



# 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



## IQAC - MINUTES OF MEETING

Meeting Records - 001 /2024

Date: 16.10.2024 -Wednesday

Members : IQAC Members

Time: 11.00 A.M.

Rapporteur : Dr.T.R.Chinnusamy

Nature: Onsight

Dr.R.Satish Kumar, Principal welcomed all the members of IQAC for the 1<sup>st</sup> IQAC meeting for the academic year 2024 - 25. The agenda points were discussed in the meeting and recommendations/suggestions from the committee is shown in the below table.

Agenda					Responsibility
<b>1. Academic Plans (2024-25) of IQAC</b>					<ul style="list-style-type: none"> <li>• IQAC</li> <li>• Committee</li> <li>Conveners</li> </ul>
• Conduct statutory and non-statutory committee meetings as per the scheduled plan.					
• Obtain approval from the Principal and Correspondent sir along with the agenda at least one week prior to the meetings.					
• Submit the Minutes of the Meeting and the Action Taken Report within three days after the meetings conclude.					
<b>Statutory Committee</b>					
S. No.	Committee Name	No. of Meetings / Year	Date of Meeting Completion	Proposed Date	
1	Board of Studies	02	June 24	February 25	
2	Academic Council	02	26.07.2024	2 <sup>nd</sup> Week - Mar 25	
3	Finance Committee	02	20.08.2024	3 <sup>rd</sup> Week - Mar 25	
4	Governing Body	02	--	19.10.2024 & 3 <sup>rd</sup> Week - Apr 25	
<b>Non Statutory Committee</b>					
S. No.	Committee Name	No. of Meetings / Year	Date of Meeting Completion	Proposed Date	
1	Internal Complaints Committee	02 & on Need	--	1 <sup>st</sup> Week - Nov 24 & 4 <sup>th</sup> Week - Mar 25	
2	Research & Ethics Committee	02	--	2 <sup>nd</sup> Week - Nov 24 & 2 <sup>nd</sup> Week - May 25	

S. No.	Committee Name	No. of Meetings / Year	Date of Meeting Completion	Proposed Date
3	Women Empowerment Cell (WEC)	02	--	3 <sup>rd</sup> Week - Nov 24 & 3 <sup>rd</sup> Week - May 25
4	Entrepreneurship Development Cell (EDC)	02	--	3 <sup>rd</sup> Week - Nov 24 & 3 <sup>rd</sup> Week - Feb 25
5	Discipline Committee	02 & on Need	--	4 <sup>th</sup> Week - Nov 24 & 1 <sup>st</sup> Week - Mar 25
6	Grievance Redressal Committee	02	15.05.2024	2 <sup>nd</sup> Week - Dec 24
7	Examination Committee	02	19.06.2024	3 <sup>rd</sup> Week - Dec 24
8	Admission Committee	02	11.06.2024	4 <sup>th</sup> Week - Dec 24
9	Internal Quality Assurance Committee	03	16.10.2024	2 <sup>nd</sup> Week - Jan 25 & 2 <sup>nd</sup> Week - Apr 25
10	Extra-Curricular Activities Committee	02	24.07.2024	2 <sup>nd</sup> Week - Jan 25
11	Academic Committee	02	04.07.2024	3 <sup>rd</sup> Week - Jan 25
12	Library Committee	02	10.09.2024	1 <sup>st</sup> Week - Feb 25
13	Planning and Evaluation Committee	02	19.08.2024	2 <sup>nd</sup> Week - Feb 25
14	Anti-Ragging Committee	02 & on Need	14.08.2024	1 <sup>st</sup> Week - Apr 25
15	Academic Steering Committee	02	07.10.2024	3 <sup>rd</sup> Week - Apr 25
16	Alumni Association Committee	02	04.08.2024	4 <sup>th</sup> Week - Apr 25
17	Students Welfare Committee	02	08.10.2024	3 <sup>rd</sup> Week - May 25

## 2. Alumni Meeting

- All HoDs and Alumni Coordinators of each department are informed to arrange the alumni get-together once in every two months
- An official communication will be sent to all HoDs & Alumni Coordinators outlining the importance of regular alumni engagement and the expectation to host bi-monthly gatherings.
- Alumni contact information has been updated to ensure effective communication regarding the events.

- HoD's
- Department Alumni Coordinators



<p><b>3. NAAC (AQAR 2023 -24)</b></p> <ul style="list-style-type: none"> <li>• NAAC (AQAR 2023-24) submission is tentatively scheduled for the 2nd week of November 2024. All criteria heads are informed to complete the assigned work in time.</li> <li>• A formal circular will be issued to all criteria heads highlighting the importance of the AQAR submission and specifying the deadline.</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC</li> <li>• Criteria Coordinators</li> </ul>
<p><b>4. Energy, Green and Environmental &amp; Academic and Administrative Audit</b></p> <ul style="list-style-type: none"> <li>• Members were informed about the initiatives taken to process the Energy, Environmental, Green audit, and AAA audit.</li> <li>• To evaluate and enhance sustainable practices across the campus.</li> <li>• To increase recycling programs and waste management strategies.</li> <li>• To promote green initiatives, such as tree planting and reducing single use of plastics around the campus.</li> <li>• Quality initiatives such as green audit and energy audit will be continued as in previous years.</li> <li>• Planned new recycling and waste reduction programs and organize awareness workshops on green practices.</li> <li>• Reviewed academic program and curriculum, incorporating feedback from students and faculties.</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC</li> </ul>
<p><b>5. National Board of Accreditation</b></p> <ul style="list-style-type: none"> <li>• NBA Self Assessment Report submission is scheduled on January 2025</li> <li>• A formal notification was issued to all departments outlining the submission timeline and their respective responsibilities for the NBA SAR.</li> <li>• Workshops have been conducted to guide departments on the SAR preparation process, covering data collection, analysis, and documentation.</li> <li>• Regular progress meetings have been scheduled to assess the status of each metrics and address any challenges faced by the departments</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC</li> <li>• NBA Coordinator</li> <li>• HoD's</li> </ul>
<p><b>6. Research Centre</b></p> <ul style="list-style-type: none"> <li>• Faculty members who have completed their Ph.D. are informed to apply for guideship. Remaining faculty members from all departments are informed to apply for Ph.D. enrollment.</li> <li>• Publication in journals and filing patents is mandatory for all faculty members</li> <li>• A dedicated session will plan to help Ph.D. holders navigate the guideship application process, including eligibility criteria and required documentation.</li> </ul>	<ul style="list-style-type: none"> <li>• HoD's</li> <li>• Faculty Members</li> </ul>

<ul style="list-style-type: none"> <li>• Workshops on academic writing and publication strategies were conducted to equip faculty with the skills needed for successful journal submissions and patent applications.</li> </ul>	
<p><b>7. Mentor - Mentee Program</b></p> <ul style="list-style-type: none"> <li>• Mentor-mentee documents should maintain in all departments. Mentors are informed to place all documents related to their students with geo-tag photos.</li> <li>• HoDs, please verify the documents, and the mentor-mentee audit will be conducted in November 2024</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• HoD's</li> <li>• Mentor</li> </ul>
<p><b>8.Feedback System</b></p> <ul style="list-style-type: none"> <li>• Feedback is received from students, alumni, parents, employers, visitors and faculty.</li> <li>• Happiness index feedback is received from students.</li> <li>• Collect feedback surveys for regular academic programs as well as for various co-curricular, extracurricular, and sports activities in which students actively participate.</li> <li>• Submit the action taken report to the Principal within two days after collecting all feedback, which will be analyzed and signed before being uploaded to the website.</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC</li> <li>• HoD's</li> </ul>
<p><b>9.Newsletter and Magazines</b></p> <ul style="list-style-type: none"> <li>• The monthly newsletter will be forwarded to all alumni, parents, and student groups in both English and Tamil.</li> <li>• The Tamil Mandram will begin publishing the monthly magazine this month onwards.</li> <li>• The monthly newsletter has been prepared, highlighting key events and achievements, and translated into Tamil.</li> <li>• A distribution list of alumni, parents, and student representatives to be created.</li> <li>• The newsletter will be emailed and posted on the institution's website and social media.</li> <li>• The Tamil Mandram will create content for the monthly magazine about cultural events and community news.</li> </ul>	<ul style="list-style-type: none"> <li>• HoD's</li> <li>• Department Newsletter and Magazines coordinator</li> </ul>
<p><b>10.IQAC Initiatives</b></p> <ul style="list-style-type: none"> <li>• IQAC initiatives are carried out as per schedule</li> <li>• Regular meetings have been conducted to review the progress of each initiative</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC</li> </ul>



<p>and ensure alignment with institutional goals.</p> <ul style="list-style-type: none"> <li>• Each initiative, including faculty training sessions, workshops, and student feedback mechanisms, has been executed according to the planned timeline.</li> <li>• A monitoring system has been established to track the progress and outcomes of each initiative, allowing for timely adjustments as needed.</li> </ul>	
<p><b>11. Any other points</b></p> <ul style="list-style-type: none"> <li>• Every month, two students are required to give seminar presentations in their areas of interest. Class advisors are instructed to obtain approval 15 days before the commencement of the presentation.</li> <li>• A schedule has been created for monthly seminar presentations, with two students presenting each month.</li> <li>• The final year students of 2024-25 batch are expected to secure placements in Tier 1, 2, and 3 companies by December 30, 2024, and to pursue internships without fail. Department placement coordinators and HoDs are responsible for facilitating this process.</li> <li>• Department placement coordinators and Heads of Departments (HoDs) have been informed to actively engage with students regarding placement opportunities and internship applications. Workshops and counseling sessions are being organized to prepare students.</li> <li>• Dr.M.Sakthivel, Head of the CSE Department, is required to submit the placement report to the Principal and Correspondent sir on 30th of every month.</li> <li>• A review mechanism has been established to ensure the accuracy and completeness of the report before submission</li> <li>• Dr.M.Seenirajan, Head of the Civil Engineering Department, is responsible for display in the wall located near the Xerox center and the main entrance of the institution. He is requested to submit the plan and requirements by October 23, 2024</li> <li>• Dr.M.Seenirajan should submit the finalized plan and requirements by the stipulated deadline.</li> <li>• Achievers Day is to be celebrated on March 23, 2024 honoring the student achievers on every year.</li> <li>• A committee has been formed to organize Achievers Day, including planning the agenda, inviting speakers, and preparing recognition materials for the achievers.</li> <li>• The management has officially communicated the availability of the welfare fund, allowing staff members to access a maximum of Rs. 10,000 for emergency needs.</li> <li>• Staff members are informed that disbursement can be requested for emergencies up to a maximum of Rs. 10,000 for a period of five months.</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC</li> <li>• HoD's</li> <li>• Placement Coordinator</li> <li>• Faculty Members</li> </ul>

Dr.T.R.Chinnusamy, IQAC coordinator proposed the vote of thanks at the end of the meeting.





Fig.: 1<sup>st</sup> IQAC Meeting for the academic year 2024-25





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## IQAC Meeting - I Attendance Sheet

Meeting Records - 001 / 2024-25

Date : 16.10.2024 - Wednesday

S.No	Name	Designation	Representation	Signature
1.	Prof.A.Baladhandapani	Secretary & Correspondent, Sengunthar Institutions	Management	
2.	Dr.R.Satish Kumar	Principal	Chairperson	
3.	Er.Aravind Thirunavukkarasu	Director - CR, Sengunthar Institutions	Administrative Officers	
4.	Dr.T.R.Chinnusamy	Dean (Mechanical Sciences)	Coordinator - IQAC	
5.	Dr.K.Umadevi	Dean (Planning & Development)	Member	
6.	Dr.B.Sujatha	Dean (Academics)	Member	
7.	Dr.K.L.Palanisamy	Dean (Student Affair)	Member	
8.	Dr.P.Rameshkumar	Dean (Research & Development)	Member	
9.	Dr.E.Geetha	Professor- Medical Electronics	Member	
10.	Dr.S.Chitra	ISO Coordinator & Professor - Maths	Member	- ML -
11.	Dr.M.Sree Sakthivelan	Professor & HoD - MBA	Member	
12.	Mr.G.Ayyanar	Asst Prof. & HoD - Maths	Member	
13.	Mr.N.Thiru Senthil Adhiban	HoD - Mech Engg.	Deputy Coordinator - IQAC	
14.	Muhammadu sathik Raja	HOD - Medical Electronic	Member	
15.	Mr. P. Thangarasu	COE (i/c)	Special Invitee	
16.	Mr. A. Senthil Kumar	HOD / RM	Special Invitee	
17.	Dr. N. Kandasamy	HOD / PT	Special Invitee	
18.	Mr. K. Ashok Kumar	HOD / CBE (CS)	Special Invitee	
19.	Mr. R. Rajesh Kumar	AP / IT	Special Invitee	
20.	M. Seenirajan	ASP / HOD / CIVIL	Special Invitee	







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S.No	Name	Designation	Representation	Signature
21	Dr.M.SAKTHIVEL	HOD/CSE	Special Invitee	16/10/24
22	S.Ranjithkumar	III / CSE	Member	S.Rabha 16/10/24
23	T. Lavanya	Proprietor, Cake Lounge, Tiruchengode.	Industrialist.	Tanuja 16/10/24
24	Dr.G.P.RAJA	HOD/AIDS	Special Invitee	16/10/2024
25	Dr.C.Aarthi	HOD/ECE	Special Invitee.	16/10/24
26	Ex.G.GINANASEKARAN	ASSISTANT ENGINEER, TANGEDCO, ERODE	LOCAL SOCIETY.	16/10/24

16/10/24  
IQAC COORDINATOR

16/10/2024  
PRINCIPAL

Copy submitted to the Correspondent Sir

Copy to:

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

