



Shree Sathyam College of Engineering and Technology

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

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
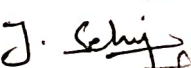

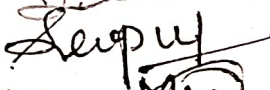
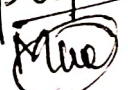
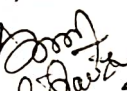
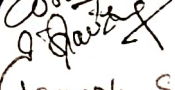
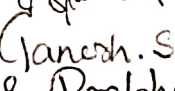
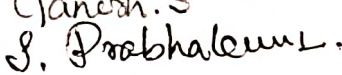
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 01	Document ID: 2022-2023/ODD/IQAC 01
Academic Year: 2022-2023	Scheduled Date: 24.08.2022
Venue: Computer Laboratory/CSE Department	Time: 10:00 AM

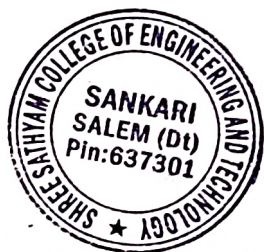
The first meeting of the IQAC was held on 24.08.2022 at 10.00 a.m. in the Computer Lab of CSE department. The following internal members were attended:

LIST OF MEMBERS ATTENDED:

1. Dr. V. Sujatha – Principal 
2. Dr. S. Selvarajan – Professor&Dean 
3. Dr. K. Sampathkumar – HoD/EEE 
4. Dr. J. Selvi – HoD/CIVIL 
5. Dr. P. Subramaniam – HoD/MECH 
6. Dr. S. Karthiprem – Prof./CSE 
7. Dr. S. Muthukrishnan – Asso. Prof/EEE 
8. Mr. S. Arulmurugan – AP/EEE 
9. Mr. C. Sasikumar – AP/CSE 
10. Mr. S. Ganesh – IV/CSE 
11. Mr. S. Prabhakaran – Alumni 

Agenda of the Meeting

Sl. No.	Agenda
1	Constitution of IQAC members
2	Objectives and Functions of IQAC
3	Commencement of Even Semester (AY: 2022-2023) Classes
4	Budget proposal approval
5	Feedback from various stakeholders
6	Institute Website up-gradation
7	Signing MoUs




**Dr. V. SUJATHA M.E., Ph.D.,
PRINCIPAL**

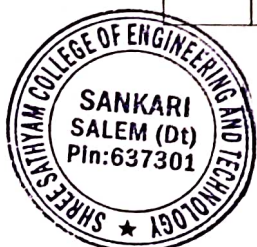
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8	NAAC Accreditation work initiation
9	Alumni Association Registration

Discussion and Action Taken Report

The Head of the institution, welcomed the members of the first IQAC meeting. The following were the deliberations:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	Constitution of SSCET IQAC members: The members were nominated for SSCET IQAC on August 24, 2022, as per the NAAC guidelines.	The membership composition was as follows: 1. Dr. V. Sujatha – Principal – Chair Person 2. Dr. K. Sampathkumar – HoD/EEE – IQAC Coordinator 3. Mr. K. Janarthanan – Administrative Officer 4. Dr. S. Selvarajan – Professor&Dean, Internal Member 5. Dr. J. Selvi – HoD/CIVIL – Internal Member 6. Dr. P. Subramaniam – HoD/MECH – Internal Member 7. Dr. S. Karthiprem – Prof./CSE – Internal Member 8. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member 9. Mr. S. Arulmurugan – AP/EEE – Internal Member 10. Mr. C. Sasikumar – AP/CSE – Internal Member 11. Mrs. A. RAJESWARI – VAO, Manjkalpatti, Sankari (Tk). 12. Dr. A. S. Madeswaran – MD, United Manufacturing India, Sankari (Tk). 13. Mr. ESHAN AHMED – Clarivate Analytics, Chennai 14. Mr. S. Ganesh – IV/CSE – Student Representative 15. Mr. S. Prabhakaran – Alumni
2	Objectives and Functions of IQAC: A discussion was held on setting up the objectives and functions of SSCET IQAC.	The objectives and functions of SSCET IQAC were decided.
3	Commencement of ODD Semester (AY: 2022-2023) Classes: Academic schedule of the ODD Semester (AY: 2022-2023) Classes of UG programmes were discussed based on guidelines given by Anna University. Principal asked all HoDs' to instruct their department	The plans of action of all departments were reviewed and approved.



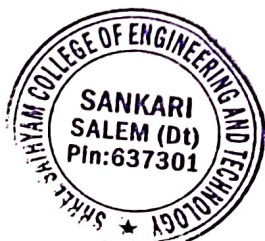
	faculty members to submit their course files, both theory and practical, to the Academic Development Cell for verification.	
4	Budget proposal submission: Discussion was made on the proposed budget for the AY: 2022-2023 (ODD Semester) by the Department Heads.	The proposed budget by various departments for the purchase of equipment, consumable items, conducting workshops, seminars, symposiums, and other items was approved.
5	Feedback from various stakeholders: Discussion was made on the preparation of the analysis report.	The analysis of feedback given by various stakeholders was reviewed. Actions taken by the department were also reviewed.
6	Institute Website up-gradation: A discussion was made to update the institutional website.	The website shall be updated continuously by Mr. Chakravarthy based on the requirements.
7	Signing MoUs: Discussion was made on signing MoUs with hardware and software companies.	HoDs' were insisted on signing a minimum of one MoU with either hardware or software company per department and conducting events.
8	NAAC Accreditation work initiation: There was a discussion about applying NAAC.	All HoDs' were accepted and decided to submit the NAAC work committee details, which include the NAAC coordinator and the criteria-wise coordinator, in the 2nd IQAC meeting.
9	Alumni Association Registration: The principal asked all HoDs' to instruct their department graduates to register with the Alumni Association of the institution via department faculty members.	It was resolved that the proposal has been recommended by the members of the Alumni Association to all the students in the association and encouraged to undertake a membership with the association.


The meeting was concluded and thanked by the Principal at 11.50 a.m.


IQAC Chair Person/Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 02	Document ID: 2022-2023/ODD/IQAC 02
Academic Year: 2022-2023	Scheduled Date: 22.10.2022
Venue: Computer Laboratory/CSE Department	Time: 10:30 AM

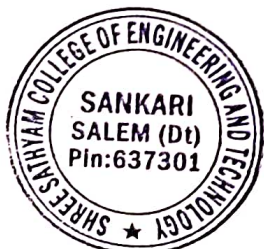
The second meeting of the IQAC was held on December 22, 2022, at 10.30 AM in the Computer Lab of the CSE department. The following internal members attended:

LIST OF MEMBERS ATTENDED:

1. Dr. V. Sujatha – Principal – Chair Person
2. Dr. K. Sampathkumar – HoD/EEE – IQAC Coordinator
3. Dr. S. Selvarajan – Professor&Dean, Internal Member
4. Dr. J. Selvi – HoD/CIVIL – Internal Member
5. Dr. P. Subramaniam – HoD/MECH – Internal Member
6. Dr. S. Karthiprem – Prof./CSE – Internal Member
7. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member
8. Mr. S. Arulmurugan – AP/EEE – Internal Member
9. Mr. C. Sasikumar – AP/CSE – Internal Member
10. Mr. S. Ganesh – IV/CSE – Student Representative
11. Mr. S. Prabhakaran – Alumni

Agenda of the Meeting

Sl. No.	Agenda
1	Review of the last meeting
2	Constitution of SSCET NAAC members
3	Curriculum gap identification
4	Content beyond syllabus activities
5	Skill Based Training
6	Conducting Value Added Course
7	Verification of Course files



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Discussion and Action Taken Report

The meeting started with a welcome address by the Chairperson of IQAC. She has extended a warm welcome to the IQAC members present for the meeting. The following were the deliberations:

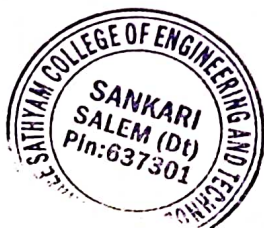
Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	Review of the last meeting:	All the points were discussed in the first meeting, which was unanimously approved by the members, and the minutes were confirmed.
2	Constitution of SSCET NAAC members: The members were nominated criteria-wise for applying to NAAC to prepare documents for SSR preparation.	The membership composition was as follows: 1. Dr. S. Senthilkumar/AP/Mechanical – Coordinator 2. Mr. C. Sasikumar /AP/CSE – Criteria 1 3. Mr. K. Kanniyarasu/AP/CSE – Criteria 2 4. Mr. S. Arulmurugan/AP/EEE – Criteria 3 5. Dr. G. Kandiban/Prof./S&H – Criteria 4 6. Dr. R. Chokkalingam/Prof./S&H – Criteria 5 7. Dr. R. Hemalatha/ASP/ECE – Criteria 6 8. Mr. G. Venkatesh/AP/Civil – Criteria 7 9. Mr. R. Karthikeyan/AP/EEE – Criteria 7
3	Curriculum gap identification: The Principal asked all HoDs to identify the curriculum gap for their department courses and plan to fill the gap by conducting or arranging guest lectures, field visits, workshops, implant training, etc.	All the HoDs identified the curriculum gap of their department courses and filled the gap with required activities, and the reports were reviewed.
4	Content beyond syllabus activities: The Principal suggested preparing guidelines for content beyond the syllabus for every course by the course instructors with the coordination of their Department Head.	All course instructors prepared the guidelines for content beyond the syllabus for their courses after consulting with their department heads.
5	Skill Based Training The Chairperson instructed the HoDs to arrange to conduct skill-based training for the students to enhance their soft and hard skills.	HoDs arranged and conducted skill-based training workshops and seminars for the students department-wise.
6	Conducting Value Added Course: The Principal reviewed the contents of the value-added course with all HoDs and asked the HoDs to conduct the VAC for their students with the help of internal and external experts.	HoDs' followed the guidelines given by the Principal and conducted the value-added courses for their students successfully.
7	Verification of Course file The Principal asked all HoDs to instruct their faculty members to submit their course file with all required documents for the audit to the ADC.	All faculty members submitted their course files to the ADC, and all the course files were audited by the coordinator and members of the ADC.

The meeting was concluded and thanked by the IQAC coordinator at 12.30 PM.

IQAC Chair Person/Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 03	Document ID: 2022-2023/EVEN/IQAC 03
Academic Year: 2022-2023	Scheduled Date: 5.02.2023
Venue: Computer Laboratory/CSE Department	Time: 10:00 AM

The third meeting of the IQAC was held on February 5, 2023, at 10.00 AM in the Computer Lab of the CSE department. The following internal members attended:

LIST OF MEMBERS ATTENDED:

1. Dr. V. Sujatha – Principal – Chair Person
2. Dr. K. Sampathkumar – HoD/EEE – IQAC Coordinator
3. Dr. S. Selvarajan – Professor&Dean, Internal Member
4. Dr. J. Selvi – HoD/CIVIL – Internal Member
5. Dr. P. Subramaniam – HoD/MECH – Internal Member
6. Dr. S. Karthiprem – Prof./CSE – Internal Member
7. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member
8. Mr. S. Arulmurugan – AP/EEE – Internal Member
9. Mr. C. Sasikumar – AP/CSE – Internal Member
10. Mr. S. Ganesh – IV/CSE – Student Representative
11. Mr. S. Prabhakaran – Alumni

Agenda of the Meeting

Sl. No.	Agenda
1	Commencement of AY: 2022-2023 - EVEN Semester Classes
2	Plan of Activities for EVEN Semester
3	Academic Activities
4	Faculty Quality Improvement
5	NAAC work progress
6	Value Added Courses Approval
7	NSS/NCC/YRC activities



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Discussion and Action Taken Report

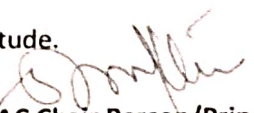
The IQAC Chairperson gave a welcome speech to kick off the meeting. She welcomed all of the IQAC members in attendance at the meeting. The discussions included the following points:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	Commencement of AY: 2022-2023 - EVEN Semester Classes: Discussion was made on the academic schedule and subject allotment.	The academic schedule for all the UG courses was finalized and circulated to all the students, faculty members, and department heads. Also, course instructors were assigned to all the subjects for the AY 2022-2023 EVEN semester.
2	Plan of Activities for EVEN Semester: HoDs were asked to submit the AY: 2022-2023—EVEN Semester Department Activities, including the budget.	HoDs submitted the department activities for the AY 2022-2023 EVEN Semester with budget details.
3	Academic Activities: Course File submission	All the faculty members were asked by the Principal to submit their course file with required materials to the ADC for the academic audit. Also, the Principal asked the HoDs to instruct their faculty members to provide the course materials and question bank to the students within ten days of opening of the semester classes.
4	Faculty Quality Improvement: Attending FDP, Participating Online courses and Research Article Publishing	Faculty members were instructed to attend ATAL FDP and participate in online courses such as NPTEL, SWAYAM, Coursera, etc. Also, faculty members were directed to publish at least one research article in journals indexed in SCI/Scopus/UGC-CARE per semester.
5	NAAC work progress: Criteria-wise, work progress was discussed.	The NAAC coordinator arranged the meeting to present the criteria-wise work progress of the criteria coordinators. NAAC data templates and SSR preparation were discussed.
6	Value Added Courses Approval: The approval of value-added course titles and contents was discussed.	All departments got value-added course titles and contents approval for the AY 2022-2023 EVEN Semester from the Principal.
7	NSS/NCC/YRC activities: Discussed the NSS, NCC, and YRC's activities.	Reports of activities conducted by the NSS, NCC, and YRC were reviewed.

At 11:45 PM, the IQAC coordinator adjourned the meeting and expressed gratitude.




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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 04	Document ID: 2022-2023/EVEN/IQAC 04
Academic Year: 2022-2023	Scheduled Date: 15.05.2023
Venue: Computer Laboratory/CSE Department	Time: 10:30 AM

On May 15, 2023, at 10.30 AM, the IQAC had its fourth meeting in the CSE department's computer lab.

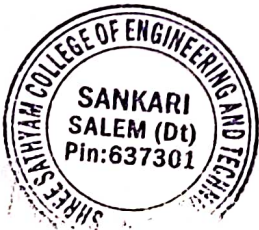
The following members were present:

LIST OF MEMBERS ATTENDED:

1. Dr. V. Sujatha – Principal – Chair Person
2. Dr. R. Hemalatha – HoD/ECE – IQAC Coordinator
3. Dr. S. Selvarajan – Professor&Dean, Internal Member
4. Dr. J. Selvi – HoD/CIVIL – Internal Member
5. Dr. P. Subramaniam – HoD/MECH – Internal Member
6. Dr. S. Karthiprem – Prof./CSE – Internal Member
7. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member
8. Mr. S. Arulmurugan – AP/EEE – Internal Member
9. Mr. C. Sasikumar – AP/CSE – Internal Member
10. Mr. S. Ganesh – IV/CSE – Student Representative
11. Mr. S. Prabhakaran – Alumni

Agenda of the Meeting

Sl. No.	Agenda
1	Reconstitution of IQAC Committee
2	Academic Activities
3	Industrial & Field visit
4	Internship
5	Anna University Examination Result Analysis
6	Extra-curricular Activities
7	NAAC work Progress



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Discussion and Action Taken Report

The Chairperson of IQAC welcomed the members who attended the meeting. The agenda of the meeting was taken for discussion one by one. The discussion and action taken report details were as follows:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	Reconstitution of IQAC Committee: The members of SSCET IQAC were reconstituted as per the NAAC guidelines.	The IQAC Committee was reconstituted on April 5, 2023, with the consideration of a few new measures. The IQAC Committee was as follows: 1. Dr. V. Sujatha – Principal – Chair Person 2. Dr. R. Hemalatha – HoD/ECE – IQAC Coordinator 3. Mr. K. Janarthanan – Administrative Officer 4. Dr. S. Selvarajan – Professor&Dean, Internal Member 5. Dr. J. Selvi – HoD/CIVIL – Internal Member 6. Dr. P. Subramaniam – HoD/MECH – Internal Member 7. Dr. S. Karthiprem – Prof./CSE – Internal Member 8. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member 9. Mr. S. Arulmurugan – AP/EEE – Internal Member 10. Mr. C. Sasikumar – AP/CSE – Internal Member 11. Mrs. A. RAJESWARI – VAO, Manjkalpatti, Sankari (Tk). 12. Dr. A. S. Madeswaran – MD, United Manufacturing India, Sankari (Tk). 13. Mr. ESHAN AHMED – Clarivate Analytics, Chennai 14. Mr. S. Ganesh – IV/CSE – Student Representative 15. Mr. S. Prabhakaran – Alumni
2	Academic Activities: Minutes of the class committee meetings and project reports were discussed.	The Principal reviewed both the class committee meeting minutes of all the departments and the final year project reports.
3	Industry & Field visits: Plans for industry and field visits were discussed.	The Principal asked all HoDs to make industrial visit and field visit arrangements for students for the coming academic year 2023-2024 (ODD Semester) without fail.

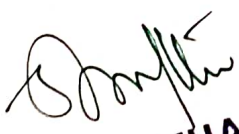


4	Internship: There was conversation over the internship arrangement.	Necessary guidelines were given to HoDs to enrich the internship culture in the department. HoDs were insisted on identifying the companies that are ready to offer the internship to the students for the academic year 2023-2024 (ODD Semester).
5	Anna University Examination Result Analysis: There was discussion about the Anna University Examination Results Analysis for the Even Semester of the academic year 2022-2023.	All department results for the academic year 2022-2023 (EVEN semester) were reviewed and analyzed by the Principal. The Principal insisted all HoDs follow the new strategy to improve the department's overall pass percentage.
6	Extra-curricular Activities: There was a discussion about participating and organizing the FDP, workshop, and seminar.	HoDs were asked to instruct their department faculty members to attend FDP, workshops, seminars, and conferences to enrich their knowledge. Also, HoDs were instructed to conduct workshops and seminars for the academic year 2023-2024 (ODD Semester) in their departments.
7	NAAC work Progress: Discussion made on NAAC work progress.	SSR preparation progress work was reviewed criteria-wise.

At 12:15 PM, the IQAC coordinator gave a vote of thanks and concluded the meeting.


IQAC Chair Person/Principal

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