

# 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

18.01.2023

From

The Convener – IQAC

Syed Ammal Engineering College

Dear Sir / Madam,

Sub: Invitation to attend the IQAC meeting for the Academic Year 2022-2023 (Term II) – reg.

Greetings.

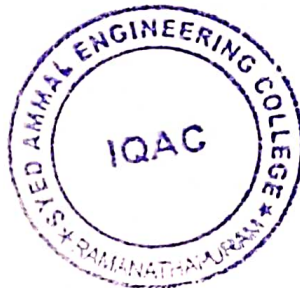
With respect to the subject mentioned above, I would like to invite you to attend the IQAC meeting for the Academic Year 2022-2023 (Term II) to be held on 20.01.2023 at 10.00 AM in the Board Room. I kindly request you to make of possible to attend the meeting


Your Cooperation is highly solicited.

Thank you.

With regards

  
IQAC Convener



  
Principal

Copy to

Members of IQAC

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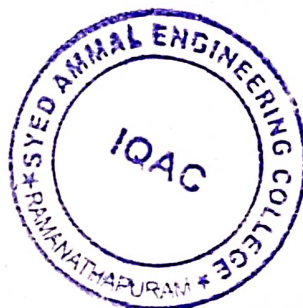
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## Members of Internal Quality Assurance Cell

Academic Year 2022-2023 (Term II)

Academic Year 2022-2023 (Term II)

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	Convener / 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
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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.	Prof. 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, Tamilnadu.	Employer



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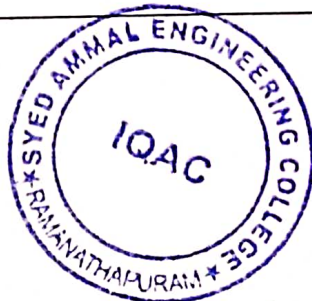
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Syed Ammal Engineering College Dr.E.M.Abdullah Campus, Ramanathapuram – 623 502.		IQAC Meeting	Period: Term II of the Academic year 2022- 2023
Date of Meeting : 20.01.2023		Time : 12.45 P.M	Venue: Board Room, SAEC
Agenda of the Meeting			
S.No.	Points of Discussion	Discussion by	
1.	Review of IQAC meeting held on 18.07.2022	IQAC Coordinator	
2.	Signing of MOU	Principal	
3.	Status of Research Projects, Funds, Publications, Organising and attending FDP's	Principal	
4.	ISO Surveillance Audit	Principal	
5.	Review & Status of NAAC and NBA accreditation	All HODs	
6.	Review of Placement of Students and training support for career services	Placement officer	
7.	Review of Feedback from the stake holders viz., Students, Parents, Alumni, Employer and corrective actions	Principal and All HOD's	
8.	Organising Alumni Meet	Alumni Meet Coordinator	
9.	Parents Teacher Meeting	PTA –Convener	
10.	Approval of the Value Added Courses, Certificate Programmes and VET courses	Principal and All HODs	
11.	Discussion about Academic audit and approving previous academic audit findings and corrective action	Principal and IQAC Convener	
12.	Discussion about Department Advisory Committee meeting	All HODs	
13.	Discussion about revised Committees of the institution	IQAC Convener	
14.	Discussion about the incentive to be provided for Paper publications, Patent works, Book publications, Copyrights etc.,	Principal	





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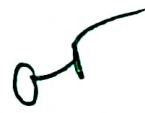
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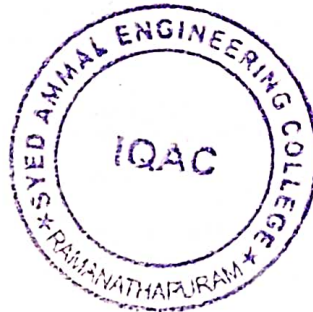
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15.	Any other points with the permission of chair	IQAC Convener
Prepared and Verified by 		Approved by 
Date 24.01.23		Date 24.01.23



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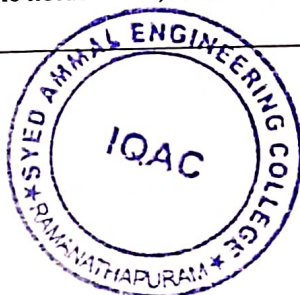
Date of Meeting: 20.01.2023

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 18.07.2022		
	IQAC Convener reviewed the minutes of IQAC held on 18.07.2022	IQAC Convener	
2	Signing of MOU		
	Initiating Start - up and signing of MoU's with various industries	Principal	
4	Status of Research Projects, Funds, Publications, organising and attending FDP's		
	Suggested the faculty to apply for various projects and funds from government organisations and also encourage to attend online FDP's and publishing papers	Principal	Forthcoming Academic year (2023 - 2024)
5	ISO Surveillance audit		
	Planned to conduct ISO Surveillance audit	ISO Convener	February 2023
6	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
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 Academic year (2023 - 2024)
8	Review of Feedback from the stake holders viz., Students, Parents, Alumni and Employer		



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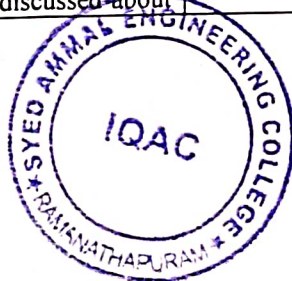
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	The IQAC coordinator reviewed and analysed about the feedback of all stake holders such as Students, Parents, Alumni and Employer. The suggestions were provided.	Principal and All HODs	Review in Next meeting
9	Organising Alumni meet		
	Planned to 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 Improvement Cell(QIC) sponsored by Spoken Tutorial team, MHRD, Government of India in association with Anna University (Annexure I) has been approved.	QIC Convener	Forthcoming Academic year (2023 – 2024)
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 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 2021-2022 on 27.08.2022 and it has been approved by the IQAC	
13	Discussion about Department Advisory Committee meeting		
	Committee discussed the details of Department Advisory Committee meeting and discussed about	Department of EEE	(2021 – 2022)





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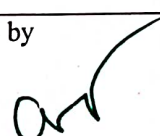
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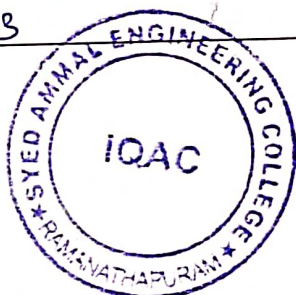


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	the sample received from the Department of EEE	conducted its Department Advisory Committee meeting for the Academic year on 30.07.2022 and it has been approved by the IQAC	
14	Discussion about revised Committees of the institution		
	All the committees has been revised	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 , it was decided to provide incentive to the faculty who publish the paper in Annexure I category as usual , copyrights as for, patent works and for receiving funds from various funding organisations	Principal	Forthcoming Academic year (2023 – 2024)
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 Convener concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

Prepared and Verified by  (B-JAYALAKSHMI)	Approved by 
Date 23.01.23	Date 23.01.23



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**Academic Year 2022-2023 (Term II)**

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