

**SCT/IQAC/2020-21/Meeting -03**

**DATE: 29.1.2021**

IQAC meeting is scheduled on 04.02.2021, 10.30am at IQAC Conference Hall. All the members of IQAC are requested to attend the meeting. The agenda of the meeting is presented below:

**Agenda**

1. Review of Quality plan
2. Concluding remarks
3. Any other Suggestions

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**IQAC Coordinator**  
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**Copy to:**

- All Deans
- All HOD's
- AQAR Institutional & Departmental Co-Ordinator's
- IQAC File



**SCT/IQAC/2020-21/Meeting-03/MoM**

**DATE: 04.02.2021**

Concerning circular no SCT/IQAC/2020-21/Meeting-03 dated 29<sup>th</sup> January 2021, the meeting was conducted in the IQAC Conference Hall on 04.02.2021. The following agenda has been discussed in the forum:

**Agenda**

1. Review of Quality plan
2. Concluding remarks
3. Any other suggestions

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



**Minutes of Internal Quality Assurance Cell Meeting held on 04.02.2021.**

The IQAC coordinator welcomed all the members to the meeting. The following points were discussed in the meeting:

Item	Description	Responsibility
1.	IQAC coordinator presented the action taken on the suggestions given by the members during the previous meeting.	IQAC
	<u>Academic Report</u> <ul style="list-style-type: none"> <li>A decision was made to continue the online classes for the upcoming semester and the skill training programs will also be conducted entirely online.</li> <li>Academic activities like theory and practical session examinations online for even the semester of (AY-20-21) are the methods implemented for ensuring effectiveness.</li> <li>Enhance online student's feedback, open elective registration, and digital record book.</li> <li>The faculty Development cell has organized various online programs to train the faculty members during this pandemic period.</li> </ul>	Head of academics and R&D
	<u>Grievances &amp; Redressal</u> <ul style="list-style-type: none"> <li>Discussed the preventive measures taken by the institute by considering findings from overall institutional feedback from students, faculty, and staff related to the grievances.</li> </ul>	Concerned In charge
	<u>Training &amp; Placement</u> <ul style="list-style-type: none"> <li>Consistently focusing on exploring opportunities for student placements, internships, training for competitive exams, and skill development activities.</li> </ul>	Training & Placement
	<u>Research and Development</u>	R&D



	<ul style="list-style-type: none"> <li>Discussion is made for enhancement of the Industry Institute interactions by increasing memberships and MoUs.</li> </ul>	
	<u>Strategic Plan</u> <ul style="list-style-type: none"> <li>The Institution Organized a workshop on a strategic plan to train the faculty members and identified 11 Thrust Areas formed with the Thrust Area Managers and will be implemented from June 2022 onwards.</li> </ul>	
2.	<u>Concluding remarks by IQAC Coordinator</u> <ul style="list-style-type: none"> <li>He added that, in view of the Covid-19 pandemic situation, the institute must adapt online teaching-learning methodologies. Various initiatives such as recorded video lectures, additional teaching materials, e-books, etc were taken by faculty members for conducting teaching-learning processes through online mode and decided to continue the online teaching-learning activities as per the guidelines.</li> </ul>	IQAC Coordinator
3.	<u>Any other Discussion</u> <u>COVID'19 action taken</u> <ul style="list-style-type: none"> <li>COVID-19 spread at the campus, the classrooms, laboratories and faculty halls are being sanitized by cleaning staff every day. Also, the various initiatives done during the pandemic for the safety of all members in non-academic places were also discussed.</li> </ul>	

*P. Suresh*  
 IQAC Coordinator 5/2/24

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**Action taken report of the IQAC meeting conducted during 11<sup>th</sup> December 2020**

S.No	Points discussed	Action Plan
1.	ICT learning	Identify the specific educational needs and goals that the Moodle platform will address.
2.	Research & Development	Reviewed and adhered to the specific guidelines, eligibility criteria, and requirements set forth by the funding agency
3.	Alumni contribution	Organised alumni events, and reunion celebrations. These gatherings provide opportunities for alumni to reconnect with each other and with the institution.
4.	Teaching-learning process	Provided training and workshops for teachers to enhance their instructional methods and incorporate skill-building activities into their lessons.
s5.	Student progression	Set up a committee responsible for reviewing grant applications. The committee should ensure that applicants meet the specified criteria.
6.	ISO surveillance audit	A review has been conducted for the documentation process on Jan 2021

*Dr.P.Suresh*  
Dr.P.Suresh  
5/2/21  
IQAC Coordinator

*Dr.S.R.R.Senthilkumar*  
Dr.S.R.R.Senthilkumar  
Principal

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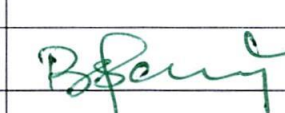
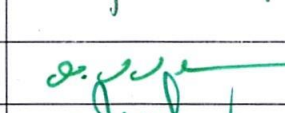

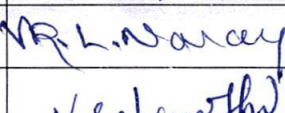
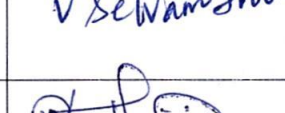
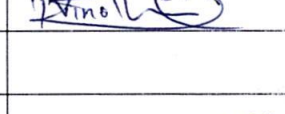


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A meeting of IQAC was held on 4<sup>th</sup> Feb 2021 in IQAC Conference Hall at 10.30 AM

Members Present:

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	
11.	Mr.Nishanth	III Yr. MCT-Reg.No-1516106076	
12.	Mr.C.Thennavan	Delivery Manager- Vee Technologies	
13.	Mr.R.Durairaj	Asst.Manager-TNSTC	

  
Dr.P.Suresh

IQAC Coordinator

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