



INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

No: MVIT/IQAC/Circular/2023-24 / 305

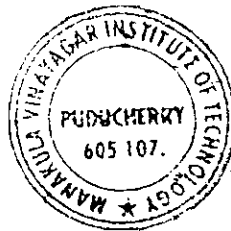
Date: 16-04-2024

This is to inform that IQAC meeting with its internal members is scheduled on **24th April 2024 (Wednesday)** at **10.30 AM** in the Conference Hall. All the members are requested to attend the meeting.

Agenda for the meeting:

1. Review of progress for the suggestions given in the previous IQAC meeting with external members held on 27th January 2024
2. AQAR(2022-23 A.Y) Editing.
3. 2023-24 odd semester – Result Analysis.
4. Achievements related to Academic, Competition, Placement & Research and Development.
5. Department level competition on Innovative Teaching Practices.
6. Review of UHV modules and activities planned/conducted.
7. Best Practices related to Academics.
8. Best Practices related to Research & Innovation.
9. Best Practices related to Skill Development.
10. Activities related to SDG Goals.
11. Activities related to Community Activities.
12. Review of activities as per IQAC Action plan for the 2023-24 Even semester.
13. Activities for incorporating Indian Knowledge System in Academics for various courses.


16/4/24
IQAC COORDINATOR




IQAC CHAIR
16-4-24

To

Dean (Academics).
HoDs of all departments.
Placement officer.
IQAC members.
Office.



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

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Ph: 0413 2643007 / Website: www.mvit.edu.in



INTERNAL QUALITY ASSURANCE CELL

Minutes of the IQAC Meeting held on 24th APRIL 2024

The 5th meeting of IQAC with Internal members was held on 24th April 2024 at 10.30 am in the Board Room for the academic year 2023-24.

The following members were present:

1.	Dr. S. Malarkkan, Principal	-	IQAC Chair
2.	Dr. R. Valli, Professor/ECE	-	IQAC Coordinator
3.	Dr. J Abbas Mohaideen, Dean (Academics)	-	Member
4.	Dr.B.Radjaram, Professor and Head/Mech	-	Member
5.	Dr.C.Shanmugasundaram, Professor and Head/EEE	-	Member
6.	Dr.S.Arunmozhi, Professor and Head/ECE	-	Member
7.	Dr.P.Sivakumar, Professor and Head/IT	-	Member
8.	Dr.G.RenukaDevi, Professor and Head/RA	-	Member
9.	Mr.R.Raj Bharath, Associate Professor & Head(i/c) /CSE(IoT)	-	Member
10.	Dr.D.Tiroutchelvame, Professor and Head/FT	-	Member
11.	Dr.P.Baskaran, Professor and Head/MBA	-	Member
12.	Prof.M.Sumithra, First Year Coordinator	-	Member
13.	Dr.M.Jayekumar, Placement Officer	-	Member
14.	Dr.Meiappan, Professor/IT, Exam Cell Coordinator	-	Member
15.	Dr.S.Vaitheeswaran, Associate Professor/MBA, EDC Cell Coordinator	-	Member
16.	Ms.R.Vithiya, AP/ECE	-	Member
17.	Mrs.R.Priya, AP/EEE	-	Member
18.	Mr.B.Vasanth, AP/Mech	-	Member
19.	Ms.Pesha, AP/RA	-	Member
20.	Ms.Suganetham, AP/AIML	-	Member



21.	Ms.Ravichandran,AP/Maths	-	Member
22.	Dr.R.BaghyaNisha,AP/FT	-	Member
23.	Mr.Akalya, AP/MBA	-	Member
24.	Dr.Sofia, AP/ECE	-	Member
25.	Ms.R.Varalakshmi,AP/CSE	-	Member
26.	Dr.K.Sedhuraman,AP/EEE	-	Member
27.	Mr.A.Thiagarajan,AP/MECH	-	Member
28.	Dr.BaigMansur,AP/MBA	-	Member
29.	Srinithi K Valliappan,III/ECE	-	Student Member
30.	Bhuvaneshwaran,IV/CSE	-	Student Member
31.	Yuvapriya, IV/IT	-	Student Member
32.	Saravanan.V, IV/EEE	-	Student Member
33.	A.MohammedImthiyas,IV/MECH	-	Student Member
34.	S.Soban,IV/RA	-	Student Member
35.	Yazhini.P,IV/FT	-	Student Member
36.	M.Y.Shahanas,IV/IoT	-	Student Member
37.	Nesapriyan.K,III/AIML	-	Student Member
38.	Sofia Mehake,II/MBA	-	Student Member

- The IQAC chairperson welcomed all the members of the IQAC team.

Points Discussed:

- Dr.R.Valli, Coordinator IQAC, acknowledged the gracious presence of IQAC members and submitted the following agenda for the discussion.
 1. Review of Progress of the activities on the suggestions given in the Previous IQAC Meeting.
 2. AQAR – 2022-23 Editing and submission status.
 3. University Exam Result analysis of odd semester 2023-24.
 4. Achievements related to Academic, Competitions, Placement and Research.
 5. Review of UHV Modules and Activities Planned/Conducted.
 6. Best practices related to Academics.
 7. Best practices related to Research and Innovation.
 8. Best practices related to Skill Development.
 9. Best practices related to SDG Goals.



10. Activities related to Community Engagement by students and Faculty.
11. Review of IQAC Action Plan - Even Semester 2023-24.
12. Incorporation of Indian Knowledge Systems in Academics.

Agenda 1:

Action taken report of the previous IQAC meeting held on 27th Jan 2024

The IQAC coordinator presented the action taken report on the points discussed and the suggestions recommended by the external members during the meeting held on January 27, 2024. The discussions outlined the measures and steps taken by the institution in response to the suggestions put forward by external stakeholders, such as experts from other institutions, industry professionals, and alumni. The actions taken by the respective in-charges towards implementing the suggestions were also discussed.

They are requested to submit their detailed action taken report to the IQAC cell before 31st of May 2024.

S.No	Suggestion by IQAC members	Action Taken report to be submitted by
1	Faculty members' profile updation in the institution's website in an innovative manner	HoDs of all Departments are Updating the faculty profile in the Website. Action taken by Dr.N.Palanivel,ASP/CSE
2	Value-added courses on niche areas can be conducted in collaboration with industries	Dr.P.Sivakumar, Professor and Head/IT
3	Release of IQAC journal covering quality initiatives for educational excellence in HEI's with an ISBN number	Dr.R.Valli IQAC Co-ordinator
4	A separate hall provision in the central library for the establishment of "எண்ணும்எழுத்தும்" (Numerals and Alphabets) to promote the importance of language among students.	Mrs.R.Priya AP/EEE
5	"IQAC Smile Please" place to feature albums showcasing past IQAC events	Dr.R.Valli IQAC Co-ordinator



6	"We Meet": One faculty member and 3 to 4 students form a team to visit an identified company/industry once in a month.	HoDs of all the departments
7	A PLAN Club can be created focusing on areas Protect Yourself, Law and Order, Archaeology and Nature Protection	
	P	Protect Yourself Mr.Vijayaprasath, NSS Co-ordinator
	L	Law and Order Prof.Sumithra, ICC Cell Coordinator
	A	Archaeology Prof.Sumithra, ICC Cell Coordinator
	N	Nature Protection Dr.B.Radjaram, Prof & Head/Mech
8	<ul style="list-style-type: none"> Workshops on Resume preparation and covering letter writing for final year students Workshops on improving students' learning and listening skills Sessions on the Importance of Formal Attire in Organizations for final year students Professional presentation skills, covering effective email writing and PPT presentation preparation 	Dr.M.Jayekumar Placement Officer
9	Workshops for students on advanced programming languages for a minimum of two-weeks duration.	Mr.R.Raj Bharath, Associate Professor & Head(i/c) /CSE(IoT) for CSE, IT, IoT & AIML students
10	Pre-final and final year students assigned projects focusing on sustainable and green products.	Project Coordinators of All departments
11	Department of Robotics and Automation can arrange visits and training in pneumatic companies	Dr.G.RenukaDevi, Professor and Head/RA
12	Workshops on Business Etiquette/ Time Management and Organizational Commitment	Dr.P.Baskaran, Professor and Head/MBA



13	Workshops/Seminars on Company Laws and Regulatory Compliance	Dr.P.Baskaran, Professor and Head/MBA
14	SAP and Sales force related courses	Mr.R.Raj Bharath, Associate Professor & Head(i/c) /CSE(IoT) for CSE, IT, IoT & AIML students

Agenda 2:

AQAR (2022-23 A.Y) Editing and Submission

The IQAC coordinator has informed that, the AQAR for the Academic Year 2022-23 was completed and submitted on February 20, 2024. The report is currently opened for editing for updation of the details based on the comments from the NAAC. She has also mentioned that the updated AQAR will be submitted on April 25, 2024.

Agenda 3:

University Examination results Analysis of ODD semester 2023-24

The IQAC coordinator presented the university results of the odd semester for the academic year 2023-24. The Heads of various Departments provided detailed explanations for the lower results in few of the subjects in the university examinations. They also informed that the results will be improved by 5-10% through revaluation as some good performing students have failed in one or two subjects.

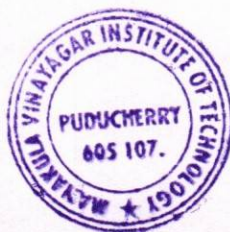
Agenda 4:

Achievements by students and faculty related to Academic, Competition, Placement & Research and Development during the Odd and Even Semester of 2023-24

The IQAC coordinator presented the following details of the achievements by students and Faculty in the Academic Year 2023-24.

Major achievements:

- Dr.S.Arunmozhi, Professor & HoD, Department of ECE conducted one day workshop on "OBE implementation" for the Faculty Members of B.S.Abdur Rahman Crescent Institute of Science & Technology on 10th March 2024.
- Dr. S. Arunmozhi, Professor & HoD, Department of ECE was invited as a Resource Person for the workshop on "Digital Tools & Artificial Intelligence in Medical Education", on 12th April 2024, at Sri Manakula Vinayagar Medical College and Hospital.



- Dr.R.Valli, Head/R& D received an award for the invention "Saline Solution Rundown Monitoring and Alerting Device" during the Patent Innovation Summit 2024 on 21st Feb 2024.
- Dr.R.Valli, R& D Head, and Team won the SIH 2023 (Hardware Edition) for "Low Cost Myoelectric Prosthetic Arm" held at Galgotias University, Noida.
- MIT'ians are the Top 5 Winners of CII INNOVATION CONTEST 2023.
- Mrs.D.Marygetsy,AP/ECE awarded with a unique GUINNESS RECORD for contribution in the book entitled "2023World Wide Outcome on Research and latest development" published by ESN publications on 27th August 2023.
- Ms. M.S. Narmadha of IV/ECE took the GATE exam for the academic year 2023-2024 and cleared it successfully.
- Mr.S.Vishnu of IV/ECE installed the product counter display in L&T, Puducherry, on 1st September 2023 .
- Ms.A.Vanmathy and Ms.Srinidhi k Valliappan of IV/ECE got Women innovator award for presenting their innovation idea in diamond jubilee celebration of MSME.
- Mr.Akshay Sharma of IV/ RA participated and was shortlisted as Top-10 in the ICT Academy Youth talk, Tamilnadu 2023 on the topic of Human Trafficking on 6th October 2023.
- Ms.Yamini.M, Ms.Lavanya.P have won first prize and Mr.Madheswaran.B, Mr.Ruban.E ,Mr.Rajaganesh.R have won third prize in Pondicherry University,Inter-Collegiate Tournament 2023-24 on 9th& 10thDecember 2023.

Principal informed that the institution's competitions team is continuously motivating the students to participate in the National Level Competitions hosted by various MNCs.

Agenda 5

Review of Universal Human Values - II Modules and Activities Planned/Conducted

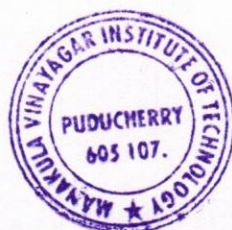
- The IQAC coordinator provided the information regarding the review process being followed to improve the effectiveness of teaching Universal Human Values-II by the faculty members. She also mentioned that the review process is being carried out by Principal and Dr.S.Arunmozhi, Professor & Head, Department of ECE.

The following modules have been reviewed till date:

- Module –II – Harmony in Human Being
Completed by Mrs.R.Priya, AP/EEE on 18th April 2024
- Module –III – Harmony in Family
First Half - Completed by Ms.Zarena Begum, AP/ECE on 22nd April 2024

Agenda 6:

Best practices related to Academic



Principal discussed about the institution's best practices related to academic and assigned the responsibility to Dr.J.Abbas Mohideen, Dean(Academic) to finalise the Practices, strategy for implementation and expected outcomes which will be submitted for seeking suggestions from External members in the next IQAC meeting.

- Annual competition for the faculty members on “**New Methodologies in Teaching**”, fostering a culture of innovation and continuous improvement in Teaching and Learning
- **Project-Based Learning and other experiential learning** are mandatory for all the subjects. Periodic training to all the faculty members for effective implementation will be conducted by Dr.S.Arunmozhi, Professor & Head/ECE.
- Assignments and activities on the **Indian Knowledge System (IKS)** are to be incorporated into courses, enriching students learning experiences by integrating indigenous perspectives, wisdom, and practices.
- Faculty members must be engaged in solving **GATE questions** relevant to their domains and use them as a tool for training the students for enhancing their problem-solving abilities and preparing them effectively for **competitive examinations**.
- Implementation of a **Mandatory Induction Training program** for faculty members with less than five years of experience.
- **Mind mapping techniques** for strengthening the fundamentals can be adapted by the faculty members to improve the Teaching- Learning process.

Agenda 7:

Best practices related to Research and Innovation

Principal discussed about the institution's best practices related to Research and Innovation and requested Dr.R.Valli, Head, R&D to finalise the Practices, strategy for implementation and expected outcomes.

- Publications in Scopus indexed Journals /Conferences/Book chapters is made mandatory for all the faculty and faculty will be guided, motivated and supported to achieve the targets.
- Submission of Research proposals for funding and getting Grants by each FSG group. The faculty members are provided necessary support through periodic training and workshops organized by R&D cell.



- Rewards and Recognition to the outperforming faculty members in research and innovation.
- Regular conduction of Technical Lecture Series, Research Colloquium, R&D workshops and seminars.
- IPR cell provides supports for applying for patents.

Agenda 8:

Best practices related to Skill Development

Principal discussed about the institution's best practices related to skill development which will be finalised by Dr.M. Jayekumar before the next IQAC meeting.

- Establishing partnerships with industries to offer internships, apprenticeships, and industry-relevant projects.
- Offering specialized skill enhancement programs, workshops, and short-term courses in emerging technologies.
- Offering certification programs in collaboration with industry partners or professional bodies to enhance the students' skills and their employability.

Agenda 9:

Best practices related to SDG Goals

Principal discussed about the institution's best practices related to SDG Goals, including

- Periodic conduction of awareness session to the students and faculty members on SDGs by IQAC cell.
- Preparation of Action plan for the activities that addresses the SDG Goals and assigning the faculty team to carry out the activities related to SDG and reviewing the outcomes periodically.
- Encouraging the students to develop innovative projects to address the challenges related to the SDGs.

Details of various activities conducted related to SDG in the last 6 months are,

S.No	Name of the Activity	Dept.	Date	Participants	SDG addressed
1.	Awareness Among schools about SDG-14	ECE	16.2.2024 & 17.2.2024	Volunteers (IV year/ ECE)	14
2.	Marine Shore cleaning activity	ECE	23.2.2024	Volunteers (IV year/ ECE)	14
3.	Rally on Gender Equity	ECE	23.2.2024	Volunteers (IV year/	5



				ECE)	
4.	Awareness Among schools about SDG-14	ECE	16.2.2024 & 17.2.2024	Volunteers (IV year/ ECE)	14
5.	Quality Education	ECE	23.4.2024	Volunteers (IV year/ ECE)	4
6.	Awareness Rally in Manadipet Village with the theme of "SDG 5 in Action - Bridge the gender Gap"	EEE	25.09.2023	II, III and IV Year EEE Students	5
7.	PDP program on SDG Goal 7 - Affordable and Clean Energy	EEE	19.09.2023 to 23.09.2023	Faculty Members	7
8.	Guest lecture on Electric Vehicle – Recent Trends and Opportunities Dr. N C Lenin, Professor, School of Electrical Engineering, VIT, Chennai Campus	EEE	25.01.2024	II, III and IV Year EEE Students	7
9.	Guest lecture on Clean Water and Sanitization R.Rajalakshmi, AP/Civil Engineering	IT	30.10.2023	IV Year IT	6
10.	A Special Lecture on theme "Shared Vision for a Better World - Standards for Sustainable Development Goals" Er. Chayesh. B, Quality Executive, TVS- Sundaram Fasteners Limited, Mandagapattu, Villupuram	MECH	26.10.2023	I.II.III.IV Mech	14
11.	Work Ethics and Total Quality Management	MECH	13.03.2024	I, II, III and IV Year Mech Students	9 & 11
12.	Problems Solving Techniques in an Industrial Approach	MECH	08.04.2024	I, II, III and IV Year Mech Students	8 & 12
13.	Occupational Health and Safety for Engineers (National Safety Day-Safety for a Sustainable Future)	MECH	05.04.2024	Mech,EEE ,FT,Robotics Students	3 & 8
14.	Two Days All INDIA Seminar on "Advances in Nano Technology for Sustainable Development"	MECH	04.09.2023 & 05.09.2023	Mech & Robotics	8
15.	World Food Day 2023-Debate on "Fresh Food Vs Processed Food"	FT	16.10.2023	II, III and IV Year FT	2 3



				Students	
16.	World Food Day 2023- Photography competition on "Clean Water for all"	FT	16.10.2023	All Department students	6
17.	World Pulses Day 2024 - Pulse Recipe Competition	SDG-12 Team	10.02.2024	All Department students	12
18.	World Health Day Awareness programme on "My Health My Rights"	FT	17.04.2024	II, III and IV Year FT Students	3
19.	Awareness session on climate change	R & A	13.03.2024	II, III and IV Year R & A Students	13
20.	Activity on Life on land	R & A	27.02.2024	I Year R & A Students	15
21.	National Conference on "Contemporary Issues in Business and Management for Sustainable Development "CIBMSD-23"	MBA	20.10.2023	35 External Participants	12
22.	Students Seminar on the Theme "Impact of AI on Productivity and Disaster Management"	MBA & AI	22.03.2024	2 Teams from MBA	8 & 13

Agenda 10:

Activities related to Community Engagement

The various activities conducted by our institution under UBA cell are,

- Self-employment training program on Phenoil and Soap Oil making was conducted in ThirukanchiVillage on 10th Feb 2024.
- Self-employment training program on Phenoil and Soap Oil making was conducted in ManadipetVillage on 17th Feb 2024.
- Self-employment training program on Phenoil and Soap Oil making was conducted in Embalam Village on 27th Feb 2024.
- Self-employment training program on Sambrani making was conducted in Kuruvintham Village on 23rd March 2024.

Other Extension Services:

- Awareness Program on Cybersecurity and cybercrime by Ilyear ECE students of 2022-2026Batchin the following Schools on 01.03.2024
 - Radha English Higher Sec. school, Ariyankuppam, Puducherry
 - National English High School, Thavalakuppam, Puducherry



- K. Ramprasath of ECE Department was a NSS volunteer for the Polio Drops Camp on 03.03.2024
- The students of Department of Food Technology visited the following schools to create awareness about food safety and nutritious food in the Month of Feb - April 2024.
 - Govt.Higher Secondary School, Valavanur.
 - Sacred Heart Central School, Villupuram.
 - VPS Matriculation School, Villupuram.
 - Conifer Matriculation School, Villupuram.
 - Kalaignar Karunanidhi Govt. Hr.Sec.School, Madagadipet.
- Dr.V.Govindan/ASP/R&A has handled a Workshop on "Industrial automation and DOBOT" at KoliyanurGovt. Higher Secondary School on 11.10.2023.
- Ms.D.Jasmine Susila, AP/RA handled a workshop on "Hands-on Training on Robots" for Higher Secondary students of Don Bosco Matriculation Higher Secondary school, Pondicherry on 29.11.2023
- Jagadhesh.A, IV year, R&A student has received Best NSS Volunteer Award for his continuous contribution towards the community activities.

Agenda 11:

Review of IQAC Action Plan - Even Semester 2023-24.

The IQAC Coordinator shared the status of activities included in the IQAC Action Plan for the Even Semester 2023-24. The coordinator also discussed about the mechanisms being followed for monitoring and evaluation of the effectiveness of the activities, including data collection, analysis, and feedback.

Agenda 12:

Incorporation of Indian Knowledge Systems in Academics.

IQAC coordinator discussed about the significance of IKS and the topics to be included in the curriculum and activities to be conducted related to IKS. The importance of faculty training and capacity building on IKS was highlighted. All the heads of department will ensure the effectiveness of all the programs related to IKS and the desired outcomes are achieved.

A. V. V. V.
29/11/24
IQAC COORDINATOR

Copy to:

1. All the members of IQAC
2. IQAC office

A. V. V. V.
IQAC CHAIR
PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY
KALITHEERTHALKUPP
PUDUCHERRY - 605



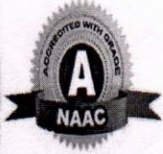
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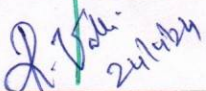

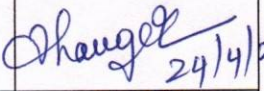


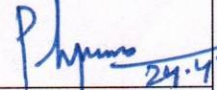
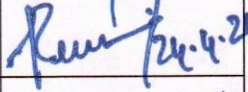
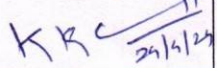

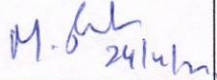


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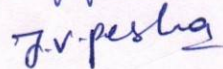
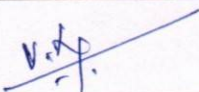

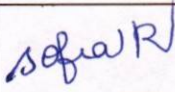

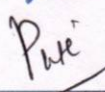
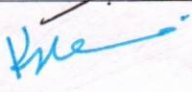

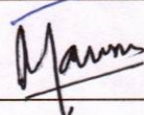
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Internal Quality Assurance Cell (IQAC) Meeting Attendance Sheet (With Internal Members)

Date: 24.04.2024

S.No	Name and Designation of the Faculties	Role	Signature
1.	Dr. S. Malarkkan, Principal	IQAC Chair	 24/4/24
2.	Dr. R. Valli, R&D Head	IQAC Coordinator	 24/4/24
3.	Dr.B.Radjaram, Professor and Head/Mech	Member	
4.	Dr.C.Shanmugasundaram, Professor and Head/EEE	Member	 24/4/24
5.	Dr.S.Arunmozhi, Professor and Head/ECE	Member	
6.	Dr.S.Pariselvam, Professor and Head/CSE	Member	
7.	Dr.P.Sivakumar, Professor and Head/IT	Member	 24.4.24
8.	Dr.G.Renuka Devi, Professor and Head/RA	Member	 24.4.24
9.	Mr.R.Raj Bharath, Associate Professor & Head(i/c) /CSE(IoT)	Member	 24/4/24
10.	Dr.D.Tiroutchelvame, Professor and Head/FT	Member	 24/4/24
11.	Dr.P.Baskaran, Professor and Head/MBA	Member	
12.	Prof.M.Sumithra, First Year Coordinator	Member	 24/4/24
13.	Dr.M.Jayekumar, Placement Officer	Member	
14.	Dr.Meiappan, Professor/IT Exam Cell Coordinator	Member	 24/4/24

15.	Dr.S.Vaitheeswaran, Associate Professor/MBA, EDC Cell Coordinator	Member	
16.	Ms.R.Vithiya, AP/ECE	Member	
17.	Mrs.R.Priya, AP/EEE	Member	
18.	Mr.B.Vasanth, AP/Mech	Member	
19.	Ms.Pesha, AP/RA	Member	
20.	Mr.V.Kumaraguru, AP/IoT	Member	
21.	Ms.Suganetham, AP/AIML	Member	
22.	Ms.Ravichandran, AP/Maths	Member	
23.	Dr.R.Baghya Nisha, AP/FT	Member	
24.	Mr.Akalya, AP/MBA	Member	
25.	Dr.Sofia, AP/ECE	Member	
26.	Ms. R .Varalakshmi, AP/CSE	Member	
27.	Ms.Punitha, AP/IT	Member	
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34.	Saravanan.V, IV/EEE	Student Member	
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40.	Sofia Mehake, II/MBA	Student Member	