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 - 002 /2024 -2025   Date: 27.01.2025 - Monday

Members   : IQAC Members   Time: 03.00 P.M.

Rapporteur   : Dr.T.R.Chinnusamy   Nature: Onsight

Dr.R.Satish Kumar, Principal welcomed all the members of IQAC for the 2nd 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
1. Review of Previous Meeting • Conduct and review statutory and non-statutory committee meetings as per the updated schedule. • Submit the Minutes of the Meeting and the Action Taken Report within three days after the meetings concluded	• IQAC • Committee Conveners

2. Updates on Learning Management Systems and Online resources
• **Vaarraahi Technologies - Sengunthar Institutions Website Update**
   1. Discuss updates to the institution's website, focusing on usability and resource accessibility.
• **Net Kampuss ERP Implementation**
   Review progress and integration across:
   1. Academic management
   2. Library systems
   3. Accreditation processes
	• Dr.G.Jayamurugan, Deputy COE & Website Coordinator

3. Feedback from students, Alumni Survey, Program Exit Survey, Employer Survey and Happiness Index • The formats for the Alumni Survey, Program Exit Survey and Employer Survey has been reviewed and approved by the Principal. It is informed to circulate the above formats for implementation	• Dr.C.Aarthi, HoD/ECE

4. Progress on Research Projects and Publication • The details of journal publications and patent retractions from the last five years are thoroughly checked and verified for any copyright issues for all the faculty members on or before 15.02.2025	• Dr.E.Geetha, Prof./MDE Dean - Research
5. Department Research Centre • The Research Centre - Physics, and Medical Electronics Programmes applied for and awaiting inspection for Research Centre recognition. • All senior faculty members informed to register for the Ph.D. programme, and those who have completed their Ph.D. shall apply for research supervisor recognition.	• All Faculty members
6. Plans for innovation and entrepreneurship development • Encourage students to organize events with alumni and experts, fostering creativity and networking opportunities. This helps student's gain experience in event management and leadership. • Enhance the Alumni Placement Network by partnering alumni with industry businesses for internship creation. This gives students practical exposure and mentorship. • Host workshops led by alumni and industry experts to teach in-demand skills. These sessions provide students with valuable knowledge and boost employability • Each department is informed to file two patents under the KAPILA scheme on or before March 2025.	• Mr.N.Thiru Senthil Adhiban, HoD/Mech • EDC Coordinators of all department
7. Review of institutional policies and processes • Review and evaluate institutional policies regularly to ensure alignment with current standards and objectives. • Examine and refine institutional processes continuously to enhance efficiency, transparency, and effectiveness. • Review and update policies and procedures periodically to adapt to emerging trends and regulatory requirements.	• IQAC • Committee Coordinators

8. Mentor-Mentee programs • The Mentor-Mentee System will be introduced in the Academic Year 2023-24 for all UG and PG students, from First Year to Final Year. • Each student, from First Year to Final Year, will be paired with a mentor who will offer academic guidance and personal support throughout their academic journey. • A mentor-mentee file audit has been scheduled for February 2025 by IQAC to ensure proper documentation and adherence to the system.	• All Faculty members
9. Student support services and welfare programs **Scholarship Awareness program** • A Scholarship Awareness program is scheduled for all students to discuss management scholarship benefits and other available financial assistance options **Language and Communication Skills** • The list of students interested in learning Japanese and German languages should be submitted by the respective department heads by February 15, 2025. **Govt. Competitive and GATE Exam awareness programs** • A Government Competitive and GATE Exam awareness program is scheduled for students to explore opportunities in the relevant fields. **Career Guidance Programme for Job & Higher Education** • A Career Guidance Program was conducted, providing detailed discussions on job and higher education opportunities, as well as stipends for higher studies, with all students. **Placements** • Heads of Departments (HODs) and Placement Coordinators will visit industries to explore placement and internship opportunities and establish rapport with industry professionals. A schedule of the visits should be submitted to IQAC on or before 05.02.2025. • Mock interview and group discussion (GD) session training are	• Student welfare Coordinator • Mrs.S.Bhuvna, HoD/English • All HoD'S Department • • Placement Coordinators

provided to students as practice sessions. **Cultural Events / Annual Day** • Identify interested students for the Fine Arts Club activities, enroll their names with Mr. S. Suresh Sugumar, AP/Maths, and ensure regular participation in the activities **Alumni meet** • Organize an alumni meet in online, offline, or hybrid mode for alumni students from all departments, either at the institute or other locations of interest.	• Fine Arts Club Coordinator • Department Alumini Coordinator
10. Plans for Accreditation (NBA & NAAC) and Institutional Ranking (NIRF & IIC) **NBA** • Prequalifier submission scheduled for 31.01.2025 **NAAC** • IIQA & Self-Study Report ready to submit 1st week of March 2025 **NIRF** • Successfully submitted the NIRF Ranking data on the portal. **IIC** • Achieved a 4-star rating for the academic year 2023-2024, marking five consecutive years of success.	• NBA Coordinator • IQAC • NIRF Coordinator • IIC Coordinator
11. Internal and external audit outcomes • The internal and external audits for all departments have been completed. • The ISO audit is scheduled on 8th February 2025. • The Re-Certification Audit (ISO 9001:2015) is due on 12th February 2025.	• Dr.S.Chitra, Prof/Maths
12. Newsletter and Magazines • The newsletter is published daily and has been running for 104 consecutive days. Alumni testimonials have been prepared for the department and shared weekly in the daily newsletter.	• News Letter and Magazines Coordinator
13. Addressing grievances and suggestions **Establish a Grievance Redressal System** • Set up an accessible online platform where students can submit grievances or suggestions confidentially, ensuring prompt action and feedback. **Conduct Regular Feedback Sessions** • Organize periodic meetings or surveys to gather feedback from	• Grievances and Redressal Committee Coordinator and Members

students on faculty, curriculum, facilities, and overall academic experience.	
14. Any other points **Industrial visit / Internship Opportunities for Minor/Honor Degree Students** • HODs to facilitate internships specifically designed for students pursuing minor or honor degrees, enhancing their practical experience. **Special Labs for Minor/Honor Degree Students** • Develop and provide specialized labs tailored to the needs of minor or honor degree students, supporting advanced learning and research **HOD's Department Meeting** • The HoD should organize department meetings on 2nd and 15th working days of every month. **IQAC Meeting** The 3rd IQAC meeting for the academic year is planned on 3rd week of March 2025.	• All HoD's • IQAC Coordinator

Dr.T.R.Chinnusamy, IQAC Coordinator Proposed the vote of thanks at the end of the meeting

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Fig.: 2ⁿᵈ IQAC Meeting for the academic year 2024 -2025

IQAC COORDINATOR

PRINCIPAL

Copy submitted to the Correspondent Sir

Copy to:

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