

SYED AMMAL ENGINEERING COLLEGE

APPROVED BY AICTE, NEW DELHI AND AFFILIATED TO ANNA UNIVERSITY, CHENNAI



Accredited with 'A+' Grade by NAAC

An ISO 9001:2015 Certified Institution | NBA Accredited UG Courses : CSE & MECH
Anna University Approved Research Centres : EEE, CSE & ECE



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

04567 - 222 234, 94873 04000, 84893 04000, 87548 88877 office@syedengg.ac.in Web : www.syedengg.ac.in

Circular

14.07.2023

From

The Convener – IQAC

Syed Ammal Engineering College

Dear Sir / Madam,

Sub: Invitation to attend the IQAC meeting for the Academic Year 2023-2024 (Term I) – reg.
Greetings.

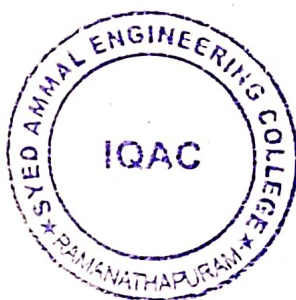
With respect to the subject mentioned above, I would like to invite you to attend the IQAC meeting for the Academic Year 2023-2024 (Term I) to be held on 19.07.2023 at 10.00A.M in the Board Room. I kindly request you to make of possible to attend the meeting

Your Cooperation is highly solicited.

Thank you.

With regards

IQAC Convener



Copy to

Members of IQAC

Principal

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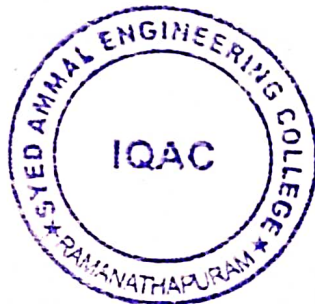


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Members of Internal Quality Assurance Cell

Academic Year 2023-2024 (Term I)

S.No	Name of the Expert Member	Designation and Address	Role
1.	Dr. M. Periyasamy	Principal, Syed Ammal Engineering College, Ramanathapuram.	Principal/Chairman
2.	Dr. B. Jayalakshmi	Co-ordinator/ S&H, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College/Convener
3.	Dr. Chinnadurai Abdullah	Correspondent, Syed Ammal Engineering College, Ramanathapuram.	Management Representative
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/AIDS, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
7.	Dr. R.Nagarajan	HOD/EEE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
8.	Dr. A. Kanmani	HOD/CSE, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
9.	Prof. G. Palani Selvan	HOD/Civil Engg, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
10.	Mrs. T. M. Devi	HOD/CSBS, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
11.	Dr. R .Meikanda Ganesh Kumar	HOD/ MBA, , Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
12.	Mr. T. Arun Prasath	Placement Officer, Syed Ammal Engineering College, Ramanathapuram.	Faculty Member of the College
13.	Dr. K. Karthikeyan	Senior Scientist, ABB Global Service Private Ltd, Chennai.	Alumnus
14.	Mr. B. Samsudeen	Senior Manager, Telstra India Private Limited, Chennai.	Alumnus
15.	Mrs. R. Muthulakshmi	Typist, Agriculture Office, Ramanathapuram	Parent
16.	Mr. S. Dinesh Raja	Managing Director, Smart Ladder Technologies, Chennai.	Employer



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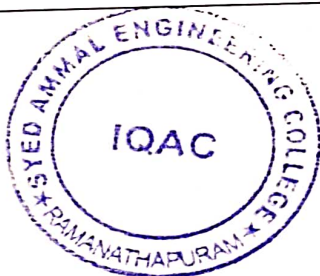
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Syed Ammal Engineering College Dr.E.M.Abdullah Campus, Ramanathapuram – 623 502.		IQAC Meeting	Period: Term I of the Academic year 2023- 2024
Date of Meeting : 19.07.2023		Time : 12.45 P.M	Venue: Board Room, SAEC
Agenda of the Meeting			
S.No.	Points of Discussion	Discussion by	
1.	Review of IQAC meeting held on 20.01.2023	IQAC Convener	
2.	Status of Research Projects, Funds, Publications, Organising and attending FDP's by faculty	Principal	
3.	Conduction of Faculty Orientation programme for young faculty members	IQAC	
4.	Awareness about GATE exam and Smart India Hackathon	Convener-GATE Forum	
5.	Conduction of Activities by Various Cells/Clubs/Chapters	Conveners of Respective Cells/Clubs/Chapters	
6.	ISO Surveillance Audit	Principal	
7.	Review & Status of NAAC & NBA accreditation	All HODs	
8.	Review of Placement of Students and training support for career guidance services	Placement Officer	
9.	Review of Feedback from the stake holders viz., Students, Parents, Alumni, Employer and corrective actions	Principal and All HOD's	
10.	Organising Alumni meet	Alumni Association Coordinator	
11.	Parents Teacher Meeting	PTA Convener	



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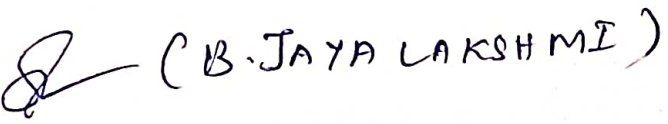

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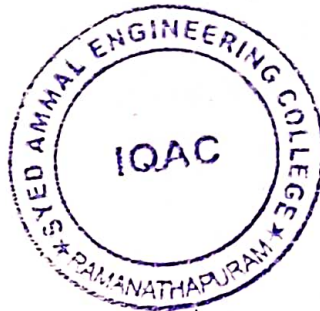
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12.	Approval of the Value Added Courses/Add on Courses/ Certificate Programmes courses	Principal and All HOD's
13.	To confirm the Schedule of Academic audit and approving previous academic audit findings and corrective action	Principal and IQAC Convener
14.	Completion of MoE's Innovation Cell activities	IIC President
15.	Any other points with the permission of chair	IQAC Convener
Prepared and Verified by  (B. JAYA LAKSHMI)		Approved by 
Date 19.07.23		Date 19.07.23



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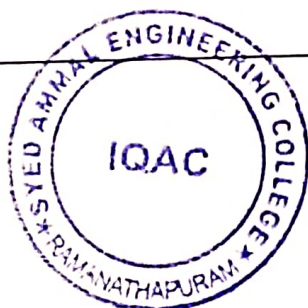
Date of Meeting: 19.07.2023

Time: 12.45 P.M

Venue : Board Room, SAEC

Minutes of Meeting

S.No.	Points of Discussion	Action By	Target
1	Review of IQAC meeting held on 20.01.2023		
	IQAC coordinator reviewed the minutes of IQAC held on 20.01.2023	IQAC coordinator	
2	Status of Research Projects, Funds, Publications, organising and attending FDP's by faculty		
	Suggested the faculty members to apply for various projects and funds from several Government organisations and also encouraged them to attend online FDP's and publishing papers in reputed journals.	Principal	Forthcoming academic year (2023 - 2024)
3	Conduction of Orientation Programme for Young Faculty Members		
	Planned to conduct Orientation Programme for Young Faculty Members by utilising the HODs of various departments and senior faculty as the resource persons.	IQAC	August 2023
4	Awareness about GATE exam and Smart India Hackathon		
	Planned to provide awareness about GATE and Smart India Hackathon for the benefit of our students.	Dr.S.M.H. Sithi Shameem Fathima and Ms. J.Esther Baby	September 2023



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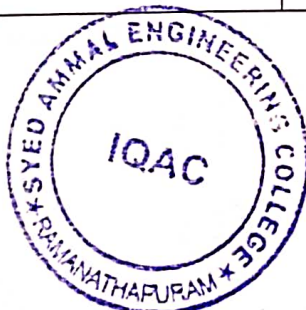
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5	Conduction of Activities by various Cells/clubs/Chapters		
	Various Cells/Clubs/Chapters has to take responsibility of conducting various activities	Conveners of Various clubs	Forthcoming academic year (2023 - 2024)
6	ISO Surveillance Audit		
	Planned to conduct ISO Surveillance Audit	Convener ISO	September 2023
7	Review & Status of NAAC & NBA accreditation		
	Elaborate discussion was made with regard of submission of AQAR for in NAAC & applying NBA for EEE and ECE departments. Each criterion coordinator were allocated with the various works to be done in future.	All HODs	Review in Next Meeting
8	Review of Placement of Students and training support for career guidance services		
	Various training programmes will be arranged for improving the placement of students	Placement officer	Forthcoming academic year (2023 -2024)
9	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
10	Organising Alumni meet		
	Planned to conduct Alumni meet in the first week of January - 2024 in Chennai.	Alumni association Coordinator	Review in Next meeting



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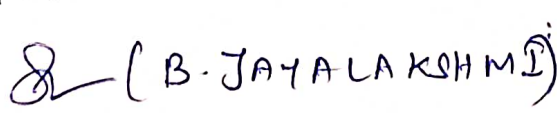

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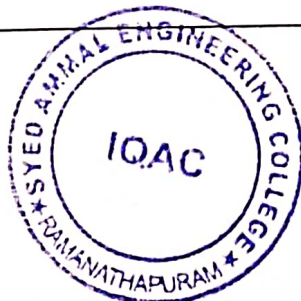


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11	Parents Teacher meeting		
	The discussion was made with regard to conduction of PTA meetings	PTA Convener	Points for effective conduction of parents teacher meeting in the next meeting
12	Approval for the value added courses, certificate programmes, 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 (2023 - 2024)
13	To confirm the Schedule of Academic audit and approving previous academic audit findings and corrective action		
	Confirmed and Approved	Principal	
14	Completion of MoE's Innovation Cell activities		
	Completion of MoE's Innovation Cell activities for the academic year 2022-2023	IC President	Review in next meeting
14	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 Convener concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and Verified by 	Approved by 
Date 21.07.23	Date 21.07.23



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