SCT/IQAC/2021-22/Meeting -02   DATE: 01.02.2022

CIRCULAR

The Internal Quality Assurance Cell meeting is planned for February 7th, 2022, by 10.30 AM at IQAC Conference Hall. All the members of IQAC are requested to attend the meeting. The agenda of the meeting is given below:

Agenda

- Detailed documentation for Criteria-1
- Importance of Mentoring & Counselling
- Any other matter

Dr.P.Suresh

IQAC: Coordinator

Dr. P. SURESH
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Copy to:

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

SCT/IQAC/2021-22/Meeting-02/MoM

DATE: 7.02.2022

With reference to circular no SCT/IQAC/2021-22/Meeting-02 dated 1st February 2022, the meeting was conducted in the IQAC Conference Hall on 7.02.2022. The following agenda has been discussed:

Agenda

- Detailed documentation for Criteria-1
- Importance of Mentoring & Counselling
- Any other matter

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

The IQAC coordinator welcomed all the members to the meeting. The following points have to discuss in the forum.

Item	Description	Responsibility

1	**Academic Council**
	
	 • We discussed the Curriculum Design Process (Explanation and pictorial representation) that has to display on the college website.
	
	 • Attainment of POs, PSOs, and CO mapping, Credit split up the structure for all the regulations should be available on the college website.
	
	 • Academic Council meetings, DCC meetings / BOS meetings should have the following details such as circular, Minutes of the meeting, signed Attendance report(signature of the person who is attending the conference- Experts, faculty and students, etc.), action taken has to submit to IQAC & displayed on the College Website.
	
	 Feedback analysis
	
	 • The template has to design to solicit feedback from alums regarding curriculum development, giving special consideration to points related to curriculum development.
	
	 • The Department DCC meeting should enclose the following details
	     o Circular
	     o Minutes of the meeting report
	     o Attendance
	     o Brochure
	     o Feedback from the stakeholders
	     o The feedback should attach the action taken report, and the samples have to submit to IQAC.
		Departments & A/C & R&D & Project coordinators

	Department Student Projects & Internship
	• The students must submit their projects and internship completion letters from the company.
	• This institution has an active Memorandum of Understanding (MoU) with a company wherein students can apply for projects and internships if available.
	• The following details should enclose for the field trip and in-house projects.
	    ○ Requisition letter to a company regarding field trip via institution mail
	    ○ Agenda of field trip
	    ○ Attendance report
	    ○ Detailed field trip summary/ Geotagged photographs
	    ○ Attendance and resume should sign by the Head of the department/institution]
	• For in-house projects, a Bonafide certificate of the student's work with internal and external signatures.		

2	**Centre of Examination** • Standard procedure and policy for the examination shall frame for explaining internal & semester examination procedure, question paper preparation, evaluation process, and publication of results. • Manual of the Examination Management System platform used for examination procedures with user interface screenshots. Exam cell guidelines for IT integrated assessment of COs. • As per the regulation for the semester-end examination and internal assessment need frame norms and guidelines. • The Annual report of the student's graduation percentage has to publish on the website.	COE	
	Mentoring & Counselling • The department-level and institute-level mentoring committees can establish to monitor the mentoring	All faculty	

		process's effectiveness and address any complaints every six months. • A proper mentor record book and MIS module have to be modified. • A training program has to conduct for the faculties under Mentoring & Counseling. • A copy of the list of approved mentors announced by the Principal must submit to the Internal Quality Assurance Cell (IQAC). • The Mentoring committee shall engage the services of a professional counselor, and the report can be archived.	

		Research & Development
		• The institution must formulate and support a policy for the fellowship, with account statements to maintain as evidence
		• Each research center should include a list of consultants and their consultancy services.
		• At least three events should be planned/Year concerning IPR-related workshops, EDC awareness programs, Entrepreneurship, and skill development.
		• For criteria-3.6.1 & 3.6.2, the extracurricular activities should follow the details.
		    ◦ Circular
		    ◦ Invitation
		    ◦ Geotagged photos/videos
		    ◦ Awards for the admirable performance
		    ◦ Feedback
			R&D

		National Board of Accreditation • The SAR for NBA accreditation for the Mech, FT, EEE, & MBA departments must submit. • The final NBA expert visit dates have been prepared and submitted.	NBA coordinator & Departments (Mech, MBA, EEE & FT)
3		<u>AQAR for the Academic Year (2021- 2022)</u> • The AQAR submission for the (2021-22) data collection schedule needs to discuss with the institutional-level coordinators.	IQAC Coordinator

4	Concluding remarks by IQAC coordinator	IQAC team
	• The IQAC Coordinator has obtained the member suggestions and has to consider for the action taken to present at the upcoming IQAC meeting.	

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Action taken report of the IQAC Meeting conducted during 10th August 2021

S.No	Action plan	Action taken
1.	National Board of Accreditation	We have conducted a mock inspection for Mech, EEE, and FT&MBA departments to strengthen their weak areas.
2.	Teaching and learning process	The new courses were included in the 15th A.C. meeting and discussed the guidelines for the internal assessment.
3.	Research & Development	The R&D department ensured the utilization of the faculty members to use the plagiarism software for paper publication.
4.	Progress of Library	A unique display of Journals and books for placement interviews for the students to enhance their learning.
5.	Placement achievements	Students have been motivated to enroll in Japanese language learning. It has been noted that the number of performers in this area has increased.
6.	AQAR submission (20-21)	The IQAC Coordinator suggested the respective criteria members be ready with all the documents and data that have to be uploaded for NAAC AQAR 2020-2021.
7.	NCC and NSS activities	Extracurricular activities have been conducted by NCC & NSS to motivate students to acquire more social learning.

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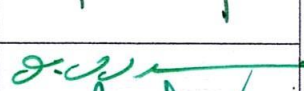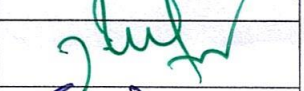Junction Main Road, Salem - 636 005.
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Dr.S.R.R.Senthilkumar
Principal

Dr. S. R. R. SENTHILKUMAR,
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A meeting of IQAC was held on 7th February 2022, in IQAC Conference Hall at 10.30AM

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.Radjarejesri	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.K.Nagajayasuryaa	III Yr. CSE-Reg.No-1920102080	
12.	Mr.C.Thennavan	Delivery Manager- Vee Technologies	
13.	Mr.R.Durairaj	Asst.Manager-TNSTC	

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