



# Shree Sathyam College of Engineering and Technology

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

NH-544, Salem - Coimbatore Highways, Kuppanur, Sankari Taluk, Salem - 637301, TamilNadu, India.

Email : principal@shreesathyam.edu.in

Web : www.shreesathyam.edu.in

Phone : 04283 - 244080

Ref: 2023-2024/ODD/IQAC 05

Date: 28.08.2023

## IQAC ACADEMIC MEETING CIRCULAR

On September 1, 2023, at 10.00 AM, IQAC meeting will take place in the Computer Laboratory/CSE Department to discuss the following items to ensure the smooth and effective conduct of academic activities for the ODD Semester of 2023–2024. We advise all committee members to attend the meeting without fail.

### Agenda of the Meeting

Sl. No.	Agenda
1	Commencement of AY: 2023-2024 - ODD Semester Classes
2	Plan of Activities for ODD Semester
3	Academic Activities
4	Faculty Quality Improvement
5	NAAC work progress
6	Value Added Courses Approval
7	NSS/NCC/YRC activities

  
PRINCIPAL

### CC To:

1. PA to Principal
2. Vice Principal
3. IQAC Coordinator
4. ADC Coordinator
5. Exam Cell Coordinator
6. All HoDs (AI&DS, CIVIL, CSE, EEE, ECE, MECHANICAL, CIVIL, S&H, Physical Education)
7. Central Library

**Dr. V. SUJATHA. M.E., Ph.D.,**  
**PRINCIPAL,**  
*Shree Sathyam College of  
Engineering and Technology,  
Kuppanur Post, Sankari Taluk,  
Salem District, Pincode - 637 301.*



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting

Meeting Number: 05	Document ID: 2023-2024/ODD/IQAC 05
Academic Year: 2023-2024	Scheduled Date: 1.09.2023
Venue: Computer Laboratory/CSE Department	Time: 10:00 AM

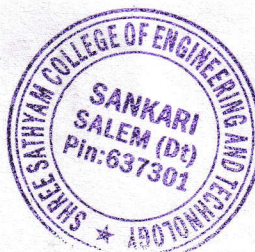
The third meeting of the IQAC was held on September 1, 2023, at 10.00 AM in the Computer Lab of the CSE department. The following internal members attended:

#### LIST OF MEMBERS ATTENDED:

1. Dr. V. Sujatha – Principal – Chair Person
2. Dr. R. Hemalatha – HoD/ECE– IQAC Coordinator
3. Dr. J. Selvi – HoD/CIVIL – Internal Member
4. Dr. P. Subramaniam – HoD/MECH – Internal Member
5. Dr. S. Karthiprem – Prof./CSE – Internal Member
6. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member
7. Mr. S. Arulmurugan – AP/EEE – Internal Member
8. Mr. C. Sasikumar – AP/CSE – Internal Member
9. Mr. S. Ganesh – IV/CSE – Student Representative
11. Mr. S. Prabhakaran – Alumni

#### Agenda of the Meeting

Sl. No.	Agenda
1	Commencement of AY: 2023-2024 - ODD Semester Classes
2	Plan of Activities for ODD Semester
3	Academic Activities
4	Faculty Quality Improvement
5	NAAC work progress
6	Value Added Courses Approval
7	NSS/NCC/YRC activities



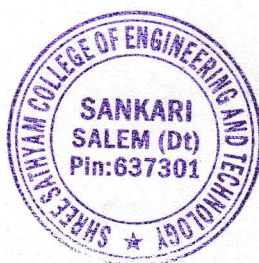


### Discussion and Action Taken Report

The IQAC Chairperson gave a welcome speech to kick off the meeting. She welcomed all of the IQAC members in attendance at the meeting. The discussions included the following points:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	<b>Commencement of AY: 2023-2024 - ODD Semester Classes:</b> Discussion was made on the academic schedule and subject allotment.	The academic schedule for all the UG courses was finalized and circulated to all the students, faculty members, and department heads. Also, course instructors were assigned to all the subjects for the AY 2023-2024 ODD semester.
2	<b>Plan of Activities for EVEN Semester:</b> HoDs were asked to submit the AY: 2023-2024—ODD Semester Department Activities, including the budget.	HoDs submitted the department activities for the AY 2023-2024 ODD Semester with budget details.
3	<b>Academic Activities:</b> Course File submission	All the faculty members were asked by the Principal to submit their course file with required materials to the ADC for the academic audit. Also, the Principal asked the HoDs to instruct their faculty members to provide the course materials and question bank to the students within ten days of opening of the semester classes.
4	<b>Faculty Quality Improvement:</b> Attending FDP, Participating Online courses and Research Article Publishing	Faculty members were instructed to attend ATAL FDP and participate in online courses such as NPTEL, SWAYAM, Coursera, etc. Also, faculty members were directed to publish at least one research article in journals indexed in SCI/Scopus/UGC-CARE per semester.
5	<b>NAAC work progress:</b> Criteria-wise, work progress was discussed.	The NAAC coordinator arranged the meeting to present the criteria-wise work progress of the criteria coordinators. NAAC data templates and SSR preparation were discussed.
6	<b>Value Added Courses Approval:</b> The approval of value-added course titles and contents was discussed.	All departments got value-added course titles and contents approval for the AY 2023-2024 EVEN Semester from the Principal.
7	<b>NSS/NCC/YRC activities:</b> Discussed the NSS, NCC, and YRC's activities.	Reports of activities conducted by the NSS, NCC, and YRC were reviewed.

At 11:45 PM, the IQAC coordinator adjourned the meeting and expressed gratitude.



  
IQAC Chair Person/Principal

**Dr. V. SUJATHA. M.E., Ph.D.,  
PRINCIPAL,**

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Kuppanur Post, Sankari Taluk,  
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Phone : 04283 - 244080

Ref: 2023-2024/ODD/IQAC 06

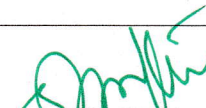
Date: 7.10.2023

## IQAC ACADEMIC MEETING CIRCULAR

On October 10, 2023, at 10.00 AM, IQAC meeting will take place in the Computer Laboratory/CSE Department to discuss the following items to ensure the smooth and effective conduct of academic activities for the ODD Semester of 2023-2024. We advise all committee members to attend the meeting without fail.

### Agenda of the Meeting

Sl. No.	Agenda
1	Academic Activities
2	Industrial & Field visit
3	Internship
4	Advance Learner and Slow Learner List Preparation and related activities
5	Extra-curricular Activities
6	NAAC work Progress

  
PRINCIPAL

### CC To:

1. PA to Principal
2. Vice Principal
3. IQAC Coordinator
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5. Exam Cell Coordinator
6. All HoDs (AI&DS, CIVIL, CSE, EEE, ECE, MECHANICAL, CIVIL, S&H, Physical Education)
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting

Meeting Number: 06	Document ID: 2023-2024/ODD/IQAC 06
Academic Year: 2023-2024	Scheduled Date: 10.10.2023
Venue: Computer Laboratory/CSE Department	Time: 10:30 AM

On 10.10.2023, at 10.30 AM, the IQAC had its fourth meeting in the CSE department's computer lab. The following members were present:

#### **LIST OF MEMBERS ATTENDED:**

1. Dr. V. Sujatha – Principal – Chair Person
2. Dr. R. Hemalatha – HoD/ECE – IQAC Coordinator
3. Dr. J. Selvi – HoD/CIVIL – Internal Member
4. Dr. P. Subramaniam – HoD/MECH – Internal Member
5. Dr. S. Karthiprem – Prof./CSE – Internal Member
6. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member
7. Mr. S. Arulmurugan – AP/EEE – Internal Member
8. Mr. C. Sasikumar – AP/CSE – Internal Member
9. Mr. S. Ganesh – IV/CSE – Student Representative
10. Mr. S. Prabhakaran – Alumni

#### **Agenda of the Meeting**

Sl. No.	Agenda
1	Academic Activities
2	Industrial & Field visit
3	Internship
4	Advance Learner and Slow Learner List Preparation and related activities
5	Extra-curricular Activities
6	NAAC work Progress





### Discussion and Action Taken Report

The Chairperson of IQAC welcomed the members who attended the meeting. The agenda of the meeting was taken for discussion one by one. The discussion and action taken report details were as follows:

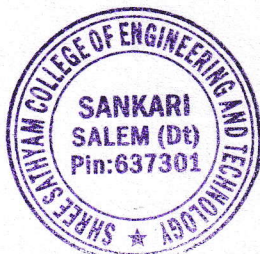
Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	<b>Academic Activities:</b> Minutes of the class committee meetings and the mini project list.	The Principal reviewed both the class committee meeting minutes of all the departments and the mini project list of all the departments.
2	<b>Industry &amp; Field visits:</b> Plans for industry and field visits were discussed.	The Principal asked all HoDs to make industrial visit and field visit arrangements for students for the coming academic year 2023-2024 (EVEN Semester) without fail.
3	<b>Internship:</b> There was conversation over the internship arrangement.	Necessary guidelines were given to HoDs to enrich the internship culture in the department. HoDs were insisted on identifying the companies that are ready to offer the internship to the students for the academic year 2023-2024 (EVEN Semester).
4	<b>Advance Learner and Slow Learner List Preparation and related activities</b>	Principal asked all HoDs to prepare the list of advance learners and slow learners based on their caliber and arrange special coaching for slow learners and encourage advance learners to participate the events conducted by the external institutions.
5	<b>Extra-curricular Activities:</b> There was a discussion about participating and organizing the FDP, workshop, and seminar.	HoDs were asked to instruct their department faculty members to attend FDP, workshops, seminars, and conferences to enrich their knowledge. Also, HoDs were instructed to conduct workshops and seminars for the academic year 2023-2024 (ODD Semester) in their departments.
6	<b>NAAC work Progress:</b>	Criteria wise QIM work was initiated and the guidance was given to the Criteria coordinators by the Principal.

At 11:45 PM, the IQAC coordinator gave a vote of thanks and concluded the meeting.

  
IQAC Chair Person/Principal

**Dr. V. SUJATHA. M.E., Ph.D.,**  
**PRINCIPAL,**

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Phone : 04283 - 244080

Ref: SSCET/IQAC/AM/AF/MC/2023-2024 (EVEN)/01

Date: 20.01.2024

## **IQAC ACADEMIC MEETING CIRCULAR**

On January 22, 2024, at 1.00 p.m., all faculty members meeting will take place in the Seminar Hall to discuss the following items to ensure the smooth and effective conduct of academic activities for the Even Semester of 2023–2024. We advise all faculty members to attend the meeting without fail.

### **Agenda of the Meeting**

Sl. No.	Agenda
1	Commencement of AY: 2023-2024 - EVEN Semester Classes
2	Mentor Mentee Allocation
2	Plan of Activities for ODD Semester
3	Academic Activities
4	Faculty Quality Improvement
5	NAAC work progress
6	Value Added Courses Approval
7	NSS/NCC/YRC activities

**PRINCIPAL**

**Dr. V. SUJATHA. M.E., Ph.D.,  
PRINCIPAL,**

**Shree Sathyam College of  
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Salem District, Pincode - 637 301,**

### **CC To:**

1. Honorable Chairman
2. PA to Principal
3. Administrative Office
4. Vice Principal
5. IQAC Coordinator
6. ADC Coordinator
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting

Meeting Number: 07	Document ID: SSCET/IQAC/AM/AF/MC/2023-2024 (EVEN)/01, dated 20.01.2024
Academic Year: 2023-2024	Scheduled Date: 22.01.2024
Venue: Seminar Hall	Time: 1:00 PM

The First Academic Meeting of the IQAC for the AY: 2023-2024 (EVEN) was held on January 22, 2024, at 1:00 PM in the Seminar Hall. The following internal members attended:

#### LIST OF MEMBERS ATTENDED:

1. Dr. V. Sujatha – Principal – Chair Person
2. Dr. R. Hemalatha – HoD/ECE– IQAC Coordinator
3. Dr. P. Subramaniam – HoD/MECH – Internal Member
4. Dr. S. Karthiprem – Prof./CSE – Internal Member
5. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member
6. Mr. S. Arulmurugan – AP/EEE – Internal Member
7. Mr. C. Sasikumar – AP/CSE – Internal Member
8. Mr. S. Ganesh – IV/CSE – Student Representative
9. Mr. S. Prabhakaran – Alumni

#### Agenda of the Meeting

Sl. No.	Agenda
1	Commencement of AY: 2023-2024 - EVEN Semester Classes
2	Plan of Activities for EVEN Semester
3	Academic Activities
4	Faculty Quality Improvement
5	NAAC work progress
6	Value Added Courses Approval
7	NSS/NCC/YRC activities
8	Mentor Mentee Allocation



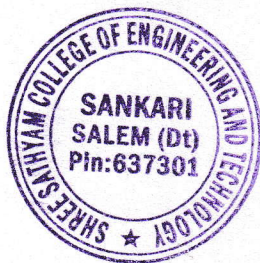


### Discussion and Action Taken Report

The IQAC Chairperson gave a welcome speech to kick off the meeting. She welcomed all of the IQAC members in attendance at the meeting. The discussions included the following points:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	<b>Commencement of AY: 2023-2024 - EVEN Semester Classes:</b> Discussion was made on the academic schedule and subject allotment.	The academic schedule for all the UG courses was finalized and circulated to all the students, faculty members, and department heads. Also, course instructors were assigned to all the subjects for the AY 2023-2024 EVEN semester.
2	<b>Plan of Activities for EVEN Semester:</b> HoDs were asked to submit the AY: 2023-2024 (EVEN) Semester Department Activities, including the budget.	HoDs submitted the department activities for the AY 2023-2024 EVEN Semester with budget details.
3	<b>Academic Activities:</b> Course File submission	All the faculty members were asked by the Principal to submit their course file with required materials to the ADC for the academic audit. Also, the Principal asked the HoDs to instruct their faculty members to provide the course materials and question bank to the students within ten days of opening of the semester classes.
4	<b>Faculty Quality Improvement:</b> Attending FDP, Participating Online courses and Research Article Publishing	Faculty members were instructed to attend ATAL FDP and participate in online courses such as NPTEL, SWAYAM, Coursera, etc. Also, faculty members were directed to publish at least one research article in journals indexed in SCI/Scopus/UGC-CARE per semester.
5	<b>NAAC work progress:</b> Criteria-wise, work progress was discussed.	The NAAC coordinator arranged the meeting to present the criteria-wise work progress of the criteria coordinators. NAAC data templates and SSR preparation were discussed.
6	<b>Value Added Courses Approval:</b> The approval of value-added course titles and contents was discussed.	All departments got value-added course titles and contents approval for the AY 2023-2024 EVEN Semester from the Principal.
7	<b>NSS/NCC/YRC activities:</b> Discussed the NSS, NCC, and YRC's activities.	Reports of activities conducted by the NSS, NCC, and YRC were reviewed.
8	<b>Mentor Mentee Allocation</b>	Mentor-Mentee allocation list has been finalized and approved by the Principal.

At 1:45 PM, the IQAC coordinator adjourned the meeting and expressed gratitude.



IQAC Chair Person/Principal

**Dr. V. SUJATHA. M.E., Ph.D.,**  
**PRINCIPAL,**  
*Shree Sathya College of Engineering and Technology,*  
*Kuppanur Post, Sankari Taluk,*  
*Salem District, Pincode - 637 301.*





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Ref: SSCET/IQAC/AM/AF/MC/2023-2024/02

Date: 20.03.2024

## **IQAC ACADEMIC MEETING CIRCULAR**

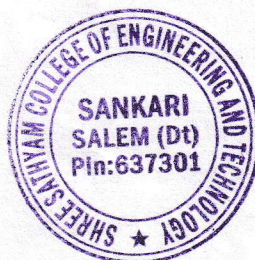
On March 21, 2024, at 1.00 p.m., all faculty members meeting will take place in the Mini Seminar Hall to discuss the following items to ensure the smooth and effective conduct of academic activities for the Even Semester of 2023–2024. We advise all faculty members to attend the meeting without fail.

1. The presence of faculty in the lecture room to conduct classes
2. Collection of class attendance
3. Theory and Practical Classes monitoring
4. Taking action on irregular students
5. Avail leave by faculty & prior alternate class arrangement
6. Lab manual submission
7. Log Book (Theory and Practical) Submission
8. Conduct of Department Faculty Meetings
9. Conduct of the Class Committee Meeting
10. Conduct of the Course Committee Meeting
11. Portion for IAT 1, IAT 2, and Model Examination
12. IAT 1, IAT 2, and Model Examination Question Paper Submission
13. Evaluation and distribution of IAT 1, IAT 2, and Model Examination answer scripts
14. Sending the progress report of IAT 1, IAT 2, and Model Examination to the parents
15. Result analysis meeting, Slow learner identification and arranging special classes
16. Conduct of Project work review meeting and Project work file submission
17. List of Files and Registers to be maintained in Department & Academic Audit

PRINCIPAL

**Dr. V. SUJATHA M.E., Ph.D.,  
PRINCIPAL**

Shree Sathyam College of  
Engineering and Technology  
Sankari, Salem (Dt)-637301



### **CC To:**

- Mail & Hard Copy to: Honorable Chairman
- Mail & Hard Copy to: PA to Principal
- Mail & Hard Copy to: Vice Principal
- Mail & Hard Copy to: IQAC Coordinator
- Mail & Hard Copy to: ADC Coordinator
- Mail & Hard Copy to: Exam Cell Coordinator
- Mail & Hard Copy to: All HoDs (AI&DS, CIVIL, CSE, EEE, ECE, MECHANICAL) & Librarian
- Mail to: All Faculty Members





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Ref: SSCET/IQAC/AM/AF/MC/2023-2024/02

Date: 21.03.2024

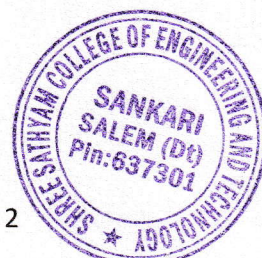
### IQAC Academic Meeting Minutes

Meeting Number: 08	Document ID: 2023-2024/EVEN/IQAC 08
Academic Year: 2023-2024	Scheduled Date: 21.03.2024
Venue: Mini Seminar Hall	Time: 1:00 PM

On March 21, 2024, at 1.00 PM, the IQAC had its seventh meeting in the Mini Seminar Hall. All faculty members were attended this meeting.

### Agenda of the Meeting

Sl. No.	Agenda
1.	The presence of faculty in the lecture room to conduct classes
2.	Collection of class attendance
3.	Theory and Practical Classes monitoring
4.	Taking action on irregular students
5.	Avail leave by faculty & prior alternate class arrangement
6.	Lab manual submission
7.	Log Book (Theory and Practical) Submission
8.	Conduct of Department Faculty Meetings
9.	Conduct of the Class Committee Meeting
10.	Conduct of the Course Committee Meeting
11.	Portion for IAT 1, IAT 2, and Model Examination
12.	IAT 1, IAT 2 and Model Examination Question Paper Submission
13.	Evaluation and distribution of IAT 1, IAT 2, and Model Examination answer scripts
14.	Sending the progress report of IAT 1, IAT 2, and Model Examination to the parents
15.	Result analysis meeting, Slow learner identification and arranging special classes
16.	Conduct of Project work review meeting and Project work file submission
17.	List of Files and Registers to be maintained in the Department & Academic Audit

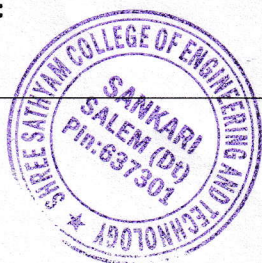




## Discussion and Action Taken Report

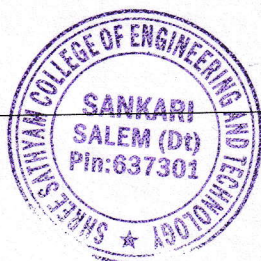
The Vice Principal Mrs. Maria Dhayana Latha welcomed the members who attended the meeting. The agenda of the meeting was taken for discussion one by one. The discussion and action taken report details were as follows:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1.	<b>The presence of faculty in the lecture room to conduct classes:</b>	Faculty members who are having first-hour classes must be <u>available in the class room at 9.20 a.m.</u> Also, faculty members who have classes must be <u>present outside the classroom before 5 minutes</u> of the prescribed class timings.
2.	<b>Collection of class attendance:</b>	The class advisor/HoD must be collecting the <u>class attendance strength at 9.25 a.m.</u> and submit the same to the <u>ADC coordinator desk at 9.45 a.m.</u> every day without fail.
3.	<b>Theory and Practical Classes monitoring:</b>	All HoDs are <u>advised to monitor and visit all seven period classes</u> to ensure faculty availability in the class room for conducting the classes effectively as per the schedule.
4.	<b>Taking action on irregular students:</b>	<ul style="list-style-type: none"> <li>Any student who requests a leave of absence must give the class advisor the <u>leave letter that his or her parent has recommended.</u></li> <li>If any student is not attending the classes regularly for <u>3 working days</u> continuously, the class advisor must report the same to the HoD <u>in person</u> and to the parent via <u>mobile call.</u></li> <li>If any student is not attending the classes regularly for <u>more than 3 working days</u> continuously, the class advisor must send a letter to the parent with the <u>permission of the HoD and the Principal on the same weekend.</u> Also, the student must bring his or her parent to the department to meet the HoD to submit the documents for his or her absence. HoD must take the decision to permit him or her to attend the classes further if the evidence is reasonable.</li> <li>IQAC instructs the class advisor to keep all the required documents in the "Students Leave Details" file..</li> </ul>
5.	<b>Avail leave by faculty &amp; prior alternate class arrangement:</b>	The faculty member who is going to <u>take leave must make prior arrangements</u> for <u>alternate classes to ensure the conduct of classes effectively in his or her absence.</u>



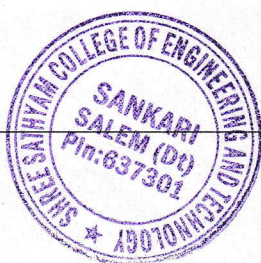


	There was discussion about the Anna University Examination Results Analysis for the Even Semester of the academic year 2022-2023.	IQAC insists on the HoD ensuring faculty availability to conduct the next-day classes and, based on that, sanctioning leave for faculty members. Also, IQAC advises the HoD to maintain a <u>register</u> to record department faculty member <u>absence</u> details and collect the <u>required evidences</u> .
6.	<b>Lab manual submission:</b>	Faculty members who are handling practical subjects are instructed to prepare the laboratory manual based on the list of experiments given in the syllabus with true (experimental) readings, input, output, and graphs (if necessary). Also, they are advised to get the verification and approval signatures from the <u>HoD and Principal, respectively, on or before April 10, 2024</u> . The approved lab manual is to be submitted to the IQAC on or <u>before April 11, 2024</u> .
7.	<b>Log Book (Theory and Practical) Submission:</b>	IQAC instructs the faculty members who are handling theory and practical subjects to submit the <u>log book (theory and practical)</u> to the <u>ADC coordinator desk</u> along with lecture notes (handwritten) of <u>conducted</u> classes subject-wise on the last working day of every week at 4.45 PM for the <u>verification of the Director Academic and the approval of the Vice Principal and Principal</u> .
8.	<b>Conduct of Department Faculty Meetings:</b>	IQAC instructs the <u>HoD to conduct a meeting every Friday at 4.45 PM</u> with department faculty members to discuss the department activities of the <u>upcoming week</u> and <u>feedback received</u> from the students on working days of the current week. Meeting agendas and minutes must be recorded in the <u>Department Faculty Meeting Register (DFMR)</u> by the <u>coordinator of the Department Faculty Meeting</u> . DFMR is to be submitted to the Principal's desk via the Director Academic and Vice Principal for approval by the <u>HoD every Monday at 2.30 PM</u> .
9.	<b>Conduct of the Class Committee Meeting:</b>	IQAC instructs the HoD to conduct a <u>Class Committee meeting class-wise one week before every IAT and model examination</u> . The class committee for a class under a particular branch is normally constituted by the Head of the Department. The class committee shall be constituted within the first week of each semester. Faculty members who are handling subjects for a class, student representatives (two boys and two girls), the class advisor, and the HoD must attend the meeting. HoD is the chairperson of the Class Committee meeting.





		<p>The agendas to be discussed in the CC meeting are as follows:</p> <ol style="list-style-type: none"> <li>1. Portions Coverage (subject wise)</li> <li>2. No. of assignments given, and status of evaluation and distribution.</li> <li>3. No. of unit tests (class tests) conducted and status of evaluation and distribution.</li> <li>4. Status of Question Bank preparation and distribution.</li> <li>5. Status of 2 marks questions with answers document preparation and distribution.</li> <li>6. Students Feedback</li> <li>7. Identifying the slow-learners, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such students.</li> </ol> <p><u>IQAC insists the HoD maintain a separate file to record the Class Committee Meeting Minutes. A minimum of three CC meetings must be conducted per semester.</u></p>
10.	<b>Conduct of the Course Committee Meeting:</b>	<p>Each common theory course offered to more than one discipline or group, shall have a "<u>Course Committee</u>" comprising all the teachers teaching the common course with one of them nominated as the course coordinator. The nomination of the course coordinator shall be made by the Head of the Department depending upon whether all the teachers teaching the common course belong to a single department or to several departments. The 'Course Committee' shall meet in order to arrive at a common scheme of evaluation for the test and shall ensure a uniform evaluation of the tests. <u>Wherever feasible, the Course Committee may also prepare a common question paper for the internal assessment test(s).</u></p> <p>IQAC insists the Course Committee Coordinator record the meeting minutes, get verification and <u>approval from the HOD and Principal, respectively</u>, and keep the same in a file.</p>
11.	<b>Portion for IAT 1, IAT 2, and Model Examination:</b>	<p>Regulation 2021:  IAT 1 – First 2.5 Units  IAT 2 – Second 2.5 Units  Model Exam: All 5 Units</p> <p>Regulation 2017:  IAT 1 – First 1.5 Units  IAT 2 – Second 1.5 Units  IAT 3 – The last 2 Units</p>





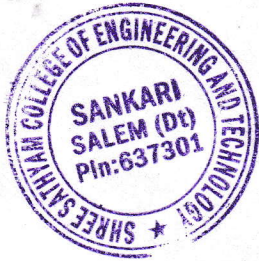
		Model Exam: All 5 Units
12.	<b>IAT 1, IAT 2, and Model Examination Question Paper Submission:</b>	Faculty members who are handling subjects are insisted on submitting the question papers for IAT 1, IAT 2, IAT 3, and the model examination one week prior to the date of the examination to the ADC coordinator with the approval of the HoD without fail.
13.	<b>Evaluation and distribution of IAT 1, IAT 2, and Model Examination answer scripts:</b>	Faculty members who are handling subjects are insisted on evaluating and distributing the answer scripts to the students within 2 working days after the completion of the examination.
14.	<b>Sending the progress report of IAT 1, IAT 2, and Model Examination to the parents:</b>	IQAC advises the class advisor to send the <u>internal assessment exam/model examination progress report</u> to the parents within <u>5 working days after the completion of the examination</u> with the verification of the HoD and the approval of the Principal. (X)
15.	<b>Result Analysis meeting, Slow learner identification and arranging special classes:</b>	<p>IQAC instructs the HoD to make an arrangement for conducting <u>Result Analysis meeting compulsorily</u> fourth working day after completion of examination at 4.45 PM. The following members must be attended the meeting:</p> <ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Vice Principal</li> <li>3. Director Academic</li> <li>4. ADC coordinator</li> <li>5. HoD</li> <li>6. Class Advisor</li> <li>7. Faculty members of subjects concerned</li> </ol> <p>Committee members must discuss and finalize the identification of slow learners and the arrangement of special classes for them in this meeting.</p>
16.	<b>Conduct of Project work review meeting and Project work file submission:</b>	HoDs are advised to <u>conduct the project work review meeting as per the schedule in the presence of the project review committee and submit the project work file</u> to the IQAC within two working days after the completion of the project review meeting, without fail.
17.	<b>List of Files and Registers to be maintained in the Department &amp; Academic Audit:</b>	<p>Annexure 1 provides the list of files and registers that the department is required to maintain compulsorily.</p> <p>IQAC insists the HoDs open the files and registers as per the list in Annexure 1 within 10 working days, as of today, March 21, 2024. (X)</p> <p>IQAC is planning to conduct four academic audits per semester. IQAC plans to conduct the first audit one week prior to the reopening of the semester class. During the</p>





		semester's working days, the remaining three audits must take place. Once the IAT or model examination concludes, conduct the final three audits within 7 working days.
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At 1:50 PM, the IQAC coordinator gave a vote of thanks and concluded the meeting.



*S. Sujatha*  
21/3/24  
IQAC Chair Person/PRINCIPAL  
**Dr. V. SUJATHA M.E., Ph.D.**  
**PRINCIPAL**  
Shree Sathyam College of  
Engineering and Technology  
Sankari, Salem (Dt)-637301

**CC To:**

Mail & Hard Copy to: Honorable Chairman

Mail & Hard Copy to: PA to Principal

Mail & Hard Copy to: Vice Principal

Mail & Hard Copy to: IQAC Coordinator

Mail & Hard Copy to: ADC Coordinator

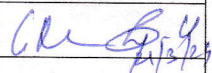
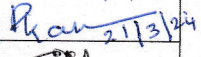

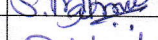
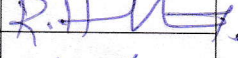
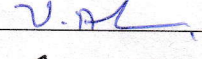
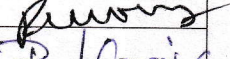
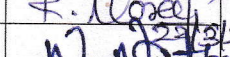
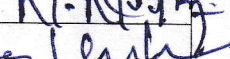
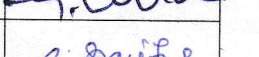
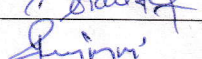
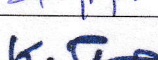
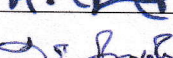
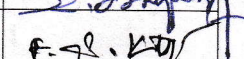
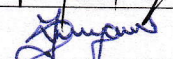
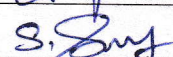
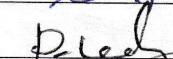
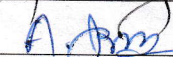
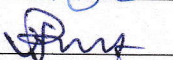
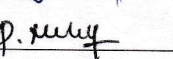
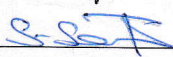
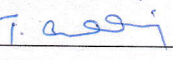

Mail & Hard Copy to: Exam Cell Coordinator

Mail & Hard Copy to: All HoDs (AI&DS, CIVIL, CSE, EEE, ECE, MECHANICAL) & Librarian

Mail to: All Faculty Members



The list of members who attended the meeting is:

Sl. No.	Name of the Faculty	Designation	Department	Signature
1.	Mrs. G. Maria Dhayana Latha	Vice Principal	ECE	
2.	Dr. P. kannan	Professor	ECE	
3.	Dr. G. Kandibam	Professor	SEH	
4.	S. MAHENDIRAN.	AP/ENGUSH-SH	SSH	
5.	Dr. R. Hemelktha	AP/	ECE	
6.	V. ANURADHA	AP/D/CSE & AIDS	CSE & AIDS	
7.	Dr. Rethokusilingam	Professor	SSH	
8.	VASUKI R	AP/ECE	ECE	
9.	N. NANDHINI	AP/ENY	ENYSSH	
10.	G. VENKATESH	AP/CIVIL	CIVIL	
11.	C. Gasi Kumar	AP/CSE	CSE	
12.	A. VaSanthan	AP/Mech	CSE	
13.	K. Preetha	AP/Maths	SSH	
14.	R. Karthikeyan	AP/EEE	EEE	
15.	P. Krishnamoorthi	AP/Mech	Mech	
16.	K. Kanniyarasu	AP/CSE	CSE	
17.	S. SIVAKUMAR	AP/Maths	SSH	
18.	P. KALIYAPPAN	AP/MECH	MECH	
19.	Dr. A. DEVI LAKSHMI	AP/Mech	Mech	
20.	V. RGGNA	CIVIL / Civil	CIVIL	
21.	P. MEENA	AP/E	ECE	
22.	Dr. S. SenthilNathan	AP/Phy	Physics	
23.	Chakravarthi. T	Executive Digital Marketing	Digital Marketing	





# Shree Sathyam College of Engineering and Technology

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

NH-544, Salem - Coimbatore Highways, Kuppanur, Sankari Taluk, Salem - 637301, TamilNadu, India.

Email : principal@shreesathyam.edu.in

Web : www.shreesathyam.edu.in

Phone : 04283 - 244080

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref. SSCET/IQAC/NPTEL/HoDs/MC/2023-2024/03

Date: 14.06.2024

### **CIRCULAR**

Dear HoDs and Faculty members,

I hereby inform you all that the SSCET IQAC is scheduled to conduct a meeting tomorrow morning at 10 AM at the IQAC cell. The agenda of the meeting includes:

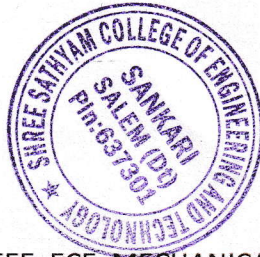
1. NPTEL Course Registration for faculty and students.
2. Incorporating a One-Hour NPTEL Class in the class timetable.
3. Monitoring and Guiding Students for:
  - Course registration
  - Submitting weekly assignments to the NPTEL web portal
  - Exam registration
4. Submitting weekly report to the NPTEL Coordinator

Your presence and cooperation in this meeting are essential for the successful implementation of these initiatives.

*R. An*  
14/06/2024  
\* IQAC CHAIR PERSON/PRINCIPAL

### **CC To:**

1. Honorable Chairman
2. PA to Principal
3. Vice Principal
4. IQAC Coordinator
5. ADC Coordinator
6. Exam Cell Coordinator
7. All HoDs (AI&DS, CIVIL, CSE, EEE, ECE, MECHANICAL) & Librarian
8. All department Notice Boards







# Shree Sathyam College of Engineering and Technology

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Web : www.shreesathyam.edu.in

Phone : 04283 - 244080

Ref: SSCET/IQAC/NPTEL/HoDs/MC/2023-2024/03

Date: 15.06.2024

## **IQAC: NPTEL Course Registration for Faculty and Students Meeting Minutes**

<b>Meeting Number:</b> 08	<b>Document ID:</b> 2023-2024/EVEN/IQAC 08
<b>Academic Year:</b> 2023-2024	<b>Scheduled Date:</b> 15.06.2024
<b>Venue:</b> IQAC	<b>Time:</b> 10:00 AM

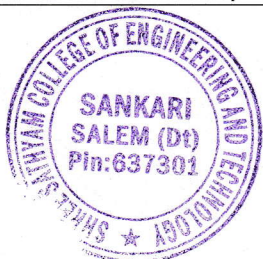
On June 15, 2024, at 10.00 AM, the IQAC had its eighth meeting in the IQAC room. All HoDs and the students of First year ECE and EEE were attended this meeting.

List of Members attended:

Sl. No.	Faculty Name	Designation with Department	Signature
1.	Dr. V. Sujatha	Principal	
2.	Mrs. G. Maria Dhayana Latha	Vice-Principal	
3.	Dr. P. Kannan	IQAC Coordinator	
4.	Mr. S. Arul Murugan	ADC Coordinator	
5.	Dr. R. Hemalatha	HOD/ECE	
6.	Dr. G. Kandiban	HOD/S&H	
7.	Mrs. V. Anuradha	HOD/CSE & AIDS	
8.	Mrs. P. Meena	AP/EEE	
9.	Mr. P. Kaliappan	AP/MECHANICAL	

## **Agenda of the Meeting**

Sl. No.	Agenda
1.	NPTEL Course Registration for faculty and students.
2.	Incorporating a One-Hour NPTEL Class in the class timetable.
3.	Monitoring and Guiding Students for: <ul style="list-style-type: none"><li>Course registration</li><li>Submitting weekly assignments to the NPTEL web portal</li><li>Exam registration</li></ul>
4.	Submitting weekly report to the NPTEL Coordinator
5.	Creating awareness on benefits of NPTEL online course completion among the students community





### Discussion and Action Taken Report

The IQAC Coordinator Dr. P. Kannan welcomed the members who attended the meeting. The agenda of the meeting was taken for discussion one by one. The discussion and action taken report details were as follows:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1.	<b>NPTEL Course Registration for faculty and students:</b>	The IQAC coordinator has urged <b>all Heads of Departments (HoDs)</b> to ensure that all students and faculty members in their departments register for a minimum of one NPTEL course for the July 2024 to December 2024 semester without fail. This initiative is mandatory and aims to foster a culture of lifelong learning and continuous improvement.
2.	<b>Incorporating a One-Hour NPTEL Class in the class timetable.</b>	<p><b>Scheduled NPTEL Classes:</b> To facilitate this initiative, each department is required to incorporate a one-hour NPTEL class into the timetable for the upcoming semester. This class will be scheduled on either Monday or Tuesday during the last hour of the day. During this hour, NPTEL videos will be played, and students are expected to participate actively.</p> <p><b>Responsibilities:</b>  <b>Department Heads:</b> Ensure that the NPTEL class is included in the timetable and monitor participation.  <b>Class Advisors/Department NPTEL Coordinator:</b> Arrange for the necessary resources and setup to play NPTEL videos during the scheduled hour and ensure students' attendance and engagement.</p>
3.	<b>Monitoring and Guiding Students for:</b> <ul style="list-style-type: none"> <li>Course registration</li> <li>Submitting weekly assignments to the NPTEL web portal</li> <li>Exam registration</li> </ul>	<p><b>Department Heads</b> Monitor and guide students for: Course registration, Submitting weekly assignments to the NPTEL web portal and Exam registration with the coordination of Class Advisors and NPTEL Department Coordinator.</p> <p><b>Class Advisors/ NPTEL Department Coordinator:</b></p> <ul style="list-style-type: none"> <li>Ensure students' attendance and engagement.</li> <li>Oversee the effective completion of the above tasks.</li> <li>Provide support and assistance to both faculty and students throughout the process.</li> </ul>





4.	<b>Submitting weekly report to the NPTEL Coordinator:</b>	The IQAC coordinator instructed the <b>Department Heads</b> to submit the attendance report detailing student's participation in the NPTEL hour and weekly assignment submission, along with score details, to the IQAC cell on the last working day of each week, following the prescribed format.
5.	<b>Creating awareness on benefits of NPTEL online course completion among the students community:</b>	All <b>Department Heads</b> are requested to create awareness about the benefits of NPTEL online course completion among the student community of their respective departments. To kick-start this initiative, the IQAC coordinator has conducted a meeting with first-year students of the EEE and ECE departments at 11:15 AM on the same day in their classroom to highlight these benefits.

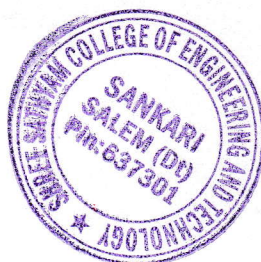
At 10:30 AM, Mrs. G. Maria Dhayana Latha, Vice-Principal gave a vote of thanks and concluded the meeting.

  
**IQAC Chair Person/PRINCIPAL**

**Dr. V. SUJATHA. M.E., Ph.D.,**  
**PRINCIPAL,**  
 Shree Sathyam College of  
 Engineering and Technology,  
 Kuppanur Post, Sankari Taluk,  
 Salem District, Pincode - 637 301.

**CC To:**

1. Honorable Chairman
2. PA to Principal
3. Vice Principal
4. IQAC Coordinator
5. ADC Coordinator
6. Exam Cell Coordinator
7. All HoDs (AI&DS, CIVIL, CSE, EEE, ECE, MECHANICAL) & Librarian
8. All department Notice Boards







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Email : principal@shreesathyam.edu.in

Web : www.shreesathyam.edu.in

Phone : 04283 - 244080

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 24.06.2024

### CIRCULAR

Dear HoDs and Faculty members,

I am writing to provide you with an important update regarding our upcoming event documentation requirements. It is imperative that the event coordinator submits the event conducted details file within three working days of the event's completion.

The event conducted details file should contain the following items:

1. Permission Request Letter
2. Circular
3. Event Brochure/Banner (Hardcopy original or color printout of soft copy)
4. Event Report, which includes a description of the event agenda items with the required number of photos, including GeoTAG information.
5. List of Participants with their signatures.
6. Event Participation Certificate Sample or Appreciation Certificate or Letter received from the external body/institution.
7. Event Budget Proposal and Expenditure Details
8. Evidence of the event conducted: Advertisement in Social Media

Please ensure that all the required documents are compiled accurately and submitted within the stipulated time frame. Your cooperation in this matter is crucial for maintaining our records and ensuring compliance with institutional requirements.

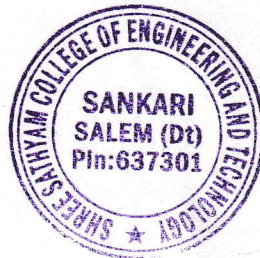
If you have any questions or need further clarification, do not hesitate to contact me.

Thank you for your attention and prompt action on this matter.

  
IQAC CHAIR PERSON/PRINCIPAL

#### CC To:

1. Honorable Chairman
2. PA to Principal
3. Vice Principal
4. IQAC Coordinator
5. ADC Coordinator
6. Exam Cell Coordinator
7. All HoDs (AI&DS, CIVIL, CSE, EEE, ECE, MECHANICAL) & Librarian
8. All department Notice Boards



**Dr. V. SUJATHA. M.E., Ph.D.,**  
**PRINCIPAL,**  
*Shree Sathyam College of  
Engineering and Technology,  
Kuppanur Post, Sankari Taluk,  
Salem District, Pincode - 637 301.*



1) ECE / HOD - R.H.V. 24/6/24

2. CSE & AIEDS / HOD - V.A. 24/6/24

3. EEE / HOD / Y. Srin

4. V. REGNA / CIVIL - ~~Dr~~

5. V. REGNA / ANECCI - ~~Dr~~

6. ~~Dr~~ - S. ARUN MURUGAN

Excell, ADC

7. D.A. GURUMOORTHY. P.D.

I/c. Librarian Three days.

Photo copy send to Soundarajan.

DA Gurum

8. IQAC - Ra 24/6/2024 (Dr. P. Kannan)

9. D.A. GURUMOORTHY. P.D.

Department of Phy. Edu.

DA Gurum

10. C. Maria Dhayana C.M. 24/6/24