

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 2023-2024 (Term II)

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
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Internal Quality Assurance Cell (IQAC)

Minutes of meeting

Date of Meeting: 02.04.2024

Venue: Board Room

Time: 12.45 P.M

Agenda for the Meeting:

1. Review of the New Responsibilities Post-Autonomous Status
2. Implementation of Revised Curriculum as an Autonomous Institution
3. Formation of Examination Cell and Reforms in Examination Procedures
4. Strategies for Enhancing Academic and Administrative Audit (AAA)
5. Quality Benchmarking and Establishment of Academic Best Practices
6. Introducing Innovative Teaching-Learning Methods
7. Formation of Sub-committees for Different Aspects of Institutional Development
8. Discussion on Stakeholder Feedback Mechanism
9. Preparation for AQAR for NAAC Accreditation Post-Autonomy
10. Any Other Matters

Proceedings:

1. **Welcome Address:** The meeting commenced with the Chairperson welcoming all members and briefly outlining the purpose of the meeting, especially in light of the recent autonomous status granted to the institution.
2. **Review of New Responsibilities Post-Autonomous Status:**
 - o The Coordinator discussed the institution's increased responsibilities in designing curricula, conducting exams, and setting evaluation methods independently.
 - o Members unanimously agreed that an internal team should be constituted to assess these changes and ensure compliance with guidelines issued by the University Grants Commission (UGC) and other statutory bodies.
3. **Implementation of Revised Curriculum:**
 - o The committee discussed the need to revise the curriculum to meet current industry standards, enhance employability skills, and promote research.
 - o It was decided that each department would submit a draft of their proposed revised syllabus within one month, to be reviewed by a core committee.

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Internal Quality Assurance Cell (IQAC)

4. **Formation of Examination Cell and Reforms:**
 - The discussion focused on forming a dedicated autonomous Examination Cell to oversee examination reforms, including question paper setting, evaluation procedures, and results declaration.
 - A sub-committee was formed to research best practices from other autonomous institutions and draft a comprehensive examination policy.
5. **Academic and Administrative Audit (AAA):**
 - It was resolved that an Academic and Administrative Audit (AAA) would be conducted annually to monitor performance.
 - The IQAC suggested forming an internal audit team as well as hiring external experts to maintain transparency and objectivity.
6. **Quality Benchmarking and Academic Best Practices:**
 - The members discussed setting internal benchmarks for academic excellence and encouraging departments to implement **best practices** in teaching, research, and extension activities.
 - A framework was proposed for periodic monitoring of these benchmarks.
7. **Innovative Teaching-Learning Methods:**
 - To enhance the learning experience, it was proposed to integrate technology-based learning, such as blended learning, online modules, and smart classrooms.
 - A faculty development workshop on modern pedagogical techniques will be organized next month.
8. **Formation of Sub-committees for Institutional Development:**
 - The IQAC members agreed to form various sub-committees for specific aspects of institutional growth, such as **Curriculum Development, Research Innovation, and Industry-Institution Interaction.**
9. **Stakeholder Feedback Mechanism:**
 - It was agreed that a robust **stakeholder feedback system** would be set up to gather input from students, alumni, faculty, and employers.
 - An online feedback portal will be developed for easier access and reporting.
10. **Preparation for AQAR for NAAC Accreditation Post-Autonomy:**
 - The committee discussed the timelines and activities required to prepare for the AQAR for NAAC accreditation, which would now assess the institution as an autonomous entity.
 - A preparatory workshop will be held, and a core team will be formed to manage the accreditation process.
11. **Other Matters:**
 - The Chairperson mentioned the importance of integrating **research activities** with teaching. It was suggested that faculty be encouraged to take up research projects and collaborate with industries for funding.
 - The proposal for signing **MoUs with industries and foreign universities** was discussed, aiming to enhance global learning opportunities for students.

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Internal Quality Assurance Cell (IQAC)

The meeting concluded with a vote of thanks to the Chairperson and all members. The next IQAC meeting was tentatively scheduled during the month July 2024.

Prepared and Verified by 	Approved by 
Date 2.04.24	Date 2/4/24

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27.03.2024

From

The Coordinator – IQAC

Syed Ammal Engineering College

Dear Sir / Madam,

Sub: Invitation to attend the IQAC meeting for the Academic Year 2023-2024(Term II) – reg.

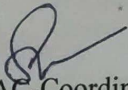
Greetings.

With respect to the subject mentioned above, I would like to invite you to attend the IQAC meeting for the Academic Year 2023-2024(Term II) to be held on 02.04.2024 at 10.00 A.M in the Board Room. I kindly request you to make possible to attend the meeting.

Your Cooperation is highly solicited.

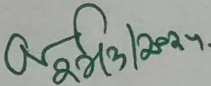
Thank you.

With regards


IQAC-Coordinator

Copy to

Members of IQAC



Principal/Chair Person

Dr. M. PERIYASAMY, M.E.

PRINCIPAL

SYED AMMAL ENGINEERING COLLEGE

RAMANATHAPURAM-623 502.

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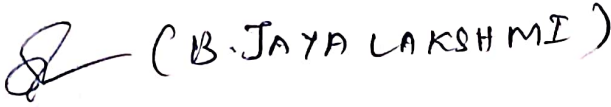

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12.	Approval of the Value Added Courses/Add on Courses/ Certificate Programmes courses	Principal and All HOD's
13.	To confirm the Schedule of Academic audit and approving previous academic audit findings and corrective action	Principal and IQAC Convener
14.	Completion of MoE's Innovation Cell activities	IIC President
15.	Any other points with the permission of chair	IQAC Convener
Prepared and Verified by  (B. JAYA LAKSHMI)		Approved by  Dr. M. PERIYASAMY, M.E., Ph.D.
Date 19.07.23		Date 19/07/23 SYED AMMAL ENGINEERING COLLEGE RAMANATHAPURAM-623 502.

