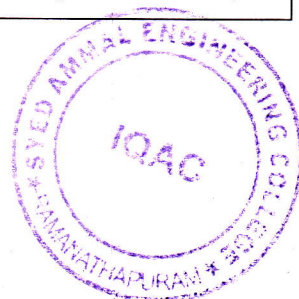




**SYED AMMAL ENGINEERING COLLEGE**  
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 Internal Quality Assurance Cell (IQAC)  
 Academic Year 2020-2021(Term I)





Syed Ammal Engineering College Dr.E.M.Abdullah Campus, Ramanathapuram – 623 502.		IQAC Meeting	Period: Term I of the Academic year 2020- 2021
Date of Meeting : 8.7.2020 Time : 12.30 P.M Venue: Google Meet			
Agenda of the Meeting			
S.No.	Points of Discussion	Discussion by	
1.	Review of IQAC meeting held on 18.12.19	IQAC Coordinator	
2.	Signing of MOU	Principal	
3.	Conduction of Online classes for students	Principal	
4.	Status of Research Projects, Funds, Publications, Organising and attending FDP's	Principal	
5.	Conduction of Six Days Online FDP on Java Programming	Principal	
6.	Conduction of AICTE Sponsored Six Days online STTP	Principal	
7.	Conduction of Orientation Programme for Young Faculty Members	Principal	
8.	ATAL Academy Sponsored Five Days Online FDP on Energy Storage and E-Mobility organized by Mechanical Department	Principal	
9.	ISO Surveillance Audit	Principal	
10.	Review & Status of NAAC & NBA accreditation	All HODs	
11.	Review of Placement of Students and training support in career services	Placement officer	
12.	Review of Feedback from the stake holders viz., Students, Parents, Alumni, Employer and corrective actions	Principal and All HOD's	
13.	Organising Alumni meet	Alumni meet Coordinator	
14.	Parents Teacher meeting	PTA –Convener	
15.	Approval of the value added courses, certificate programmes, VET courses	Principal and All HOD's	
16.	To confirm the Schedule of Academic audit and approving previous	Principal and IQAC	

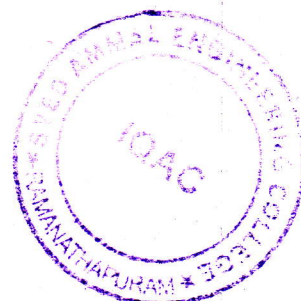




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	academic audit findings and corrective action	Coordinator
17.	Revising the Committee members and reframing of IQAC	IQAC Coordinator
18.	Any other points with the permission of chair	IQAC Coordinator
Prepared and Verified by  (B. Jayalakshmi) Convener		Approved by  <b>PRINCIPAL</b> SYED AMMAL ENGINEERING COLLEGE LANTHAI. ACHUNTHANAYAL (Po) RAMANATHAPURAM-623 502.
Date	8.7.2020	Date 8.7.2020







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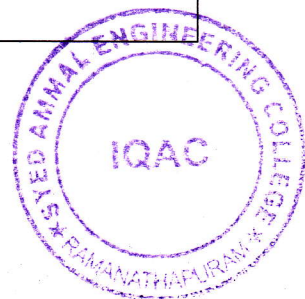


Date of Meeting: 08.07.2020

Time : 12.30 P.M

Venue : Google meet

Minutes of Meeting			
S.No.	Points of Discussion	Action By	Target
1	Review of IQAC meeting held on 18.12.2019		
	IQAC coordinator reviewed the minutes of IQAC held on 18.12.2019	IQAC coordinator	
2	Conduction of Online classes for students		
	It is decided to conduct online classes for II, III & IV years from the month of August 2020(12.08.2020)	All HOD's	August 2020
3	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 online FDP's and publishing papers	Principal	Forthcoming year
5	Conduction of Six Days Online FDP on Java Programming		
	Planned to conduct Six Days Online FDP on Java Programming in the month of July 2020	HOD-CSE	July 2020
6	Conduction of AICTE Sponsored Six Days online STTP		
	It is planned to conduct AICTE Sponsored Six Days online STTP in two phases by the Department of ECE and three phases by the Department of EEE	HOD-ECE & HOD-EEE	July 2020 & September 2020
7	Conduction of Orientation Programme for Young Faculty Members		





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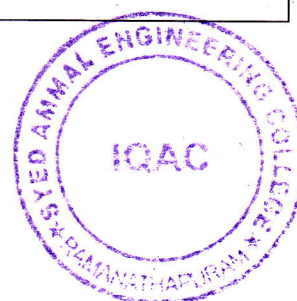
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Internal Quality Assurance Cell (IQAC)

Academic Year 2020-2021(Term I)



	Planned to conduct Orientation Programme for Young Faculty Members by utilising the HODs of various department and senior faculty members as the resource persons	Principal	August 2020
8	ATAL Academy Sponsored Five Days Online FDP on Energy Storage and E-Mobility		
	Conduction of ATAL Academy Sponsored Five Days Online FDP on Energy Storage and E-Mobility by Mechanical Department	HOD-MECH	August 2020
9	ISO Surveillance Audit		
	Planned to conduct ISO Surveillance Audit	Convener ISO	September 2020
10	Review & Status of NAAC & NBA accreditation		
	Elaborate discussion was made with regard to each criterion in NAAC & NBA 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
11	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 year
12	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
13	Organising Alumni meet		



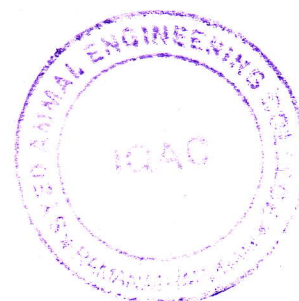




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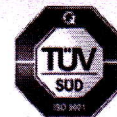


	Planned to conduct Alumni meet	Alumni meet Coordinator	Review in Next meeting
14	Parents Teacher meeting		
	The discussion was made with regard to conduction of online PTA meetings	PTA –Convener	Points for effective conduction of parents teacher meeting in the next meeting
15	Approval for the value added courses, certificate programmes, VET courses		
	The Self learning courses offered for 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	Forth Coming Academic year
16	To confirm the Schedule of Academic audit and approving previous academic audit findings and corrective action		
	Confirmed and Approved	Principal	
17	Revising the Committee members and reframing of IQAC		
	All the committees and Members of IQAC has to be revised	Principal	December 2020
18	Any other points with the permission of chair		
	Other points related to academic work will be discussed in the next IQAC meeting	IQAC Convener	IQAC meeting term II





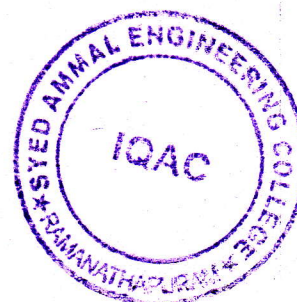


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IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and Verified by   (B. Jaya Lakshmi) Convener	Approved by   <b>PRINCIPAL</b> SYED AMMAL ENGINEERING COLLEGE LANTHAI, ACHUNTHANVAYAL (Po) RAMANATHAPURAM-623 502.
Date 8.7.2020	Date 8.7.2020





# SYED AMMAL ENGINEERING COLLEGE

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

Established in 1998 - An ISO 9001:2015 Certified Institution

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

Phone: 04567-222234, Mobile: 94873 04000, 84893 04000

Web: www.syedengg.ac.in E.mail: saec@syedengg.ac.in

(Accredited by NBA)



## Members of Internal Quality Assurance Cell

Academic Year 2020-2021(Term I)

S.No	Name of the Expert Member	Designation and Address	Role	Signature
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	Mrs.K.Revathi	M/o Ms.M.Kavitha Shree, III EEE	Parent	
17	Mr. S. Dinesh Raja	Managing Director, Smart Ladder Technologies, Chennai.	Employer	

