



**SYED AMMAL ENGINEERING COLLEGE**  
NBA Accredited UG Courses: CSE, ECE, EEE & MECH  
An ISO 9001:2015 certified Institution  
Internal Quality Assurance Cell (IQAC)



From

The Coordinator – IQAC

Syed Ammal Engineering College

Dear Sir / Madam,

Sub: Invitation to attend the IQAC meeting for the Academic Year 2017-2018(Term II) – reg.

Greetings.

With respect to the subject mentioned above, I would like to invite you to attend the IQAC meeting for the Academic Year 2017-2018 (Term II) to be held on 30.01.2018 at 12.30 P.M in the Board Room. I kindly request you to make possible to attend the meeting

Your Cooperation is highly solicited.

Thank you.

With regards

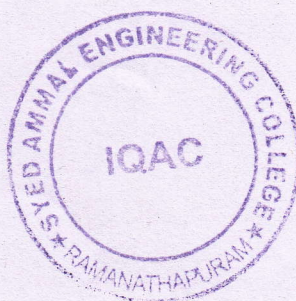
IQAC-Coordinator

Principal

**PRINCIPAL**  
**SYED AMMAL ENGINEERING COLLEGE**  
**LANTHAI, ACHUNTHANVAYAL (Po)**  
**RAMANATHAPURAM-623 502.**

Copy to

Members of IQAC







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Internal Quality Assurance Cell (IQAC)



Academic year 2017-2018(Term II)

Syed Ammal Engineering College Dr. E.M.Abdullah Campus, Ramanathapuram – 623 502.		IQAC Meeting	Period: Term II of the Academic year 2017-2018
Date of Meeting : 30.01.2018		Time : 12.30 P.M	Venue: Board Room, SAEC
Agenda of the Meeting			
S.No.	Points of Discussion	Discussion by	
1.	Review of IQAC meeting held on 10.06.2017 Appreciated the successful conduction of career guidance programme for +2 students of Ramanathapuram District Schools held in the college campus on 05.01.2018 and 06.01.2018.	IQAC Co-ordinator	
2.	Monitoring the dress code of the students	Principal	
3.	First hour test for weak students	Principal	
4.	Organization of one day online test in the college campus for a group of 100 students	Principal	
5.	Uploading contents for AICTE website	Principal	
6.	Visit by Anna University Committee for continuation of Affiliation for the next academic year 2018-2019	Principal	
7.	Flair software for Grievance redressal cell	Principal	
8.	Conduction of college day, sports day and Hostel day	Principal	
9.	Celebration of Rotary day	Principal	
10.	Status of Research Projects, Funds, Publications and Future plan	R&D coordinator	
11.	Organizing industrial Visits	All HODs	
12.	Review & Status of NAAC accreditation	All HODs	
13.	Review of Academic results and action plan for improvement	All HODs	
14.	Review of Placement of Students and support in career services	Placement officer	
15.	Discussion about Department advisory Committee meeting	All HODs	
16.	Review of Feedback from the stake holders viz., Students, Parents, Alumni and Employer	Principal and All HODs	
17.	Parents Teacher meeting	PTA –Convener	





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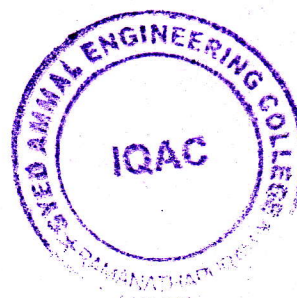
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Academic year 2017-2018(Term II)

18.	Any other points with the permission of chair	IQAC Coordinator
Prepared and Verified by 	Approved by 	<b>PRINCIPAL</b> <b>SYED AMMAL ENGINEERING COLLEGE</b> <b>LANTHAI, ACHUNTHANVAYAL (Po)</b> <b>RAMANATHAPURAM-623 502.</b>
Date 30.01.2018	Date 30.01.2018	







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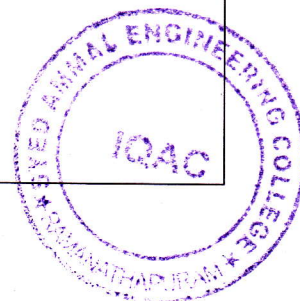
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Internal Quality Assurance Cell (IQAC)



Academic year 2017-2018(Term II)

Date of Meeting : 30.01.2018		Time : 12.30 P.M	
Venue: Board Room, SAEC			
Minutes of Meeting			
S.No.	Points of Discussion	Action By	Target
1	Review of IQAC framing meeting held on 10.06.2017		
	IQAC co-ordinator reviewed the minutes of IQAC held on 10.06.2017	IQAC coordinator	
2	Monitoring the dress code of the students		
	Principal informed the members to monitor the dress code of the students as well as to instruct their faculty members to monitor the discipline and dress code of the students regularly.	All HODs	Review in next meeting
3	First hour test for weak students		
	It is decided to conduct the first hour test for the weak students and other students in separate classes daily. The group of weak students altogether in all years will write first hour test either separate class room or laboratory available with more number of invigilators monitoring their writing. The weak students are identified based on their history of arrears in past university examinations.	Principal	Review in next meeting
4	Organization of one day online test in the college campus for a group of 100 students		
	Principal informed the members that ICTACT academy is going to organize one day online test on 02.02.2018 in the college campus for a group of 100 students to test their skills in various domains such as computer languages, Aptitude Skills, Communication Skills etc. Students have to attend the test for 24 hrs. continuously from 02.02 2018 AN to 03.02.2018 AN without break. They have to stay in the computer Lab. for 24 hrs. during that time	HOD CSE	As per the exam schedule





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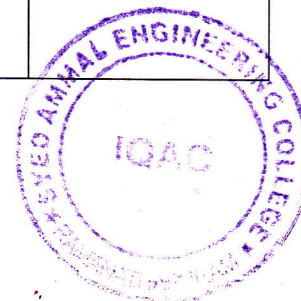
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5	Uploading contents for AICTE website		
	Principal requested the members to provide necessary details with regard to lab. infrastructure and faculty details to AO as early as possible for uploading contents in AICTE website for the continuous approval of the college for the academic year 2018-19.	AO	As early as possible
6	Visit by Anna University Committee for continuation of Affiliation for the next academic year 2018-2019		
	Principal reviewed the preparatory works made by the respective HODs for the forthcoming visit by Anna University Committee for continuation of Affiliation for the next academic year 2018 – 2019	AO and All HODs	Before Anna University Visit
7	Flair software for Grievance redressal cell		
	The CEO of Flair Software Pvt. Ltd, Madurai, Mr. Mohamed Rafeek gave demonstration to all members about grievance redressal software developed by them. A comprehensive demonstration was given by him and he provided suitable answers to the questions posed by the members.	ALL HODs	Review in Next meeting
8	Conduction of college day, sports day and Hostel day		
	Discussion was made with regard to conduction of College Day, Sports Day and Hostel Day for boys and girls hostels. It is decided that Sports Day and College Day will be conducted on 24.03.2018 and Hostel Day for both and girls hostel will be conducted altogether on 17.03.2018 in the college auditorium. Also, ISTE Mini Project competition for third year students will be conducted on 17.03.2018. Principal informed the members to conduct	ALL HODs , Physical director	March 2018







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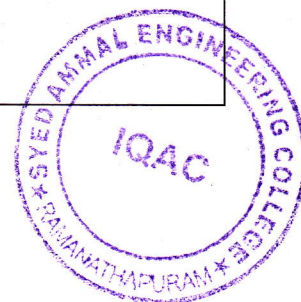
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	competitions and events with regard to college day celebrations.		
9	Celebration of Rotary day		
	Principal informed members that as part of the celebrations of Rotary Day, there will be a Walkathon organized on 25.03.2018 in Ramanathapuram at 8.30 A.M. Our correspondent Dr. Chinnadurai Abdullah will inaugurate the rally at Palace Junction in Ramanathapuram. The rally will start from Place Junction and end at Murugan Kovil. The theme of rally is to avoid the usage of tobacco and prevention of cancer disease. Interested students and faculty members can take part in this rally. Those who are willing to attend this rally should assemble in the college auditorium today at 12.45 P.M and Principal will address them about the importance of organizing this rally.	Principal	
10	Status of Research Projects, Funds, Publications and Future plan		
	Principal requested the members to encourage their faculty members to apply to various funding schemes in several funding agencies such as DST, TNSCST & other agencies	R&D Coordinator	Review in next meeting
11	Organizing industrial Visits		
	Elaborate discussion was made with respect to organizing industrial visits for the students.	All HODs	Semester Holidays
12	Review & Status of NAAC accreditation		
	Elaborate discussion was made with regard to each criterion in NAAC application. Each criterion coordinator briefly explained about the contents of their criterion as well as the things to be carried out	All HODs	Review in Next Meeting





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13	Review of Academic results and action plan for improvement		
	Analysis of Results compared to other colleges was made. Discussion made on the improvement of results in fore-coming semester.	All HODs	Review in next meeting
14	Review of Placement of Students and support in career services		
	Discusses about the various activities to be done for the improvement of placement.	Placement officer	Review in next meeting
15	Discussion about Department Advisory Committee meeting		
	Committee discussed the details of Department Advisory Committee meeting and discussed about the sample received from the Department of EEE	Department of EEE conducted its department advisory committee meeting for the academic year 2016-2017 on 17.06.2017 and got approved by the IQAC	Within this Academic Year
16	Review of Feedback from the stake holders viz., Students, Parents, Alumni and Employer		
	The IQAC coordinator reviewed and analysed about the feedback of all stake holders such as Students, Parents, Alumni and Empolyer. The suggestions were provided.	Principal and All HODs	Review in Next meeting
17	Parents Teacher meeting		
	The discussion was held with regard to conduction of PTA meetings	PTA –Convener	Points for effective conduction of parents teacher meeting in the next meeting







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18	Any other points with the permission of chair		
	NIL	IQAC Coordinator	

IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and Verified by 	Approved by  <b>PRINCIPAL</b> SYED AMMAL ENGINEERING COLLEGE LANTHAI. ACHUNTHANVAYAL (Po) RAMANATHAPURAM-623 502.
Date 30.01.2018	Date 30.01.2018

