

SYED AMMAL ENGINEERING COLLEGE

AN AUTONOMOUS INSTITUTION

Accredited with 'A+' Grade by NAAC



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai | Recognized Under section 2 (f) and 12 B of the UGC Act 1956 | An ISO 9001:2015 Certified Institution
NBA Accredited UG Courses : CSE, ECE, EEC & MECH | Anna University Approved Research Centres : EEE, CSE, MECH & ECE
Dr. E.M. Abdullah Campus, Ramanathapuram - 623 502, Tamil Nadu | Ph: 04567 - 222 234, Mobile : 94873 04000, 84893 04000, 87548 88877
E-mail : office@syedengg.ac.in, saec@syedengg.ac.in | Web : www.syedengg.ac.in

Members of Internal Quality Assurance Cell

Academic Year 2024-2025 (Term I)

| S.No | Name of the Expert Member | Designation and Address | Role |
|------|----------------------------|--|---|
| 1. | Dr. M. Periyasamy | Principal, Syed Ammal Engineering College, Ramanathapuram. | Principal/ Chair- person |
| 2. | Dr. B. Jayalakshmi | Co-ordinator/ S&H, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College/ Convener |
| 3. | Dr. Chinnadurai Abdullah | Correspondent, Syed Ammal Engineering College, Ramanathapuram. | Management Representative |
| 4. | Dr.R.Kavitha | Head /English, Syed Ammal Engineering College, Ramanathapuram | Faculty Member of the College/ Co-Convener. |
| 5. | Dr. G. Mahendran | HOD/ECE, Syed Ammal Engineering College, Ramanathapuram. | Senior Faculty |
| 6. | Dr. S. Karthikeyan | HOD/MECH, Syed Ammal Engineering College, Ramanathapuram. | Senior Faculty |
| 7. | Dr. N. Karthikeyan | HOD/CSF, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College |
| 8. | Dr. R.Nagarajan | HOD/EEE, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College |
| 9. | Dr. A.Kanmani | Department of CSE, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College |
| 10. | Prof. G. Palani Selvan | HOD/Civil Engg, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College |
| 11. | Dr.S.Murugeswari | HOD/BME, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College |
| 12. | Dr.R.Meikanda Ganesh Kumar | HOD/ MBA, , Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College |
| 13. | Mr.T.Arun Prasath | Placement Officer, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College |
| 14. | Dr. K. Karthikeyan | Senior Scientist, ABB Global Service Private Ltd, Chennai. | Alumni |
| 15. | Mr. B. Samsudeen | Senior Manager, Telstra India Private Limited, Chennai. | Alumni |
| 16. | Mr.G.Thatchana moorthy | F/O Mr.T.Naveen, IV EEE | Parent |
| 17. | Mr. S. Dinesh Raja | Managing Director, Smart Ladder Technologies, Chennai. | Employer |

SYED AMMAL ENGINEERING COLLEGE



AN AUTONOMOUS INSTITUTION



Accredited with 'A+' Grade by NAAC

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai | Recognized Under section 2 (f) and 12 B of the UGC Act 1956 | An ISO 9001:2015 Certified Institution
NBA Accredited UG Courses: CSE, ECE, EEE & MECH | Anna University Approved Research Centres: EEE, CSE, MECH & ECE
Dr. E.M. Abdullah Campus, Ramanathapuram - 623 502, Tamil Nadu | Ph: 04567 222 234, Mobile: 94873 04000, 84893 04000, 87548 88877
E-mail: office@syedengg.ac.in, saec@syedengg.ac.in | Web: www.syedengg.ac.in

Circular

Date: 19.07.2024

Ref. No.: SAEC/IQAC/MEETING-1

Subject: Notice for the Upcoming IQAC Meeting

Dear Members,

This is to inform you that the next IQAC meeting will be held as per the following details:

Date: 24.07.24

Time: 11.00 A.M

Venue: Board Room, Syed Ammal Engineering College

All IQAC members are requested to kindly make it convenient to attend the meeting. Your valuable suggestions and inputs are crucial for enhancing the quality standards of the institution.


The agenda for the meeting is as follows:

Agenda for the IQAC Meeting

1. Confirmation of the minutes of the previous meeting held on 02.04.2024
2. Discussion on quality enhancement strategies for teaching and learning.
3. Review of infrastructure development and lab upgrades.
4. Faculty development programs: planning and execution.
5. Analysis of student feedback and formulation of an action plan.
6. Review of Placement of Students and training support for career guidance services
7. Organising Alumni meet
8. Approval of the value added courses/Add on courses/ certificate programmes courses
9. To confirm the Schedule of Academic audit and approving previous academic audit findings and corrective action
10. Completion of MoE's Innovation Cell activities
11. Any other matter with the permission of the Chair.

You are kindly requested to bring any points you wish to discuss under "Any other matter" to the notice of the IQAC Coordinator prior to the meeting.

We look forward to your active participation in the meeting.


IQAC Convener


Principal



SYED AMMAL ENGINEERING COLLEGE

AN AUTONOMOUS INSTITUTION

Accredited with 'A+' Grade by NAAC



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai | Recognized Under section 2 (f) and 12 B of the UGC Act 1956 | An ISO 9001:2015 Certified Institution
 NBA Accredited UG Courses - CSE, ECE, EEE & MECH | Anna University Approved Research Centres - EEE, CSE, MECH & ECE
 Dr. E.M. Abdulllah Campus, Ramanathapuram - 623 502, Tamil Nadu | Ph. 04567 - 222 234, Mobile: 94873 04000, 84893 04000, 87548 88877
 E-mail: office@syedengg.ac.in, saec@syedengg.ac.in | Web: www.syedengg.ac.in

Minutes of meeting

| | |
|--------------|--|
| Date | 24.07.24 |
| Time | 11.00 A.M |
| Venue | Board Room, Syed Ammal Engineering College |

| S.No. | Agenda Item | Discussion Summary | Action Points | Responsible Person | Deadline |
|-------|---|--|---|--|--------------|
| 1. | Confirmation of the minutes of the previous meeting held on 02.04.2024 | The minutes of the previous meeting were confirmed without any modifications. | | | |
| 2. | Quality Enhancement Strategies for Teaching | Improving teaching methods by introducing ICT tools and more interactive e-learning platforms. | Conduct faculty training workshops on ICT tools and methodologies. | | Dec 31, 2024 |
| | | | Review and introduce new online platforms for student engagement in classrooms. | | Nov 15, 2024 |
| 3. | Infrastructure Development & Lab Upgrades | Need to upgrade lab equipment (need basis) | To collect budget proposal from all departments | All HOD's | |
| 4. | Faculty Development Programs (FDP) | Organizing seminars and training programs to enhance faculty teaching skills and awareness of trends in engineering education. | Organize a faculty development program (FDP) | Director, Centre for Faculty Development | Jan 20, 2025 |

SYED AMMAL ENGINEERING COLLEGE



AN AUTONOMOUS INSTITUTION

Accredited with 'A' Grade by NAAC



Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai | Recognized Under section 2 (f) and 12 B of the UGC Act 1956 | An ISO 9001:2015 Certified Institution
 NBA Accredited UG Courses - CSE, ECE, EEE & MECH | Anna University Approved Research Centres - EEE, CSE, MECH & ECE
 Dr. E.M. Abdullahi Campus, Ramanathapuram - 623 502, Tamil Nadu | Ph. 04567 - 222 234, Mobile - 94873 04000, 84893 04000, 87548 88877
 E-mail: office@syedengg.ac.in, saec@syedengg.ac.in | Web: www.syedengg.ac.in

| S.No. | Agenda Item | Discussion Summary | Action Points | Responsible Person | Deadline |
|-------|--|---|--|--------------------------------|----------------------------|
| | | | Ensure two faculty members from each department attend national-level conferences/workshops by year-end. | All HOD's | June 2025 |
| 5. | Student Feedback & Action Plan | Addressed student concerns related to teaching learning process | Corrective actions to be framed and implemented | All HOD's | Dec 15, 2024 |
| 6. | Review of Placement of Students and training support for career guidance services | Planned for the activities that improves the placement | Various training programmes will be arranged for improving the placement of students | Placement officer | Forthcoming academic year |
| 7. | Organizing Alumni meet | Discussed about the importance of Alumni meet | To conduct alumni meet | Alumni association Coordinator | Mar 15, 2025 |
| 8. | Approval of the value added courses/Add on courses/ certificate programmes courses | Discussed about the value added courses | The Self learning courses offered for II, III and IV year students through Quality improvement cell (QIC) sponsored by Spoken Tutorial team, MHRD, Government of India in association with Anna University (Annexure I) has been approved. | QIC Convener | Forth Coming Academic year |
| 9. | To confirm the | Discussed about the importance | To conduct the audits as per the schedule given by the | Director-Academic | Forth coming year |

SYED AMMAL ENGINEERING COLLEGE



AN AUTONOMOUS INSTITUTION



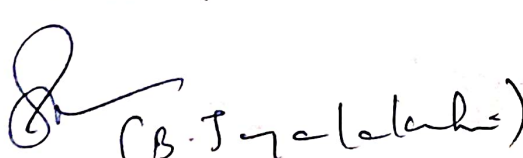
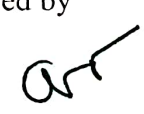
Accredited with 'A' Grade by NAAC

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai | Recognized Under Section 2 (f) and 12 B of the UGC Act 1956 | An ISO 9001:2015 Certified Institution

NBA Accredited UG Courses : CSE, ECE, EEE & MECH | Anna University Approved Research Centres : EEE, CSE, MECH & ECE
 Dr. E.M. Abdullah Campus, Ramanaipuram - 623 502, Tamil Nadu | Ph: 04567 222 234, Mobile: 94873 04000, 84893 04000, 87549 88977
 E-mail: office@syedengg.ac.in, saec@syedengg.ac.in | Web: www.syedengg.ac.in

| S.No. | Agenda Item | Discussion Summary | Action Points | Responsible Person | Deadline |
|-------|---|--|---|--------------------|-------------------|
| | Schedule of Academic audit and approving previous academic audit findings and corrective action | of audits and its findings | Director-Academics | | |
| 10. | Completion of MoE's Innovation Cell activities | Completion of MoE's Innovation Cell activities for the academic year 2023-2024 | | IIC President | Forth coming year |
| 11. | Any Other Item (Accreditation & Outreach) | Discussed accreditation preparedness and planning community outreach programs for social responsibility. | Form an accreditation committee to prepare for the upcoming NAAC accreditation cycle. | Convener-NAAC | Dec 15, 2024 |

IQAC coordinator concluded the meeting by expressing gratitude towards all the members for their active participation, valuable guidance and support.

| | |
|--|---|
| Prepared and Verified by  (B. J. Lalitha) | Approved by  |
| Date 25-7-24 | Date 25/7/24 |



SYED AMMAL ENGINEERING COLLEGE



AN AUTONOMOUS INSTITUTION



Accredited with 'A+' Grade by NAAC

Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai | Recognized Under section 2 (f) and 12 B of the UGC Act 1956 | An ISO 9001:2015 Certified Institution
 NBA Accredited UG Courses - CSE, ECE, EEE & MECH | Anna University Approved Research Centres - EEE, CSE, MECH & ECE
 Dr. E.M. Abdullah Campus, Ramanathapuram - 623 502, Tamil Nadu | Ph: 04567 - 222 234, Mobile: 94873 04000, 84893 04000, 87548 88877
 E-mail: office@syedengg.ac.in, saec@syedengg.ac.in | Web: www.syedengg.ac.in

Members of Internal Quality Assurance Cell

Academic Year 2024-2025 (Term I)

| S.No | Name of the Expert Member | Designation and Address | Role | Signature |
|------|----------------------------|--|--|-----------|
| 1. | Dr. M. Periyasamy | Principal, Syed Ammal Engineering College, Ramanathapuram. | Principal/ Chair- person | |
| 2. | Dr. B. Jayalakshmi | Co-ordinator/ S&H, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College/ Convener | |
| 3. | Dr. Chinnadurai Abdullah | Correspondent, Syed Ammal Engineering College, Ramanathapuram. | Management Representative | |
| 4. | Dr.R.Kavitha | Head /English, Syed Ammal Engineering College, Ramanathapuram | Faculty Member of the College/ Co-Convener | |
| 5. | Dr. G. Mahendran | HOD/ECE, Syed Ammal Engineering College, Ramanathapuram. | Senior Faculty | |
| 6. | Dr. S. Karthikeyan | HOD/MECH, Syed Ammal Engineering College, Ramanathapuram. | Senior Faculty | |
| 7. | Dr. N. Karthikeyan | HOD/CSE, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College | |
| 8. | Dr. R.Nagarajan | HOD/EEE, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College | |
| 9. | Dr. A.Kanmani | Department of CSE, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College | |
| 10. | Prof. G. Palani Selvan | HOD/Civil Engg, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College | |
| 11. | Dr.S.Murugeswari | HOD/BME, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College | |
| 12. | Dr.R.Meikanda Ganesh Kumar | HOD/ MBA, , Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College | |
| 13. | Mr.T.Arun Prasath | Placement Officer, Syed Ammal Engineering College, Ramanathapuram. | Faculty Member of the College | |
| 14. | Dr. K. Karthikeyan | Senior Scientist, ABB Global Service Private Ltd, Chennai. | Alumni | |
| 15. | Mr. B. Samsudeen | Senior Manager, Telstra India Private Limited, Chennai. | Alumni | |
| 16. | Mr.G.Thatchana moorthy | F/O Mr.T.Naveen, IV EEE | Parent | |
| 17. | Mr. S. Dinesh Raja | Managing Director, Smart Ladder Technologies, Chennai. | Employer | |