

SCT/IQAC/2022-23/ IN-1

Date: 11.10.2022

CIRCULAR

In continuation of the previous circular (SCT/IQAC/2021-2022/264), the Internal Quality Assurance Cell (IQAC) is planning a review meeting on 15.10.2022, at 10.30 a.m. at IQAC Conference Hall. The Departmental Level Coordinators are requested to attend the meeting. The agenda of the meeting is presented below:

Agenda

1. AQAR-AY (2018-19) proof document.
2. AQAR- AY (2019-20) Proof document.
3. AQAR- AY (2021-2022) data & Proof collection.

Department-Level AQAR Coordinators

#	Department	Name
1	MECH	Mr. V. Kaviarasan
2	EEE	Mr. S. Arun Kumar
3	ECE	Dr. D.P.Sangeetha
4	CSE	Ms. G. Vidhya
5	IT and ADS	Mr. K. Karthick
6	CIVIL	Mr.D.Nandakumar
7	FT	Mr. M R Karthikeyan
8	MCT	Dr. M N Vimal Kumar
9	BME	Mr. N. Mukesh
10	MBA	Dr.S.Sathyakala
11	MCA	Dr. N. Bala Krishnan
12	PHY&CHE	Dr. M. Raja
13	MATHS	Dr. S. Abirami
14	ENGLISH	Mr.M.Vinoth


Dr.P.Suresh
IQAC Co-Ordinator

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Internal Quality Assurance Cell

SCT/IQAC/2022-23/IN-1/MoM

Date: 15.10.2022

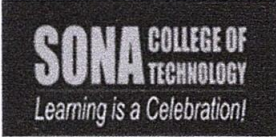
Referring to circular SCT/IQAC/22-23/IN-1 dated October 11, 2022, a meeting took place in the IQAC Conference Hall on October 15, 2022. During this session, the following agenda points were discussed

Agenda

- AQAR- AY(2018-19) proof document
- AQAR- AY(2019-20) proof document
- AQAR- AY(2020-21) data & proof collection.

The members discussed the agenda and the following minutes were drawn.





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Minutes of Internal Quality Assurance Cell Meeting held on 15.10.2022.

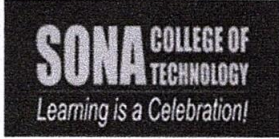
The IQAC coordinator welcomed all the members to the meeting, and the following were discussed in the forum.

- The Annual Quality Assurance Report for the AY(2020-2021) has to be prepared, and the Institutional Level coordinators have updated the final corrections.
- The tentative plan for the various committees and the composition need to be revised.
- Quality objectives have been framed under the Internal Quality Assurance Cell (IQAC).
- Department-level coordinators have a monthly review meeting every 15 days to discuss the data proof documentation.
- It has been planned to prepare an Excel sheet that will include all 85 metrics with descriptions and denote the responsibility department-wise.
- An awareness program will be organised for the faculty about the NAAC -SSR (Self-Study Report) 5-year documentation and to explain the importance of achieving a higher rank.
- A meeting will be conducted for the club coordinators, to discuss the documentation required from the NAAC portal.
- The AQAR(21-22) data is ready for uploading in the NAAC portal; the coordinator of IQAC has suggested that all the department Heads must review the data proof document details that the department has finalised.
- The NBA review meeting for the three UG departments and one PG department and the list of significant documents is attached for guidelines.
- All the department faculty members insisted on renovating the best practices implemented during the academic year.


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Attendance sheet for the meeting held on 15.10.2022.

S.No	Name	Designation	Signature
1.	Dr.S.R.R.Senthil Kumar	Principal, SCT	
2.	Dr.J.Akilandeswari	Dean-Academics & Professor and Head/IT	
3.	Dr.B.Sathiyabhama	HOD/CSE	
4.	Dr.S.Radjarejeshri	COE	
5.	Dr.R.S.Sabeenian	HOD/ECE	
6.	Dr.D.Raja	HOD/FT	
7.	Dr.T.Padma	HOD/MCA	
8.	Mr.V.R.Lakshmi Narayanan	GM/Accounts	
9.	Mr.V.Selvamuthu	Administrative Executive- Approvals	
10.	Ms.R.C.Vinodhini	Alumni Coordinator	

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