



SYED AMMAL ENGINEERING COLLEGE

(Approved by the AICTE, New Delhi, Govt. of Tamilnadu and Affiliated to Anna University, Chennai)

Established in 1998 - An ISO 9001:2008 Certified Institution

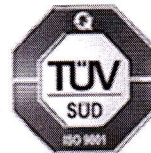
Dr. E.M.Abdullah Campus, Ramanathapuram – 623 502.

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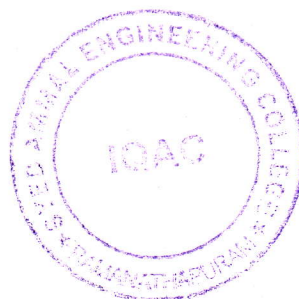
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Members of Internal Quality Assurance Cell



Academic Year 2018-2019

S.No	Name of the Expert Member	Designation and Address	Role
1	Dr. B. Jayalakshmi	Co-ordinator/ S&H, Syed Ammal Engineering College, Ramanathapuram.	Convener
2	Dr. Chinnadurai Abdullah	Correspondent, Syed Ammal Engineering College, Ramanathapuram.	Management Representative
3	Dr. M. Periyasamy	Principal, Syed Ammal Engineering College, Ramanathapuram.	Principal
4	Dr. G. Mahendran	HOD/ECE, Syed Ammal Engineering College, Ramanathapuram.	Senior Faculty
5	Dr. S. Karthikeyan	HOD/MECH, Syed Ammal Engineering College, Ramanathapuram.	Senior Faculty
6	Dr. N. Karthikeyan	HOD/PG-CSE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
7	Dr. S. Selvaperumal	HOD/EEE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
8	Dr. B. Muthukumar	HOD/CSE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
9	Prof. G. PalaniSelvan	HOD/CivilEngg, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
10	Dr. S. Rajasekar	HOD/Physics, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
11	Dr. S.P.Ganesan	HOD/Maths, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
12	Mrs. B. Thenmozhi	Associate Professor, Department of Mathematics, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
13	Dr. K. Jeyabalan	Placement Officer, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
14	Dr. K. Karthikeyan	Senior Scientist, ABB Global Service Private Ltd, Chennai.	Alumni
15	Mr. B. Samsudeen	Senior Manager, Telstra India Private Limited, Chennai.	Alumni
16	Mr. M. HajaMohideen	F/o Ms. H. SafanaBegam, IV ECE, Ramanathapuram.	Parent
17	Mr. S. Dinesh Raja	Managing Director, Smart Ladder Technologies, Chennai.	Employer





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 2018-2019(Term I) – reg.

Greetings.

With respect to the subject mentioned above, I would like to invite you to attend the IQAC meeting for the Academic Year 2018-2019 (Term I) to be held on 10.7.2018 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.

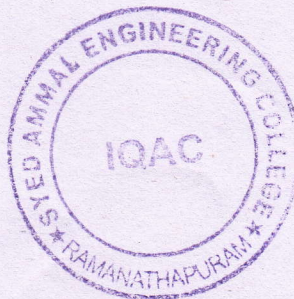
With regards

IQAC-Coordinator

Principal

Copy to

Members of IQAC



PRINCIPAL
SYED AMMAL ENGINEERING COLLEGE
LANTHAL. ACHUNTHANVAVAL (Po)
RAMANATHAPURAM-623 502.



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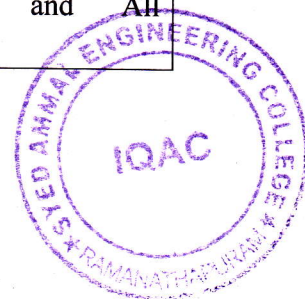
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Academic year 2018-2019(Term I)

Syed Ammal Engineering College Dr. E.M.Abdullah Campus, Ramanathapuram – 623 502.		IQAC Meeting	Period: Term I of the Academic year 2018- 2019
Date of Meeting : 10.7.2018		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 30.01.18	IQAC Co-ordinator	
2.	Signing of MOU	Principal	
3.	Conduction of One day national workshop	Principal	
4.	First hour test for the weak students	Principal	
5.	Status of Research Projects, Funds, Publications, organising and attending FDP's	R&D coordinator	
6.	Conduction of Engineers day celebration	Principal	
7.	Consultancy work	Principal	
8.	Programmes conducted by Entrepreneurship Development Cell	Principal	
9.	Conduction of mini project expo	Principal	
10.	Conduction of college day and sports day	Principal	
11.	Activities under NSS and YRC	Principal	
12.	Organizing Industrial Visits, Seminars, Guest lectures, Workshops, Symposium and Conferences for students	All HODs	
13.	Review & Status of NAAC accreditation	All HODs	
14.	Review of previous year Academic results and action plan for improvement for Forthcoming academic year	All HODs	
15.	Review of Placement of Students and training support in career services	Placement officer	
16.	Review of Feedback from the stake holders viz., Students, Parents, Alumni, Employer and corrective actions	Principal and All HODs	
17.	Organising Alumni meet	Alumni meet Coordinator	
18.	Parents Teacher meeting	PTA –Convener	
19.	Approval of the value added courses, certificate programmes, VET courses	Principal and All HODs	


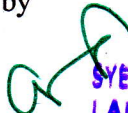


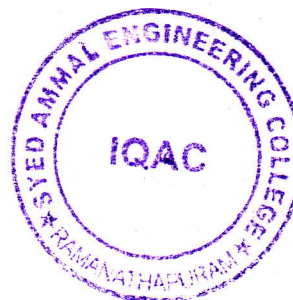


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Academic year 2018-2019(Term I)

20.	To confirm the Schedule of Academic audit	All HODs
21.	To confirm the Schedule of Department Advisory Committee Meeting	Principal and All HODs
22.	Review of evaluation the quality of Internal test Question Papers & Assignments	Principal and All HODs
23.	To discuss PO and PSO attainment values and corrective action for continuous improvement	Principal and NBA coordinator
24.	Any other points with the permission of chair	IQAC Coordinator
Prepared and Verified by  (B. Jayalalithani) Convener		Approved by  PRINCIPAL SYED AMMAL ENGINEERING COLLEGE LANTHAI. ACHUNTHANVAYAL (Po) RAMANATHAPURAM-623 502.
Date	10.7.2018	Date 10.7.2018





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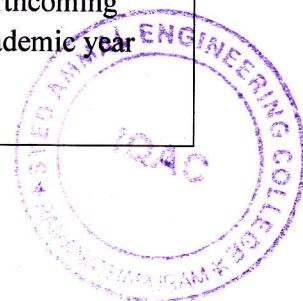
Academic year 2018-2019(Term I)

Date of Meeting: 10.7.2018

Time:12.30 P.M

Venue: Board Room

Minutes of Meeting			
S.No.	Point s of Discussion	Action By	Target
1	Review of IQAC framing meeting held on 30.01.2018		
	IQAC co-ordinator reviewed the minutes of IQAC held on 30.01.2018	IQAC coordinator	
2	Signing of MOU		
	Discussion made about the signing of MOU with 'We serve foundation' – Madurai, ICT Academy, Fragrhen Academy soft skills training, Tirunelveli and my inception Technical and soft skills training	Principal	Forthcoming academic year
3	Conduction of One day national workshop		
	Planned to conduct One day National Workshop on How to write Good Scientific Proposals under I EEE society.	Principal	Forthcoming academic year
4	First hour test for the 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. For second and third years, a weak student is nothing but having more than 2 arrears and for final year, a weak student is nothing but having more than 3 arrears.	Principal	Forthcoming academic year
5	Status of Research Projects, Funds, Publications, organising and attending FDP's		
	Suggested the faculty members to apply for various projects and funds from government organisations and also encourage to attend FDP's and publishing	Principal	Forthcoming academic year



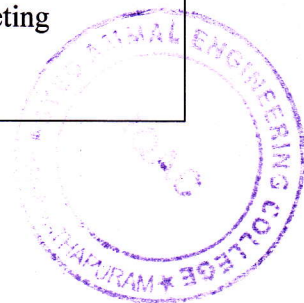


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Academic year 2018-2019(Term I)

	papers		
6	Conduction of Engineers day celebration		
	Planned to conduct programmes on Engineers day	HOD Mechanical	Forthcoming academic year
7	Consultancy work		
	Discussion made regarding the consultancy work for A.P.J Abdul Kalam Memorial Project	Department of Civil Engineering	Forthcoming academic year
8	Programmes conducted by Entrepreneurship Development Cell		
	Planned to conduct a 'Demo stall' and Webinar on "India First Leadership Talk Series" and "Intellectual Property Rights" by Entrepreneurship Development Cell.	Convenor - Entrepreneurship Development Cell.	Forthcoming academic year
9	Conduction of mini project expo		
	Planned to conduct mini project expo under ISTE chapter	ISTE Convenor	Forthcoming academic year
10	Conduction of college day and sports day		
	Planned to conduct college day and sports day during the month of February	Principal	Forthcoming academic year
11	Activities under NSS and YRC		
	Various activities have been planned under NSS and YRC	NSS and YRC Convenor	Forthcoming academic year
12	Organizing Industrial Visits, Seminars, Guest lectures, Workshops, Symposium and Conferences for students		
	Elaborate discussion was made with respect to organizing industrial visits for the students.	All HODs	Forthcoming academic year
13	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	Forthcoming academic year
14	Review of previous year Academic results and action plan for improvement for Forthcoming academic year		
	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



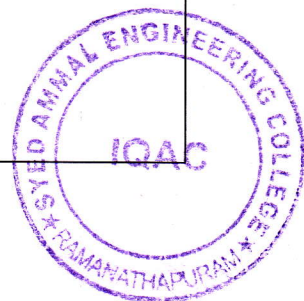


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15	Review of Placement of Students and training support in career services		
	Various training programmes will be arranged for improving the placement of students	Placement officer	Forthcoming academic year
16	Review of Feedback from the stake holders 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 Employer. The suggestions were provided.	Principal and All HODs	Review in Next meeting
17	Organising Alumni meet		
	Planned to conduct alumni meet	Alumni meet Coordinator	Review in Next meeting
18	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
19	Approval of the value added courses, certificate programmes, VET courses		
	The Self learning courses offered for our II, III and IV year students through Quality improvement cell(QIC) sponsored by Spoken Tutorial team, MHRD, Government of India in association with Anna University (Annexure I) has been approved	QIC Convener	9.7.18
20	To confirm the Schedule of Academic audit		
	IQAC committee informed the HODs of all Department to conduct the external academic audit by the faculty members from the Central/State Government and Premier institutions. A sample received from the Department of EEE	All HODs Department of EEE conducted external Academic audit for the academic year 2017-2018 by Dr.S.Moorthy ,Associate Professor , NIT, Tiruchirappalli on	Forthcoming academic year







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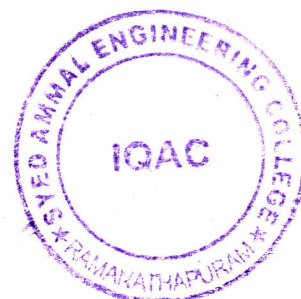


Academic year 2018-2019(Term I)

		25.06.2018 and got approved by IQAC	
21	To confirm the Schedule of Department Advisory Committee Meeting		
	Informed all the HOD to confirm the schedule of conduct of Department Advisory Committee Meeting. A sample received from the Department of EEE	All HODs Department of EEE conducted its Department Advisory Committee meeting for the academic year 2018-2019 on 16.06.2018 and got approved by IQAC	Forthcoming academic year
22	Review of evaluation the quality of Internal test Question Papers & Assignments		
	Each department is evaluating the quality of Internal test Question Papers & Assignments. Appropriate documents were maintained.	All HODs	Forthcoming academic year
23	To discuss PO and PSO attainment values and corrective action for continuous improvement		
	Discussed about PO and PSO attainment and necessary corrective actions were suggested	Principal	Forthcoming academic year
24	Any other points with the permission of chair		
	Conduction of Career guidance programme for +2 students of Ramanathapuram District Schools	Principal	

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

Prepared and Verified by  convenor	Approved by  PRINCIPAL SYED AMMAL ENGINEERING COLLEGE LANTHAL. ACHUNTHANVAYAL (Po) RAMANATHAPURAM-623 502.
Date 10.7.2018	Date 10.7.2018



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Members of Internal Quality Assurance Cell

Academic Year 2018-2019(Term I)

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4	Dr. G. Mahendran	HOD/ECE, Syed Ammal Engineering College, Ramanathapuram.	Senior Faculty	
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9	Prof. G. PalaniSelvan	HOD/CivilEngg, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
10	Dr. S. Rajasekar	HOD/Physics, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
11	Dr. S.P.Ganesan	HOD/Maths, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
12	Mrs. B. Thenmozhi	Associate Professor, Department of Mathematics, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College	
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