5	GST & E-Filing	12-08-2019	02-09-2019

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

*Item 15.5: 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 19-May, Pass percentage of students on the table during the AY 2019-20.

**Resolution: Approve the Teaching and Learning Outcomes during the AY 2019-20.**

*Item 15.6: Discuss and review Research and Extension Activities for the AY 2019-20.*



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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 2019-20. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the following plan of Activities for the AY 2019-20**

*Item 15.7: To approve Infrastructure Development.*

The principal is placed on the Infrastructure Development table for the AY 2019-20. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the developments in infrastructure for the AY 2019-20.**

*Item 15.8: To approve and verify Student Support and Progression*

The principal was placed on the Student Support and Progression table for the AY 2019-20. 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 2019-20 were presented.

**Resolution: Approved the Student Support and Progression for the AY 2019-20.**

*Item 15.9: 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 2019-20. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2019-20.**

*Item 15.10: 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 2019-20. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2019-20.**

*Item 15.11: To implement Best Practices and Innovations*

The principal was placed on the table about Best Practices and Innovations for the AY 2019-20. After discussion, the following resolution was passed.

**Resolution: Approve the Best Practices and Innovations for the AY 2019-20.**

Mr. Ramachandran. S, 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:6/12/2019

  
IQAC COORDINATOR

  
PRINCIPAL



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## COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY

### INTERNAL QUALITY ASSURANCE CELL

Ref: CIMAT/IQAC/2020/1

3/5/2020

### MEETING NOTICE

The 16<sup>th</sup> Internal Quality Assurance Cell meeting of Coimbatore Institute of Management and Technology is scheduled for 6/5/2020 (Friday) at 11.00 a.m. through the Google meet platform to discuss the items cited under the agenda.

### AGENDA

1. To approve and confirm the 15<sup>th</sup> Internal Quality Assurance Cell meeting minutes held on 6/12/2019.
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
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12. Any other items with the approval of the chairman.

  
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## MINUTES OF THE MEETING

COMMITTEE NAME	IQAC	MEETING NUMBER	01/2019-20
MEETING DATE	06/05/2020	MEETING PLACE	Google Meet

### Members Present

S.No	Name	Designation	Signature
1	Dr.Ramamurthi. K	Chairperson/Head of the Institution	
2	Dr. Madhumathi. M	Internal Member/Senior Faculty	
3	Mr.Saravanan.V	Internal Member/Senior Faculty	
4	Dr.M.Madhumathi	Internal Member/Senior Faculty	
5	Shri. S. Subramaniam	Internal Member/Member from Management	
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10	Mr. Amal. K .U	External Member/Alumni	
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## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT

<b>COMMITTEE NAME</b>	IQAC	<b>MEETING NUMBER</b>	01/2019-20
<b>MEETING DATE</b>	06/5/2020	<b>MEETING PLACE</b>	Google Meet

The principal welcomed the members and presented the Coimbatore Institute of Management and Technology (Autonomous) activities from Jan-2020 to May-2020. After the presentation, the following items in the agenda were taken for discussion individually.

*Item 16.1: To confirm the minutes of the 15<sup>th</sup> meeting held on 6/12/2019*

The principal placed on the table the minutes IQAC meeting held on 6/12/2019

**Resolution: Resolved to approve the minutes of the last IQAC meeting held on 6/12/2019.**

*Item 16.2: 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 16.3: 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 Jan-2020 to May-2020 are appreciated.**



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*Item 16.4: 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 16<sup>th</sup> Board of studies meeting updates for the AY 2019-20 conducted from Jan-2020 to May-2020 were presented.

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

S.No	Program Title	Start Date	End date
1	Internet of Things	06-01-2020	29-01-2020
2	Public Speaking	30-01-2020	19-02-2020
3	Cybersecurity Fundamentals	24-02-2020	13-03-2020
4	Transactions Allowed in Linear Line Yards (Tally) for	02-01-2020	27-01-2020
5	Warehousing and Inventory Management	28-01-2020	17-02-2020
6	Stress and Anger Management	18-02-2020	10-03-2020

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

*Item 16.5: 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 19-Dec, Pass percentage of students on the table during the AY 2019-20.

**Resolution: Approve the Teaching and Learning Outcomes during the AY 2019-20.**

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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 2019-20. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the following plan of Activities for the AY 2019-20**

*Item 16.7: To approve Infrastructure Development.*

The principal is placed on the Infrastructure Development table, Such as Energy, Environment, and Green audits for the AY 2019-20. After discussion, the following resolution was passed.

**Resolution: Resolved to approve the developments in infrastructure for the AY 2019-20.**

*Item 16.8: To approve and verify Student Support and Progression*

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DATE:6/5/2020



IQAC COORDINATOR



PRINCIPAL