



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 - 003 /2024

Date: 13.03.2024 -Wednesday

Members: Principal, IQAC Coordinator, Deans & HoD's

Time: 2.00 P.M.

Dr.R.Satish Kumar, Principal welcomed all the members of IQAC for the 3rd IQAC Meeting

1.NBA Preparation

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none"> The members of IQAC directed the HODs of CSE, ECE and IT to constitute a committee to prepare an action plan and submit a Self-Assessment Report (SAR) for B.E/ B.Tech in the academic year 2023 -2024. IQAC has planned to review P- files of NBA for the CSE, ECE, MEE, and IT Departments and conduct criterion -wise verification for UG Departments. 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. The curriculum structure was finalized by the NBA Coordinator, and it should be followed by every department. 	<ul style="list-style-type: none"> The NBA coordinator has issued instructions to all departments regarding documentation.

2. Promotion of Research and innovation eco system in the Institute.

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none"> The committee has recommended that every subject should implement a minimum of two innovative teaching methods from the list of activities prescribed by the institute-level Academic Planning and Monitoring Committee. To motivate experienced faculty members to prepare research project proposals and write scientific/research articles, certain incentives will be provided. Students are encouraged to engage in self-development and research activities. There is a plan to increase the number of research workshops in all departments. Industry-institute interaction will be enhanced, with a focus on collaborations with IITs/NITs. All programmes are to organize a National Conference annually in the month of March/April. 	<ul style="list-style-type: none"> Students are also offered internship positions with startups so that they can draw inspiration from founders. Research Day is scheduled for the month of August. Faculty members are encouraged to work towards research publications and patents. Research and Development Committee has informed to faculty members to update their profile in the Research aspects.

- It was decided to analyze faculty who have not yet published any work and facilitate their publication efforts.
- Staff members are also encouraged to actively participate in seminars, conferences, and publish research articles in UGC Care-listed journals.
- It has been resolved to conduct a training programme for faculties in May 2024, with special emphasis on developing MOOCs and online courses, publishing research in Scopus and Web of Science listed journals, enhancing peer perception, and equipping academic staff to utilize online digital tools such as LinkedIn, Vidwan, Google Scholar, etc.

3. Methodologies to improve stake holders involvement

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none"> • Soft copies of departmental and institute-level newsletters and magazines are to be shared by departments with alumni, parents, employers, and all external stakeholders. • Every department must create a database for email addresses of parents, alumni, and employers. • Academic collaborations also facilitate interaction with academicians and administrators in the education field. • Faculty visits to industries, increased parent meetings, alumni and industry gatherings, and the organization of Alumni programs are encouraged 	<ul style="list-style-type: none"> • Departments should make efforts to sign MOUs with academic and research institutions.

4. NAAC - Preparation of AQAR 2022 - 23.

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none"> • The NAAC criteria coordinators have been informed to complete the checklist for AQAR 2022 - 2023. • An FDP program has been planned for all the criteria to make the faculty aware of NAAC - SSR documentation and highlight critical aspects of the objectives. • It was decided to submit the AQAR 2022 - 2023 for NAAC Accreditation in the month of April 2024. The roles of departmental level coordinators in each department for NAAC and proof documentation work was discussed. • 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 submission of SSR is in progress. • Data validation was systematically conducted by the NAAC Criterion head. • AQAR to be submit by all the departments with necessary supporting documents.

5. ISO Certification

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• It has been planned to make surveillance Audit for ISO Certification in April 2024.• It has been decided to conduct an external audit for the ISO report and an internal audit for TUV report submission.• The ISO 2nd audit is planned to be conducted in the last week of May 2024. The audit report will be discussed in the next meeting.	<ul style="list-style-type: none">• Faculty members were trained under ISO certification 9001:2015.• The Faculty Members assigned for internal audits in the institute conduct audit twice in a semester.

6. Alumni Association Meeting

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• The alumni meeting program conducted during the academic year 2023 was reviewed.• The suggestions and comments raised by the alumni members have been taken up for discussion.• The Alumni Association organized the Alumni Meet 2024 to facilitate interaction among alumni and provide opportunities for students to engage in various activities.• The committee planned to conduct the "Alumni meet" twice a year with various events.	<ul style="list-style-type: none">• SEC Alumni and students interaction has organized.

7. Energy, Environmental & Green Audit + 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 initiate student participation in E-waste handling activities with the help of local bodies of Municipal Corporation, Tiruchengode. To conduct programs through the Environmental Club and Health Club.• The members decided to propose the beautification of lobbies and floors, as well as the replacement of low-power LED lights.	<ul style="list-style-type: none">• Quality initiatives such as green audit and energy audit will continue as in previous years.

8. Placement

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• Preparation of the report detailing students' placements through the Placement and Training Cell.• The committee members suggested creating more MoU's with leading industries for campus placements and training students in	<ul style="list-style-type: none">• Identified the core companies that provided training and facilitated placements for students.

the latest industry trends.

- It was recommended that every department should ensure a percentage of placements in tier-1 and tier-2 companies.
- More focus should be given to students' in-plant training and internships to improve communication, report preparation, and exposure to real-life scenarios.

9. Participate in NIRF Ranking



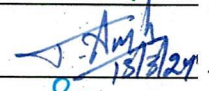
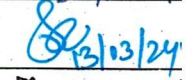
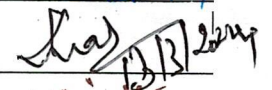
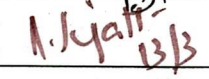

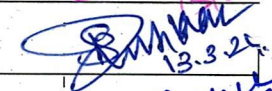
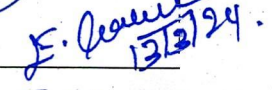
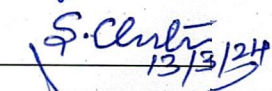
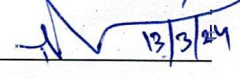
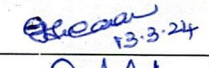
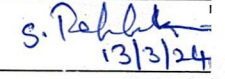
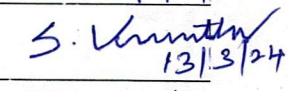
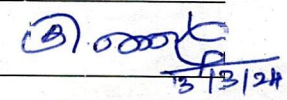
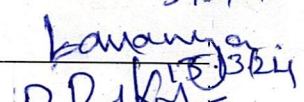
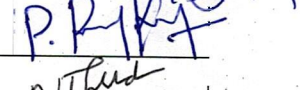
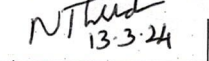
Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• It has been decided and approved to apply for NIRF ranking under a suitable category.• To improve the NIRF ranking, faculty contributions in terms of the number of faculty with PhDs, publications, and h-index need to be improved.• Members suggested collaborating with NIRF top-ranked institutions for student and faculty exchange programs, research, etc.	<ul style="list-style-type: none">• To take up physical checks on the institution records and audited accounts where needed.

10. MoU's

Recommendations/Suggestions from the committee	Action Taken
<ul style="list-style-type: none">• To make MOUs with various industries, NGOs, and research institutions. The task has been assigned to the Department Placement coordinator.• The committee has decided that interaction exists with nearby industries and IT companies around Coimbatore, Chennai and Bangalore.• The Committee has decided to increase collaborations with industries to develop the curriculum.	<ul style="list-style-type: none">• The outlines how each part of the MoU will be implemented. This should include responsible parties, resources needed, and timelines. Create a detailed action plan.

Dr.T.R.Chinnusamy, 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	 13.2.2024
2.	Dr.R.Satish Kumar	Principal	Chairperson	 13/3/2024
3.	Er.Aravind Thirunavukkarasu	Director - CR, Sengunthar Institutions	Administrative Officers	 13/3/24
4.	Dr.T.R.Chinnusamy	Dean (Mechanical Sciences)	Coordinator - IQAC	 13/3/24
5.	Dr.K.Umadevi	Dean (Planning & Development)	Member	 13/3/24
6.	Dr.B.Sujatha	Dean (Academics)	Member	 13/3
7.	Dr.K.L.Palanisamy	Dean (Student Affair)	Member	 13/3
8.	Dr.P.Rameshkumar	Dean (Research & Development)	Member	 13.3.24
9.	Dr.E.Geetha	Professor- Medical Electronics	Member	 12/3/24
10.	Dr.S.Chitra	ISO Coordinator & Professor - Maths	Member	 13/3/24
11.	Dr.M.Sree Sakthivelan	Professor & HoD - MBA	Member	 13/3/24
12.	Mr.G.Ayyanar	Asst Prof. & HoD - Maths	Member	 13.3.24
13.	Mr.S.Ranjithkumar	II - CSE	Member	 13/3/24
14.	Mr.S.Viswanathan	Proprietor, Mineral Water Agency, Erode.	Alumni	 13/3/24
15.	Er.G.Gnanasekaran	Assistant Engineer, TANGEDCO, Erode.	Local Society	 13/3/24
16.	Ms.T.Lavanya	Proprietor, Cake Lounge, Tiruchengode	Industrialist	 13.3.24
17.	Mr.P.Radhakrishnan	Parent coordinator	Stakeholders	 13.3.24
18.	Mr.N.Thiru Senthil Adhiban	HoD - Mech Engg.	Deputy Coordinator - IQAC	 13.3.24

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

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