



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/2020/2

21/12/2020

MEETING NOTICE

The 17th Internal Quality Assurance Cell meeting of Coimbatore Institute of Management and Technology is scheduled to be held on 28/12/2020 (Monday) 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 16th Internal Quality Assurance Cell meeting minutes held on 6/5/2020.
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



Coimbatore Institute of Management and Technology

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MINUTES OF THE MEETING

| | | | |
|----------------|------------|----------------|-------------|
| COMMITTEE NAME | IQAC | MEETING NUMBER | 02/2020-21 |
| MEETING DATE | 28/12/2020 | MEETING PLACE | Google Meet |

Members Present

| S.No | Name | Designation | Signature |
|------|--------------------------|---|-----------|
| 1 | Dr.Ramamurthi. K | Chairperson/Head of the Institution | |
| 2 | Dr. Latha. V | Internal Member/Senior Faculty | |
| 3 | Ms. Anusiya Banu. S | Internal Member/Senior Faculty | |
| 4 | Ms.Padmaja.V | Internal Member/Senior Faculty | |
| 5 | Dr. P. Natarajan | Internal Member/Member from Management | |
| 6 | Dr.R.Chandrasekhar Menon | Internal Member/Senior administrative officer | |
| 7 | Ms. M.Maliga | Internal Member/Senior administrative officer | |
| 8 | Mr. Durairajan. C.R | External Member/Local Society | |
| 9 | Ms. Priya. R | Internal Member/Student Representative | |
| 10 | Ms. Janani. N | External Member/Alumni | |
| 11 | Shri. S. Subramaniam | Internal Member/Employer | |
| 12 | Mr. Vishwanadhan. N | External Member/Industry | |
| 13 | Ms.Martina Prabhukumar | External Member/Stakeholder | |
| 14 | Dr. Madhumathi. M | IQAC coordinator | |



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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

| | | | |
|-----------------------|-------------------|-----------------------|--------------------|
| COMMITTEE NAME | IQAC | MEETING NUMBER | 02/2020-21 |
| MEETING DATE | 28/12/2020 | MEETING PLACE | Google Meet |

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

Item 17.1: To confirm the minutes of the 16th meeting held on 6/5/2020

The principal placed on the table the minutes IQAC meeting held on 6/5/2020

Resolution: Resolved to approve the minutes of the last IQAC meeting held on 6/5/2020.

Item 17.2: 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.

| S.No | Name | Designation |
|------|--------------------------|-------------------------------|
| 1 | Dr. Latha. V | Teacher of the college |
| 2 | Ms. Anusiya Banu. S | Teacher of the college |
| 3 | Ms.Padmaja.V | Teacher of the college |
| 4 | Dr. P. Natarajan | Management Member |
| 5 | Dr.R.Chandrasekhar Menon | Senior Administrative Officer |
| 6 | Ms. M.Maliga | Senior Administrative Officer |
| 7 | Mr. Durairajan. C.R | Member from Local Society |
| 8 | Ms. Priya. R | Student |
| 9 | Ms. Janani. N | Alumni |
| 10 | Mr. Vishwanadhan. N | Member from Industry |
| 11 | Ms.Martina Prabhukumar | Stake Holder |
| 12 | Shri. S. Subramaniam | Employer Nominee |
| 13 | Dr. Madhumathi. M | Coordinator |

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



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Item 17.3: 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.

Resolution: Resolved and approved that the academic activities of the college for the period from June-2020 to Dec-2020 are appreciated.

Item 17.4: 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 17th Board of studies meeting for the AY 2020-21 conducted from June-2020 to Dec-2020 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 | 07-09-2020 | 25-09-2020 |
| 2 | Personality Development | 05-10-2020 | 23-10-2020 |
| 3 | Business Ethics and Corporate Governance | 01-07-2020 | 21-07-2020 |
| 4 | Business Sustainability Management | 22-07-2020 | 12-08-2020 |
| 5 | Basics of Web Development | 13-08-2020 | 02-09-2020 |

Resolution: Resolved to approve curriculum developments.

Item 17.5: 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



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plans, percentage of student complaints/grievances, The learning outcomes PO/CO/GA, Result Analysis of the End Semester examination 20-May, Pass percentage of students on the table during the AY 2020-21.

Resolution: Approve the Teaching and Learning Outcomes during the AY 2020-21.

Item 17.6: Discuss and review Research and Extension Activities for the AY 2020-21.

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, Mobilisation of funds seed money for research and Implementation of recommendations of national education policy 2020 for the AY 2020-21. After discussion, the following resolution was passed.

Resolution: Resolved to approve the following plan of Activities for the AY 2020-21

Item 17.7: To approve Infrastructure Development.

The principal is placed on the Infrastructure Development table for the AY 2020-21. After discussion, the following resolution was passed.

Resolution: Resolved to approve the developments in infrastructure for the AY 2020-21.

Item 17.8: To approve and verify Student Support and Progression

The principal was placed on the Student Support and Progression table for the AY 2020-21. 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 2020-21 were presented.

Resolution: Approved the Student Support and Progression for the AY 2020-21.



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Item 17.9: 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 the IQAC infrastructure and workforce and Submission of an AQAR etc., for the AY 2020-21. After discussion, the following resolution was passed.

Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2020-21.

Item 17.10: 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 2020-21. After discussion, the following resolution was passed.

Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2020-21.

Item 17.11: To implement Best Practices and Innovations

The principle was placed on the table about Best Practices and Innovations for the AY 2020-21. After discussion, the following resolution was passed.

Resolution Approve the Best Practices and Innovations for the AY 2020-21.

Dr. Madhumathi. M, 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:28/12/2020


IQAC COORDINATOR


PRINCIPAL



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COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

Ref: CIMAT/IQAC/2021/1

5/5/2021

MEETING NOTICE

We wish to inform you that the 18th Internal Quality Assurance Cell meeting of Coimbatore Institute of Management and Technology is scheduled for 12/5/2021 (Wednesday) 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 17th Internal Quality Assurance Cell meeting minutes held on 28/12/2020.
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.


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MINUTES OF THE MEETING

| | | | |
|----------------|-----------|----------------|-------------|
| COMMITTEE NAME | IQAC | MEETING NUMBER | 01/2020-21 |
| MEETING DATE | 12/5/2021 | MEETING PLACE | Google Meet |

Members Present

| S.No | Name | Designation | Signature |
|------|--------------------------|---|-----------|
| 1 | Dr.Ramamurthi. K | Chairperson/Head of the Institution | |
| 2 | Dr. Latha. V | Internal Member/Senior Faculty | |
| 3 | Ms. Anusiya Banu. S | Internal Member/Senior Faculty | |
| 4 | Ms.Padmaja.V | Internal Member/Senior Faculty | |
| 5 | Dr. P. Natarajan | Internal Member/Member from Management | |
| 6 | Dr.R.Chandrasekhar Menon | Internal Member/Senior administrative officer | |
| 7 | Ms. M.Maliga | Internal Member/Senior administrative officer | |
| 8 | Mr. Durairajan. C.R | External Member/Local Society | |
| 9 | Ms. Monisha M | Internal Member/Student Representatiye | |
| 10 | Ms. Janani. N | External Member/Alumni | |
| 11 | Shri. S. Subramaniam | Internal Member/Employer | |
| 12 | Mr. Vishwanadhan. N | External Member/Industry | |
| 13 | Ms.Martina Prabhukumar | External Member/Stakeholder | |
| 14 | Dr. Madhumathi. M | IQAC coordinator | |



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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

| | | | |
|----------------|-----------|----------------|-------------|
| COMMITTEE NAME | IQAC | MEETING NUMBER | 01/2020-21 |
| MEETING DATE | 12/5/2021 | MEETING PLACE | Google Meet |

The principal welcomed the members and presented the Coimbatore Institute of Management and Technology (Autonomous) activities from Jan-2021 to May-2021. After the presentation, the following items in the agenda were taken for discussion individually.

Item 18.1: To confirm the minutes of the 17th meeting held on 28/12/2020

The principal placed on the table the minutes IQAC meeting held on 28/12/2020

Resolution: Resolved to approve the minutes of the last IQAC meeting held on 28/12/2020.

Item 18.2: 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 18.3: 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-2021 to May-2021 are appreciated.



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Item 18.4: 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 18th Board of studies meeting for the AY 2020-21 conducted during Jan-2021 to May-2021 were presented.

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

| S.No | Program Title | Start Date | End date |
|------|--|------------|------------|
| 1 | Data Science | 18-01-2021 | 08-02-2021 |
| 2 | Statistical Package for the Social Sciences (SPSS) | 09-02-2021 | 01-03-2021 |
| 3 | Sales Force Management | 02-03-2021 | 22-03-2021 |
| 4 | Transactions Allowed in Linear Line Yards (Tally) for managers | 12-01-2021 | 04-02-2021 |
| 5 | Strong Work Ethics | 08-02-2021 | 26-02-2021 |
| 6 | Corporate Skills for Executives | 01-03-2021 | 19-03-2021 |

Resolution: Resolved to approve curriculum developments.

Item 18.5: 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 20-Dec, Pass percentage of students on the table during the AY 2020-21.

Resolution: Approve the Teaching and Learning Outcomes during the AY 2020-21.

Item 18.6: Discuss and review Research and Extension Activities for the AY 2020-21.



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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 2020-21. After discussion, the following resolution was passed.

Resolution: Resolved to approve the following plan of Activities for the AY 2020-21

Item 18.7: To approve Infrastructure Development.

The principal is placed on the Infrastructure Development table, Such as Energy, Environment, and Green audits for the AY 2020-21. After discussion, the following resolution was passed.

Resolution: Resolved to approve the developments in infrastructure for the AY 2020-21.

Item 18.8: To approve and verify Student Support and Progression

The principal was placed on the Student Support and Progression table for the AY 2020-21. 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 2020-21 were presented.

Resolution: Approved the Student Support and Progression for the AY 2020-21.

Item 18.9: 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 2020-21. After discussion, the following resolution was passed.

Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2020-21.

Item 18.10: 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 2020-21. After discussion, the following resolution was passed.

Resolution: Resolved to approve the Functions of Statutory and Non-Statutory bodies for the AY 2020-21.

Item 18.11: To implement Best Practices and Innovations

The principal was asked about Best Practices and Innovations for the AY 2020-21. After discussion, the following resolution was passed.

Resolution: Approve the Best Practices and Innovations for the AY 2020-21.

Dr. Madhumathi. M, 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:12/5/2021


IQAC COORDINATOR


PRINCIPAL