



SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

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

Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956

NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



MINUTES OF MEETING

Meeting Records - 001 / 2023

Date : 14.07.2023 - Friday

Members: Principal, IQAC Co-ordinator, Deans & HoDs

Time : 10.00 A.M.

Dr.R.Satish Kumar, Principal welcomed all the members of IQAC for the first IQAC Meeting

1. Academic Plans (2023-24) of IQAC

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none"> The Internal Quality Assurance Cell (IQAC) of the college has advised to take initiatives to obtain inputs from all stakeholders viz., the Management, Principal, the faculty, the administrative staff, students of the college, the alumni Association of the college the parents and the peer colleagues. 	<ul style="list-style-type: none"> Develop action plans based on the feedback, outlining steps to address identified issues and improve processes.

2. National Assessment and Accreditation Council (AQAR 2022 – 23)

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none"> The NAAC criteria coordinators are informed to complete the Criteria Key indicators of AQAR 2022-2023. The NAAC coordinators have decided to plan mock audits from March 2024. It was decided to continue with the old manual as new guidelines for the new grading system have not been issued by NAAC. 	<ul style="list-style-type: none"> The NAAC criteria coordinators are informed to complete AQAR 2022 - 2023 before 13.02.2024

3. Energy, Green, Environment and AAA Audit

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none"> Members were informed about the initiatives taken to process the Energy, Environmental, Green audit, and AAA audit. To evaluate and enhance sustainable practices across the campus. To increase recycling programs and waste management strategies. To promote green initiatives, such as tree planting and reducing single use of plastics around the campus. 	<ul style="list-style-type: none"> Quality initiatives such as green audit and energy audit will continue as in previous years. Planned new recycling and waste reduction programs and organize awareness workshops on green practices. Reviewed academic program and curriculum, incorporating feedback from students and faculties.

4. National Board of Accreditation

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• The HoD's are informed to submit the pre-qualifier details of the following departments: CSE, ECE and IT.• It was decided to have presentations from these departments and start preparing for NBA (SAR).• Documentation of all activities at the department and institute levels is of prime importance, and more focus should be on effective documentation, both in soft and hard formats.	<ul style="list-style-type: none">• Communicated with all the heads of the departments of CSE, ECE, and IT to submit their pre-qualifier details.• Set a deadline for submission and followed up with the departments to ensure timely completion.

5. Mentor-Mentee Program

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• It was resolved and approved that the faculty are involved in the process of mentoring.• The mentors also contact and meet with the parents of their mentees to discuss their progress and/or any other matters as and when required.	<ul style="list-style-type: none">• Integrating faculty into the mentoring process and ensuring that mentors proactively engage with parents to review mentee progress and address the issue.

6. Feedback system

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• To conduct feedback surveys for regular academics and various co-curricular, extracurricular, and sports activities that students enthusiastically participate in.• The members planned to collect, analyze, and take action based on the feedback received through the institution's website.	<ul style="list-style-type: none">• The analysis has been duly reviewed and signed by the Principal, and it has been uploaded on the website.

7. Any other points

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• All department website coordinators are informed to update the details in the website.	<ul style="list-style-type: none">• Department website coordinators were informed to update their respective sections of the website with the latest information

Er.A.B.Madhan, IQAC coordinator proposed the vote of thanks at the end of the meeting.

Members Present:

S.No	Name	Designation	Representation	Signature
1.	Prof.A.Baladhandapani	Secretary & Correspondent, Sengunthar Institutions	Management	 14.7.2023
2.	Dr.R.Satish Kumar	Principal	Chairperson	 14/7/2023
3.	Er.Aravind Thirunavukkarasu	Director - CR, Sengunthar Institutions	Administrative Officers	 14/7/23
4.	Er.A.B.Madhan	Chief Executive Officer	Coordinator - IQAC	 14/7/23
5.	Dr.K.Umadevi	Dean (Planning & Development)	Member	 14/7/23
6.	Dr.B.Sujatha	Dean (Academics)	Member	 14/7
7.	Dr.K.L.Palanisamy	Dean (Student Affair)	Member	 14/7
8.	Dr.T.R.Chinnusamy	Dean (Mechanical Sciences)	Member	 14/07/24
9.	Dr.P.Rameshkumar	Dean (Research & Development)	Member	 14.7.23
10.	Dr.E.Geetha	Professor- Medical Electronics	Member	 14/7/23
11.	Dr.P.Gopinath	ISO Coordinator & AP-ECE	Member	 14/7/23
12.	Dr.T.Rajkumar	Professor & HoD - MBA	Member	 14/7/23
13.	Mr.G.Ayyanar	Asst Prof. & HoD - Maths	Member	 14.7.23
14.	Mr.S.Ranjithkumar	II - CSE	Member	 14/7/23
15.	Mr.S.Viswanathan	Proprietor, Mineral Water Agency, Erode.	Alumni	 14/7/23
16.	Er.G.Gnanasekaran	Assistant Engineer, TANGEDCO, Erode.	Local Society	 14/7/23
17.	Ms.T.Lavanya	Proprietor, Cake Lounge, Tiruchengode	Industrialist	 14.7.23
18.	Mr.P.Radhakrishnan	Parent coordinator	Stakeholders	 14.7.23
19.	Mr.N.Thiru Senthil Adhiban	HoD - Mech Engg.	Deputy Coordinator - IQAC	 14.7.23

Copy submitted to the Correspondent**Copy to:**

1. IQAC
2. E-Copy to all members
3. All Heads
4. File