



# ARIFA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Arifa Knowledge Village

Esanoor, Keelaiyur Post, Thirukkuvilai Taluk, Nagapattinam District-611103



## Internal Quality Assurance Cell (IQAC)

### Minutes of Meeting

Date: 07.08.2025

Venue: Seminar Hall

Members Present:

S.No.	Name	Signature
1.	N.SUBRAMANIYAN, IQAC COORDINATOR	
2.	Mr.SUNDAR G, HOD/ECE	
3.	MRS.KANIMOZHI K, HOD/EEE	
4.	Ms.SUVATHIKA K, HOD/S&H	
5.	Mr.SURENDAR G, HOD/MECH	
6.	Dr.RADHA D, HOD/CSE	
7.	MR.JAYAKUMAR R, HOD/AIDS	

#### Agenda:

Brainstorming session with all Heads of the Departments regarding academic and institutional development initiatives.

#### Resolutions / Key Points Discussed:

##### 1. No-Bag Saturdays

- All working Saturdays will be observed as *No-Bag Days*.
- Sessions will include innovative activities, patent discussions, and sports.
- Sports timings: **3:00 p.m. to 4:30 p.m.** for all engineering students.
- Students will be permitted to wear casual dresses on these days.
- Patent discussions will focus on identifying real-life problems, from basic needs to advanced technology (e.g., rocket engines), with the vision of achieving record-breaking patent filings.

##### 2. Formation of Students' Associations

- All departments must establish their respective *Students' Associations* at the earliest.

##### 3. Mobile Phone Restriction

- Usage of mobile phones inside classrooms during working hours is strictly prohibited.

##### 4. Formation of Discipline Committee


- A *Discipline Committee* will be constituted.

- **Mr. A. Arulsakthi** will act as the *Overall Coordinator*.
  - Each department shall nominate one faculty member as the *Department Discipline Coordinator*.
5. **Patent Filing Target**
- It was resolved to file at least **200 patents from students' side** during this academic year.
6. **Special Academic Programs**
- Each department must conduct a minimum of **two special academic programs** (apart from the syllabus) in this semester.
  - Programs may include guest lectures, symposiums, workshops, conferences, or quiz competitions.
7. **Internal Assessment Question Papers**
- All staff members must prepare and submit question papers for **IAT-I and IAT-II** on or before **28.08.2025**.
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**Conclusion:**

The meeting concluded with a call for collective commitment towards innovation, discipline, and holistic student development. All HoDs assured their cooperation and timely implementation of the discussed resolutions.

**Prepared by:**  
IQAC Coordinator



**Approved by:**  
Principal

Copy to:

1. The Chairman
2. Principal
3. All HoDs