

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

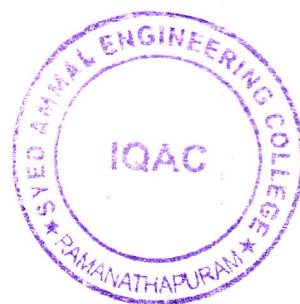
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Members of Internal Quality Assurance Cell

Academic Year 2020-2021(Term II)

S.No	Name of the Expert Member	Designation and Address	Role
1	Dr. M. Periyasamy	Principal, Syed Ammal Engineering College, Ramanathapuram.	Principal/Convener
2	Dr. Chinnadurai Abdullah	Correspondent, Syed Ammal Engineering College, Ramanathapuram.	Management Representative
3	Dr. G. Mahendran	HOD/ECE, Syed Ammal Engineering College, Ramanathapuram.	Senior Faculty
4	Dr. S. Karthikeyan	HOD/MECH, Syed Ammal Engineering College, Ramanathapuram.	Senior Faculty
5	Dr. N. Karthikeyan	HOD/PG-CSE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
6	Dr. S. Selvaperumal	HOD/EEE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
7	Dr. B. Muthukumar	HOD/CSE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
8	Prof. G. Palani Selvan	HOD/CivilEngg, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
9	Dr. B. Jayalakshmi	Co-ordinator/ S&H, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
10	Dr.R.Meikanda Ganesh Kumar	HOD/ MBA, , Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
11	Dr. K. Jeyabalan	Placement Officer, 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. Karthikeyan	Senior Scientist, ABB Global Service Private Ltd, Chennai.	Alumni
14	Mr. B. Samsudeen	Senior Manager, Telstra India Private Limited, Chennai.	Alumni
15	Mrs.K.Revathi	M/o Ms.M.Kavitha Shree, III EEE	Parent
16	Mr. S. Dinesh Raja	Managing Director, Smart Ladder Technologies, Chennai.	Employer





SYED AMMAL ENGINEERING COLLEGE

NBA Accredited UG Courses: CSE, 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 2020-2021(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 2020-2021(Term II) to be held on 22.01.2021 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
LANTHAI, ACHUTHANVAYAL (D.O.)
RAMANATHAPURAM-623 502

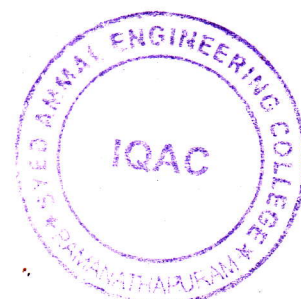


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Academic Year 2020-2021 (Term II)

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 : 22.01.2021 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 08.07.2021	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.	ISO Surveillance Audit	Principal	
6.	Review & Status of NAAC and NBA accreditation	All HODs	
7.	Review of Placement of Students and training support in career services	Placement officer	
8.	Review of Feedback from the stake holders viz., Students, Parents, Alumni, Employer and corrective actions	Principal and All HOD's	
9.	Organising Alumni meet	Alumni meet Coordinator	
10.	Parents Teacher meeting	PTA –Convener	
11.	Approval of the value added courses, certificate programmes, VET courses	Principal and All HODs	
12.	Discussion about Academic audit and approving previous academic audit findings and corrective action	Principal and IQAC Coordinator	
13.	Discussion about Department Advisory Committee meeting	All HODs	
14.	Discussion about revised Committees of the institution	IQAC Coordinator	
15.	Discussion about the incentive to be provided for Paper	Principal	





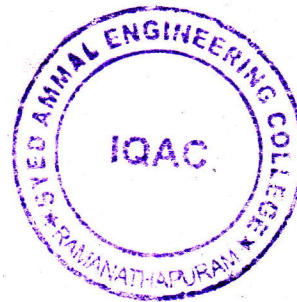


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	publications, Patent works, Book publications, Copyrights etc.,	
16.	Any other points with the permission of chair	IQAC Coordinator
Prepared and Verified by  (B. Jayalalshmi) Member.		Approved by  PRINCIPAL SYED AMMAL ENGINEERING COLLEGE LANTHAL, ACHINTHANVAYAL (Po) RAMANATHAPURAM-623 502.
Date		Date





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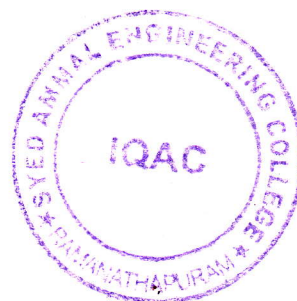
Academic Year 2020-2021 (Term II)

Date of Meeting: 22.01.2021

Time : 12.30 P.M

Venue : Board Room, SAEC

Minutes of Meeting			
S.No.	Points of Discussion	Action By	Target
1	Review of IQAC meeting held on 08.07.2020		
	IQAC coordinator reviewed the minutes of IQAC held on 08.07.2020	IQAC coordinator	
2	Signing of MOU		
	Received Ford eco-sport car by Department of Mechanical Engineering and signed MoU with NHAI by Department of Civil Engineering		
3	Conduction of Online classes for students		
	It is decided to conduct online classes for II, III years from the month of February 2021	All HOD's	August 2020
4	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	ISO Surveillance audit		
	Planned to conduct ISO Surveillance audit	ISO Convener	February 2021
6	Review & Status of NAAC & NBA accreditation		
	Elaborate discussion was made with regard to each criterion in NAAC & NBA	All HODs	Review in Next Meeting



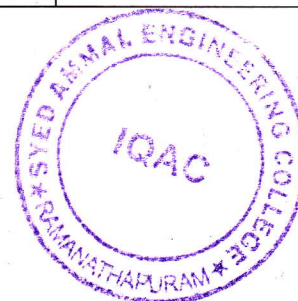


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	application. Each criterion coordinator briefly explained about the contents of their criterion as well as the things to be carried out		
7	Review of Placement of Students and training support in career services		
	Various training programmes will be arranged for improving the placement of students	Placement officer	Forthcoming year
8	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
9	Organising Alumni meet		
	Planned to conduct Alumni meet	Alumni meet Coordinator	Review in Next meeting
10	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
11	Approval for the value added courses, certificate programmes, VET courses		
	The Self learning courses offered for II, III and IV year students through Quality	QIC Convener	ForthComing Academic year



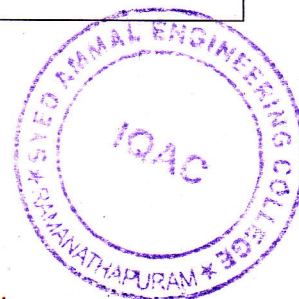


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	improvement cell(QIC) sponsored by Spoken Tutorial team, MHRD, Government of India in association with Anna University (Annexure I) has been approved.		
12	To confirm the Schedule of Academic audit and approving previous academic audit findings and corrective action		
	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	Department of EEE conducted External Audit for the year 2019-2020 by Dr.P.Raja, Associate Professor , NIT , Trichy on 12.01.2021 and got approved by the IQAC	
13	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 2020-2021 on 23.07.2020 and got approved by	





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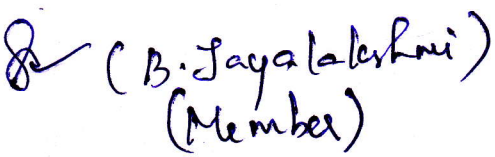

Internal Quality Assurance Cell (IQAC)

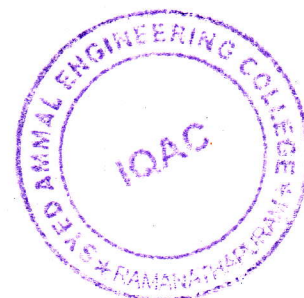


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		the IQAC	
14	Discussion about revised Committees of the institution		
	All the committees has been revised including IQAC as per the discussion on 08.07.2020	Revised Committee has been enclosed in the Annexure	
15	Discussion about the incentive to be provided for Paper publications, Patent works, Book publications, Copyrights etc.,		
	In order to motivate the faculty members , it was decided to provide incentive to the faculty members who publishes paper in Annexure I category, copyrights, patent works and receiving funds from various funding organisations	Principal	ForthComing Academic year
16	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

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. Jayalakshmi) (Member)	Approved by  PRINCIPAL SYED AMMAL ENGINEERING COLLEGE LANTHAI, ACHUNTHANVAYAL (Po) P. MANATHAPURAM-623 502
Date 22.01.2021	Date 22.01.2021



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