



# MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Approved by the AICTE, New Delhi - Affiliated to Pondicherry University  
Accredited by NAAC WITH 'A' Grade and NBA (National Board of Accreditation)  
Kalitheerthalkuppam, Puducherry - 605 107  
Ph: 0413 2643007 / Website: www.mvit.edu.in



## INTERNAL QUALITY ASSURANCE CELL

### CIRCULAR

No: MVIT/IQAC/CIRCULAR/2023-24/

Date: 01.02.2024

The second meeting of the IQAC with external members was held on January 27, 2024, at 10:30 am in the Board Room for the academic year 2023-24. As per the suggestions/recommendations of the expert members and alumni, the following faculty members are assigned responsibility for the actions to be taken, and they are requested to submit the detailed action plan report by the second week of Feb 2024.

S.No	Suggestion by IQAC members	Action to be taken by
1.	Faculty members' profile updation in the institution's website in an innovative manner	Department Faculty Profile : HoDs of All Departments Updating in Website 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 "எண்ணும் எழுத்தும்" (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 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 Officer L Law and Order Mrs.Sumithra, ICC cell Co-ordinator A Archaeology } Dr.B.Radjaram, N Nature Protection } Prof & Head/Mech
8.	• Workshops on Resume preparation and covering letter writing for final year	Dr.M.Jayekumar Placement Officer

	<p>students</p> <ul style="list-style-type: none"> <li>• Workshops on improving students' learning and listening skills</li> <li>• Sessions on the Importance of Formal Attire in Organizations for final year students</li> <li>• Professional presentation skills, covering effective email writing and PPT presentation preparation</li> </ul>	
9.	Workshops for students on advanced programming languages for a minimum of two week 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 department
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 Loss 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

*R. V. V.*  
11/2/24  
**IQAC Coordinator**

*A. V.*  
**IQAC Chair**  
01.2.24

**PRINCIPAL**  
**MANAKULA VINAYAGAR**  
**INSTITUTE OF TECHNOLOGY**  
KALITHEERTHALKUPPAM,  
PUDUCHERRY-605 107.

Copy to:

1. IQAC office
2. HoDs of All departments
3. Faculty members

