Ref: SSCET/IQAC/AM/AF/MC/2024-2025 (ODD)/01   **Date:** 10.07.2024

IQAC ACADEMIC MEETING CIRCULAR

We will convene a meeting for all faculty members in the Seminar Hall on July 22, 2024, at 10.30 a.m. to discuss the following topics, with the aim of ensuring the smooth and effective conduct of academic activities for the Odd Semester of AY: 2024–2025. We advise all faculty members to attend the meeting without fail.
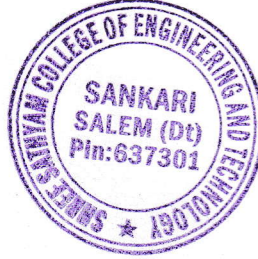
Agenda of the Meeting

1. Institution Academic Calendar Preparation for the Odd Semester of AY: 2024-2025
2. Department Academic Calendar Preparation for the Odd Semester of AY: 2024-2025
3. Subject Allocation, Faculty Workload and Department Time Table for the Odd Semester of AY: 2024-2025
4. Budget Proposal submission to the Principal by HoD for the Odd Semester of AY: 2024-2025
5. Department Library Establishment
6. Department Laboratory equipments and furniture requirements
7. Review on conducting co-curricular and extracurricular activities for the students semester wise for the AY: 2024-2025(ODD) (Conduct of Workshop, Seminar, Symposium, Conference, etc.)
8. Department Advisory Committee (DAC) Members Nomination and Conduct of First DAC meeting
9. Review the curriculum gap filling and content beyond syllabus activities for all semester courses for the AY: 2024-2025 (ODD). (Arranging Industrial Visit and Internship, and conduct of Value Added Courses)
10. Review on signing MoU with Industries and Esteemed Educational Institutions
11. Research Enhancement initiatives: a) Research Proposal Submission to Funding Agencies and Consultancies. b) Research Article Publications by the Faculty members
12. The presence of faculty in the lecture room to conduct classes
13. Collection of class attendance
14. Theory and Practical Classes monitoring
15. Taking action on irregular students
16. Avail leave by faculty & prior alternate class arrangement
17. Lab manual submission
18. Log Book (Theory and Practical) Submission
19. Conduct of Department Faculty Meetings
20. Conduct of the Class Committee Meeting
21. Conduct of the Course Committee Meeting
22. Portion for IAT 1, IAT 2, and Model Examination
23. IAT 1, IAT 2, and Model Examination Question Paper Submission
24. Evaluation and distribution of IAT 1, IAT 2, and Model Examination answer scripts
25. Sending the progress report of IAT 1, IAT 2, and Model Examination to the parents

26. Result analysis meeting, Slow learner identification and arranging special classes
27. Conduct of Project work review meeting and Project work file submission
28. List of Files and Registers to be maintained in Department & Academic Audit
29. FDP/Workshop/Seminar Participation of Faculty members
30. Any other points, with the permission of the Chair, Minutes of meeting.

PRINCIPAL

Cc To:

1. PA to Principal
2. IQAC Coordinator
3. All Heads of Department
4. Department of Physical Education
5. 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.

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.
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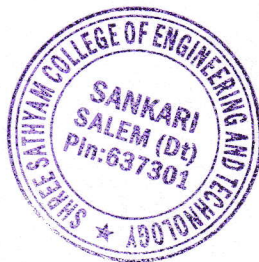## NTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of IQAC Meeting

Meeting Number: 09	Document ID: SSCET/IQAC/AM/AF/MC/2024-2025/01, dated 10.07.2024
Academic Year: 2024-2025	Scheduled Date: 22.07.2024
Venue: Seminar Hall	Time: 10.30 AM

The First Academic Meeting of the IQAC for the AY: 2024-2025 (ODD) was held on July 22, 2024, at 10:30 AM in the Seminar Hall. The following internal members attended:

LIST OF MEMBERS ATTENDED:

1. Dr. V. Sujatha – Principal – Chair Person
2. Dr. P. Kannan – HoD/ECE– IQAC Coordinator
3. Dr. S. Selvarajan – Prof.&Research Director, Gnanamani Engg. College – External Member
4. Dr. S. Mahendran – HOD/EEE – Internal Member
5. Dr. P. Subramaniam – HoD/MECH – Internal Member
6. Dr. S. Karthiprem – Prof./CSE – Internal Member
7. Dr. S. Muthukrishnan – Asso. Prof/EEE - Internal Member
8. Mr. S. Arulmurugan – AP/EEE – Internal Member
9. Mr. C. Sasikumar – AP/CSE – Internal Member
10. Mr. S. Ganesh – IV/CSE – Student Representative
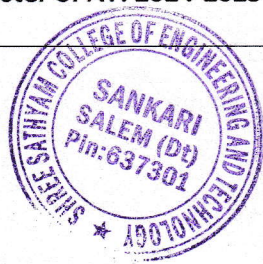11. Mr. A. Ashwinraj – II/AI&DS
12. Mr. S. Prabhakaran – Alumni

3

Agenda of the Meeting

1. Institution Academic Calendar Preparation for the Odd Semester of AY: 2024-2025
2. Department Academic Calendar Preparation for the Odd Semester of AY: 2024-2025
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30. Any other points, with the permission of the Chair, Minutes of meeting.
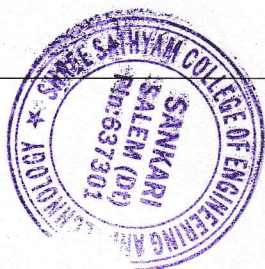
Discussion and Action Taken Report

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.	**Institution Academic Calendar Preparation for the Odd Semester of AY: 2024-2025**	Discussion on the preparation of the academic calendar for the odd semester, ensuring all important dates are marked.

		Action Taken: Faculty members to submit tentative schedules by 15.07.2024.
2.	**Department Academic Calendar Preparation for the Odd Semester of AY: 2024-2025**	Focus on preparing department-specific schedules aligning with institutional academic calendar. Action Taken: Heads of Departments (HoD) to review and submit by 17.07.2024.
3.	**Subject Allocation, Faculty Workload and Department Time Table for the Odd Semester of AY: 2024-2025**	Discussion on the fair distribution of subjects among faculty members. Action Taken: HoD to finalize subject allocation and prepare timetable by 18.07.2024.
4.	**Budget Proposal submission to the Principal by HoD for the Odd Semester of AY: 2024-2025**	Discussion on the department budget requirements. Action Taken: HoD to submit proposals to the Principal by 20.07.2024.
5.	**Department Library Establishment**	Discussed the requirements and space allocation for the department library. Action Taken: Faculty to submit list of required books to the HoD by 22.07.2024.
6.	**Department Laboratory Equipment and Furniture Requirements**	Discussed the need for lab equipment and furniture for upcoming semester. Action Taken: HoD to compile a list and submit by 23.07.2024.
7.	**Review on conducting co-curricular and extracurricular activities for the students semester-wise for the AY: 2024-2025 (ODD)**	Plans for workshops, seminars, symposiums, and conferences. Action Taken: Faculty to propose co-curricular and extracurricular activities by 25.07.2024.
8.	**Department Advisory Committee (DAC) Members Nomination and Conduct of First DAC Meeting**	Discussion about DAC members for academic and administrative guidance. Action Taken: HoD to form DAC and organize first meeting by 30.07.2024.
9.	**Review of Curriculum Gap Filling and Content Beyond Syllabus Activities for all Semester Courses for the AY: 2024-2025 (ODD)**	Discussion on arranging industrial visits, internships, and value-added courses. Action Taken: Faculty members to submit plans by 05.08.2024.
10.	**Review on signing MoU with Industries and Esteemed Educational Institutions**	Discussion on collaboration with industries and institutions. Action Taken: HoD to propose potential partners by 10.08.2024.
11.	**Research Enhancement Initiatives**	a) Research Proposal Submission to Funding Agencies and Consultancies. b) Research Article Publications by the Faculty Members.
12.	**The Presence of Faculty in the Lecture Room to Conduct Classes**	Ensuring punctuality and presence of faculty in class. Action Taken: HoD to monitor and report irregularities.
13.	**Collection of Class Attendance**	Discussion on proper maintenance of class attendance records. Action Taken: Faculty to ensure daily attendance collection and submission to HoD.

14.	Theory and Practical Classes Monitoring	Discussed monitoring of class sessions and practicals. Action Taken: Faculty members to ensure proper execution and feedback to HoD.
15.	Taking Action on Irregular Students	Identifying and addressing irregular students. Action Taken: Faculty to report irregular attendance by 20.07.2024.
16.	Avail Leave by Faculty & Prior Alternate Class Arrangement	Policy on leave applications and alternate class arrangements. Action Taken: Faculty to submit leave requests 2 days in advance.
17.	Lab Manual Submission	Discussed submission of lab manuals for all courses. Action Taken: Faculty to submit manuals by 25.07.2024.
18.	Log Book (Theory and Practical) Submission	Discussed the importance of maintaining log books for theory and practicals. Action Taken: Faculty to ensure log book submissions by 30.07.2024.
19.	Conduct of Department Faculty Meetings	Scheduled departmental faculty meetings for the semester. Action Taken: HoD to schedule and ensure monthly meetings.
20.	Conduct of the Class Committee Meeting	Discussion on conducting regular class committee meetings. Action Taken: Faculty to organize and report minutes by 10.08.2024.
21.	Conduct of the Course Committee Meeting	Scheduled course committee meetings for curriculum-related discussions. Action Taken: Faculty to hold meetings by 15.08.2024.
22.	Portion for IAT 1, IAT 2, and Model Examination	Discussion on the portion to be covered for internal and model exams. Action Taken: Faculty to submit portions before 3 days from the scheduled date.
23.	IAT 1, IAT 2, and Model Examination Question Paper Submission	Discussed preparation and submission deadlines for exams. Action Taken: Faculty to submit question papers to the exam cell coordinator before 7 days from the scheduled date.
24.	Evaluation and Distribution of IAT 1, IAT 2, and Model Examination Answer Scripts	Discussed the evaluation process and timely distribution of answer scripts. Action Taken: Faculty to complete evaluation and distribution by 30.07.2024.
25.	Sending the Progress Report of IAT 1, IAT 2, and Model Examination to the Parents	Plan to communicate student progress to parents. Action Taken: Faculty to send reports within 7 days once the examination is over.
26.	Result Analysis Meeting, Slow Learner Identification and Arranging Special Classes	Identifying slow learners and organizing special classes. Action Taken: Faculty to arrange extra classes by 10.08.2024.

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27.	**Conduct of Project Work Review Meeting and Project Work File Submission**	Review and submission of project work. Action Taken: Faculty to conduct review meetings by 15.08.2024.
28.	**List of Files and Registers to be Maintained in Department & Academic Audit**	Discussed the documentation for academic audits. Action Taken: HoD to maintain records and ensure submission by 20.08.2024.
29.	**FDP/Workshop/Seminar Participation of Faculty Members**	Encouraged faculty participation in professional development programs. Action Taken: Faculty to submit participation details by 25.08.2024.

At 12:50 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,
Shree Sathyam College of
Engineering and Technology,
Kuppanur Post, Sankari Taluk,
Salem District, Pincode - 637 301.

Cc To:
1. PA to Principal
2. IQAC Coordinator
3. All Heads of Department
4. Department of Physical Education
5. Central Library

1) ECE/HOD - R.H. [signature] 17/7/24.

2) V. Reena/CIVIL [signature]

3. P. KALIYAPPAN / MECH - [signature]

4. Dr. N. Sivakumar / EEE - [signature]

5. V-ANURADHA / CSE & AI&DS and Exam cell [signature] N. Ab 1917 [signature]

6. ADC [signature] S. ARUL MURUGAN

7. Library [signature] (N. SUNDARARAJAN) 19/07/24
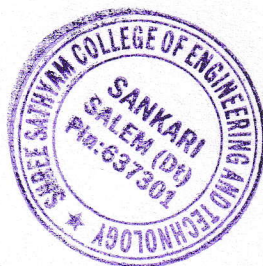
8. Asst. PD [signature] (Karthikeyan)

9. IQAC [signature] 19/7/2024

Shree Sathyam
College of Engineering and Technology
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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

20-08-2024

Ref. No.: SSCET/PD/QPI/AY: 2024-25/01

CIRCULAR

This is to inform you that all faculty members meeting with the Principal and the Management of Shree Sathyam College of Engineering and Technology have been scheduled at the Principal's cabin on August 21, 2024, at 4:00 PM.

Meeting Agenda

1. Promoting a pleasant working environment and culture within the campus.
2. Assigning specific roles and responsibilities to faculty members of various departments to ensure the smooth functioning and efficient management of academic, research, and administrative activities for the Academic Year 2024-25.
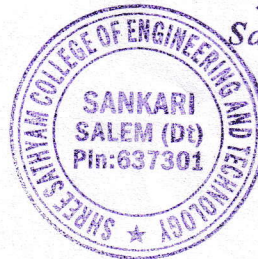
Your presence is essential, and we advise all faculty members to attend this meeting without fail.

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.

Copy to:

1. Chairman Office

2. Administrative Office

3. IQAC

4. ADC

5. All the Heads of Departments

6. Department of Physical Education

7. Main Library

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20-08-2024

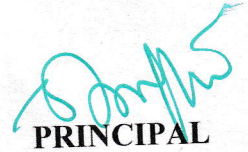**Ref. No.: SSCET/PD/QPI/AY: 2024-25/01**

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Meeting Agenda

1. Promoting a pleasant working environment and culture within the campus.
2. Assigning specific roles and responsibilities to faculty members of various departments to ensure the smooth functioning and efficient management of academic, research, and administrative activities for the Academic Year 2024-25.

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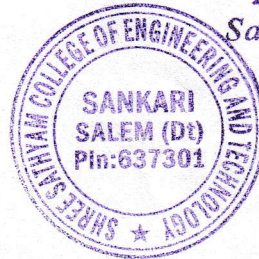
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20-08-2024

Ref. No.: SSCET/PD/QPI/AY: 2024-25/01

CIRCULAR

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1. Promoting a pleasant working environment and culture within the campus.
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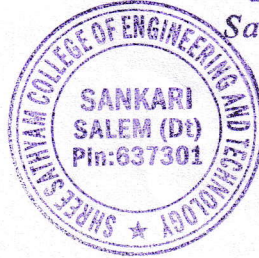
PRINCIPAL

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20-08-2024

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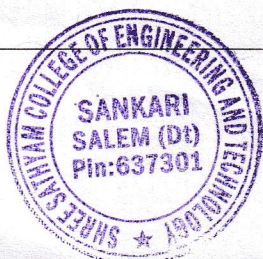
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PRINCIPAL

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

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21-08-2024

Ref. No.: SSCET/PD/QPI/AY: 2024-25/01

Minutes of the Meeting

On August 21, 2024, at 4.00 PM, the Principal had all faculty members meeting with the Management of Shree Sathyam College of Engineering and Technology in the Principal's cabin. All faculty members were attended this meeting.

Agenda of the Meeting

1. Promoting a pleasant working environment and culture within the campus.

2. Assigning specific roles and responsibilities to faculty members of various departments to ensure the smooth functioning and efficient management of academic, research, and administrative activities for the Academic Year 2024-25.
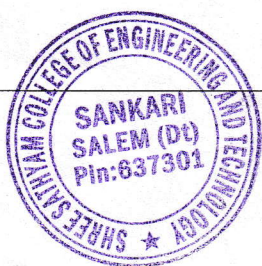
Discussion and Action Taken Report

The Honorable Chairman Dr. V. Bala Krishnan welcomed the faculty 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:
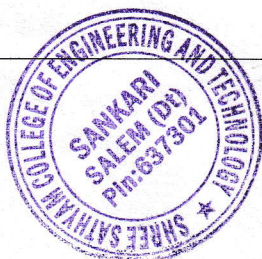
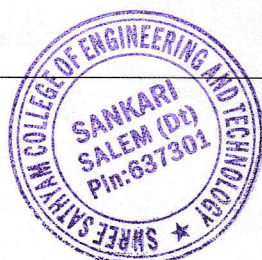| Item No.	Name of the item with Discussion	Responsibility and Action Taken
1.	Promoting a pleasant working environment and culture within the campus: The following points were discussed by the Chairman Dr. V. Bala Krishnan to promote a pleasant working environment and culture within the campus.	
1.1	Introduction of Newly Joined Faculty Members	The honorable Chairman introduced the newly joined faculty members to the attendees. The new faculty members were welcomed and briefly introduced to the existing faculty. Dr. C. Sivakandhan – Prof/Mechanical Dr. K. Muthuvel - AP/EEE Mr. K. Tamilan - AP/Mechanical Mr. A. Ashok Kumar - AP/EEE Mr. S. Gokula Krishnan - AP/Mechanical Ms. S. Elavarasi - AP/EEE Ms. R. Arthi – AP/ECE Mr. R. Karthikeyan – AP/Civil Mrs. S. Rubika –Lecturer/CSE
1.2	Feedback on Faculty Conflicts	The Principal addressed concerns regarding conflicts among faculty members reported over the last 30 days. Emphasizing the need

1/7

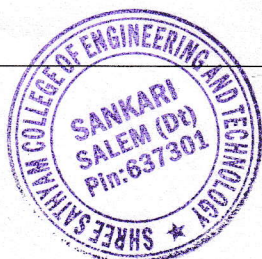| | | | for harmony within the faculty, the following actions were decided:

Hierarchy Protocol: Faculty members are advised to follow the proper hierarchy when seeking a meeting with the Principal. This ensures that issues are addressed through appropriate channels, promoting order and efficiency.

Mutual Respect: Young faculty members are reminded to show respect towards their senior colleagues, recognizing their experience and contributions. Simultaneously, senior faculty members are encouraged to respect those who have more station seniority, even if they are younger in age.

Promoting a Positive Work Culture: It was reiterated that mutual respect and understanding are key to maintaining a positive and collaborative work environment. All faculty members are expected to adhere to these guidelines for the betterment of the campus culture. |
| 1.3 | Students Care | | To implement this effectively, here's how it could be structured:

Dedicated Time for Parent Interaction: Allocate specific times each week for HoDs or Class Advisors to reach out to parents. This can be done via phone calls, emails, or even scheduled virtual meetings.

Positive Communication: When discussing a student's progress, focus on positive aspects first. Highlight improvements, achievements, and strengths before discussing areas that need attention.

Feedback and Action Plan: Encourage two-way communication where parents can also provide feedback or share any concerns they have. Based on this feedback, create action plans to support the student further.

Documentation: Maintain a Parent Interaction/Feedback Register in each department, class-wise. This register should document the date, time, mode of communication, topics discussed, and any agreed-upon actions. This record will help track the progress and ensure follow-up. |

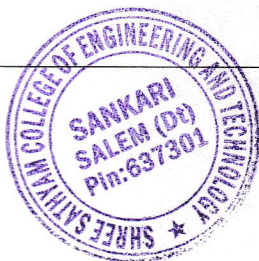|		
		Holistic Approach: Ensure that the interactions cover not only academic performance but also personal development and career guidance, providing a well-rounded support system.
1.5	HoDs can implement to create unity and ensure smooth conduct of their departments	It's essential for Heads of Departments (HoDs) to foster a positive and collaborative environment among faculty members. When HoDs maintain good relationships and smooth conduct with their department members, it can lead to a more cohesive and productive department. Here are some strategies HoDs can implement to create unity and ensure smooth conduct: Encourage open and transparent communication within the department. Regular meetings where faculty members can express their ideas, concerns, and suggestions can help build trust and unity. Be approachable and supportive. Faculty members should feel comfortable seeking guidance or discussing any issues with the HoD. Ensure that all decisions, whether related to teaching assignments, promotions, or resource allocation, are made fairly and transparently. Avoid favoritism, and base decisions on clear, objective criteria. Address conflicts or misunderstandings promptly and effectively. Encourage faculty members to resolve differences in a respectful and constructive manner.
1.6	Advance Preparation for Lectures	Timely Communication: Faculty members should be informed well in advance about their teaching schedules and departmental activities. This allows them ample time to prepare their lecture notes and ensure they are ready for the next day's classes. Teaching Aids: Encourage the use of both traditional (chalk and board) and modern (digital board) teaching methods. This hybrid approach caters to different learning styles and enhances student engagement. Quality of Lecture Notes: Faculty members should ensure that their lecture notes are clear, concise, and well-structured. These notes should cover key concepts, examples, and references, providing a comprehensive guide for students. Regular Review: HoDs can periodically review lecture materials to ensure they align with the curriculum and departmental standards.

1.7	Leave Policy and Class Arrangements	**Prior Leave Submission:** Faculty members should submit their leave forms in advance, except in emergencies. The form should be approved by both the HoD and the Principal, ensuring that the leave is properly documented.
		Alternate Arrangements: It's essential for faculty members to make alternate class arrangements before going on leave. This ensures that students' learning is not disrupted and that the classes are covered by another qualified faculty member.
		Administrative Coordination: Ensure that the leave form, once approved, is promptly submitted to the administrative office to keep the department's records up-to-date.
1.8	Systematic Work Expectations	**Consistency:** Faculty members should adhere to systematic and consistent work habits. This includes punctuality, thoroughness in teaching, and timely completion of assigned tasks.
		Documentation: Faculty should maintain proper records of their academic and departmental activities, ensuring that their work is organized and can be reviewed when necessary.
		Professional Development: Encourage continuous learning and professional development. Faculty members should stay updated with the latest teaching methodologies, subject knowledge, and department protocols.
1.9	The department can create a respectful, professional, and positive work environment	**Respect for Privacy:** Encourage faculty members to respect their colleagues' privacy and personal boundaries. Remind them that everyone has the right to manage their personal and career activities without interference.
		Avoid Gossip: Gossip can be damaging and create a toxic work environment. Make it clear that spreading rumors or engaging in gossip is unprofessional and unacceptable. Encourage open communication and direct discussions if issues arise, rather than resorting to gossip.
		No Spy Activities: Make it clear that spying on colleagues or trying to monitor their activities inappropriately is against the department's code of conduct. Such behavior not only undermines trust but also creates a hostile work environment.
		Report Issues Appropriately: If faculty members have concerns about someone's behavior or performance, they should

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		address these concerns through the appropriate channels, such as discussing them with the HoD or using formal complaint procedures, rather than engaging in covert activities.
1.10	Establishing a structured approach to address student-related concerns	Ensuring that parents follow the proper communication channels and that issues are addressed at the department level can help resolve problems more effectively and avoid unnecessary escalations. Inform Parents of Procedures: During parent orientation or through official communication channels, clearly explain the protocol for addressing concerns. Parents should be informed that they need to follow the correct chain of command, starting with the department, before approaching the Principal. Mentor as the First Point of Contact: Encourage parents to initially communicate any concerns or issues with their ward's assigned mentor. The mentor, who knows the student well, can often resolve issues at an early stage. Involve the HoD When Necessary: If the issue cannot be resolved by the mentor, it should be escalated to the Head of the Department (HoD). The HoD can then assess the situation, involve relevant faculty members if needed, and work towards a resolution within the department.
1.11	Timely Arrival of College Bus	Strict Schedule Enforcement: The college administration should coordinate with the transportation team to ensure that all college buses arrive on campus before 9:20 AM. Regular checks and communication with bus drivers can help maintain punctuality.
1.12	Encouragement for PhD Registration	Faculty members without a PhD should be encouraged to start their registration process for pursuing a PhD.
1.13	Enhancing Research Activities	Publication in Reputed Journals: Faculty members should be encouraged to publish their research in highly refereed journals.
1.14	Online Courses for Knowledge Enhancement	Faculty members should be encouraged to continuously update their knowledge by completing online courses from recognized platforms such as NPTEL, Coursera, edX, or other reputable sources. Provide access to these platforms and consider offering financial support for course fees.
1.15	NAAC Criteria Compliance	Coordinators' Requirements: NAAC criteria-wise coordinators should regularly submit their requirements for the upcoming

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		peer team visit. These requirements could include documentation, infrastructure, academic records, or any other resources necessary to meet NAAC standards. Implementation of Requirements: Once the requirements are submitted, the administration should work with coordinators to implement them promptly. Regular follow-up meetings can ensure that everything is on track for the peer team visit.
1.16	Department Cleanliness	Maintain Cleanliness Standards: HoDs are advised to ensure that their departments are kept clean and organized. This not only creates a positive environment for learning but also reflects well during inspections and peer visits. Assign Responsibilities: Consider assigning cleanliness responsibilities to staff or faculty members, rotating the task so that everyone is involved. Regular inspections and feedback can help maintain high standards of cleanliness.
1.17	Collecting feedback from students about faculty members	Collecting feedback from students about faculty members is essential for improving teaching quality, understanding students' needs, and fostering a positive learning environment. A well-structured feedback system can provide valuable insights into faculty members' approach, behavior, class conduct, and care for students. Student Feedback Register: Create a standardized feedback register for each class or department. The register should include sections for recording student feedback on various aspects, such as faculty approach, behavior, class conduct, care, and any additional comments. The student feedback register should be submitted to the Principal every 15 days.
1.18	Acknowledging Contributions towards admission	To ensure successful admission work, it's crucial that all faculty members contribute effectively during the third counseling process. Dr. N. Sivakumar, as the Admission Director, should clearly outline the specific roles and responsibilities of each faculty member in the third counseling session.
1.19	Avoiding derogatory comments	Faculty members are strictly advised not to engage in any form of body shaming or derogatory comments related to a person's appearance, size, or physical attributes. This applies to interactions with both students and colleagues.

| 1.20 | Ensuring a desired overall pass percentage in the upcoming semester University exams | The faculty members assure Management that they will achieve an overall pass percentage of 45% in the upcoming semester's university exams. |
| 2 | Assigning specific roles and responsibilities to faculty members of various departments to ensure the smooth functioning and efficient management of academic, research, and administrative activities for the Academic Year 2024-25. | Respected Principal Dr. V. Sujatha welcomed the Chairman and the faculty members, who attended the meeting once again and assigned specific roles and responsibilities to faculty members of various departments. Note: Refer Annexure 1. |

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

Copy to:

1. Chairman Office

2. Administrative Office

3. IQAC

4. ADC

5. All the Heads of Departments

6. Department of Physical Education

7. Main Library

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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

21-08-2024

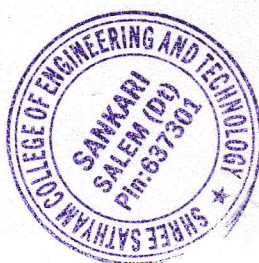**Ref. No.: SSCET/PD/QPI/AY: 2024-25/01**

Attendees of the Meeting

Sl. No.	Name of the Faculty	Designation	Department	Signature
1.	Dr. V. Sujatha	Principal	ECE	
2.	Mrs. C. Mani Dhayaro Citl	VP	ECE	
3	Dr. P. kannan	Professor	ECE	
4.	Dr. C. Sivakandhan	professor	Mech	
5.	Mr. D. KALIYAPPAN	Asst. Profess	MECH	
6.	A. ASHOK KUMAR	AP	EEE	
7.	V. ANURADHA	HOD	AIDS/CSL	
8.	M. PRESITHA AARTHI	AP	CSE	
9.	K. Tamilan	AP	Mech	
10	Dr. R. CHOKWALANGAN	PROFESSOR	PHY S&H	
11	S. SIVAKUMAR	AP	Maths	
12.	P. MEENA	AP/ECE	ECE	
13.	Dr. R. HEMALATHA	HOD	BME	
14.	Dr. G. Kandiban	HOD/S&H	S&H	
15.	Mr. A. Vadanthan	AP/Maths	AI&DS	
16	Mrs. G. SALAMMAL	AP/TAMIL	S & H	
17.	S. MAHENDIRAN.	AP/ENGLISH	S & H	
18.	S. Aruna	Lab Tech/ECE	ECE	
19.	V. Reena	Lab Tech/Civil	CIVIL	
20	N. Soshidararajan	LIBRARIAN	LIBRARY	
21.	R. ARTHI	AP/ECE	ECE	
22	Dr. K. Muthuvel	AP/EEE	EEE	
23	ELAVARASI S	AP/EEE	EEE	
24	DA GURUMOORTHI.	P.D.	Phy. Edu.	
25	J. Christy Gnana Soundari	D. Warden	Girls Hostel	
26.	K. Uma	Asst Librarian	—	
27	R. Karthikeyan	AP/civil	Civil	
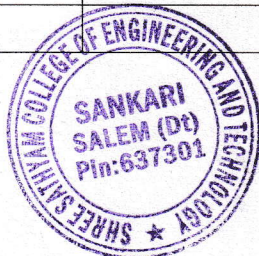
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Ref: SSCET/IQAC/AM/AF/MC/AY: 2024-2025 (ODD)/02   **Date:** 01.10.2024

IQAC ACADEMIC MEETING CIRCULAR

We will convene a meeting for all faculty members in the Computer Lab of the CSE department on 5th October, 2024, at 10.30 AM to discuss the following agendas, to ensure the smooth and effective conduct of Research and IPR activities for the ODD Semester of AY: 2024–2025. We advise all faculty members to attend the meeting without fail.

Agenda of the Meeting

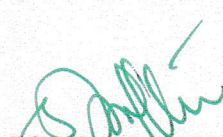| Sl. No.	Agenda
1	Review of the minutes of the previous meeting
2	Research and Journal Publication
3	Academic Administrative Audit
4	Staff Development Programme
5	Encourage students to publish research articles
6	Patents work especially for the design patents
7	NAAC work Progress

PRINCIPAL

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

CC To:
1. Administrative Office
2. IQAC Coordinator
3. ADC Coordinator
4. Exam Cell Coordinator
5. All HoDs (AI&DS, CIVIL, CSE, EEE, ECE, MECHANICAL, CIVIL, S&H, Physical Education)
6. Central Library
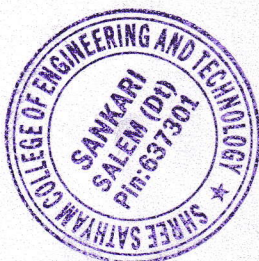
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INTERNAL QUALITY ASSURANCE CELL (IQAC)
Minutes of IQAC Meeting

Meeting Number: 10	Document ID: 2024-2025/ODD/IQAC
Academic Year: 2024-2025	Scheduled Date: 5.10.2024
Venue: Computer Laboratory/CSE Department	Time: 10:30 AM

On 5th October, 2024, at 10.30 AM, the IQAC had its meeting in the CSE department's computer lab. The following members were present:

LIST OF MEMBERS ATTENDED:

Sl. No.	Name of the staff	Designation	Responsibility
1	Dr. V. Sujatha	Principal	Chair Person
2	Dr.P.Kannan	HoD/ ECE	IQAC Coordinator
3	Dr. S.Mahendran	HoD/ ECE	Internal Member
4	Dr. S. Selvarajan	Professor & Research Director, Gnanamani Engineering College	External Member
5	Dr. J. Selvi	HoD/CIVIL	Internal Member
6	Dr. C.Sivakandhan	HoD/MECH	Internal Member
7	Dr. S. Karthiprem	Prof./CSE	Internal Member
8	Dr. S. Muthukrishnan	Asso. Prof/EEE	Internal Member
9	Mr. S. Arulmurugan	AP/EEE	Internal Member
10	Mr. C. Sasikumar	AP/CSE	Internal Member
11	Mr. S. Ganesh	IV/CSE	Student Representative
12	Mr. S. Prabhakaran	Lab Instructor	Alumni

Agenda of the Meeting

Sl. No.	Agenda
1	Review of the minutes of the previous meeting
2	Research and Journal Publication
3	Academic Administrative Audit
4	Staff Development Programme
5	Encourage students to publish research articles
6	Patents work especially for the design patents
7	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:
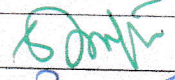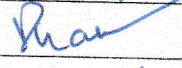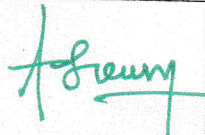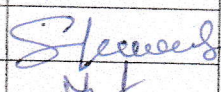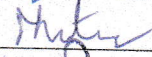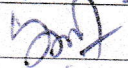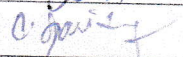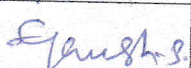
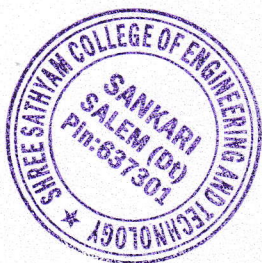| Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	Review of the minutes of the previous meeting	The minutes of the previous IQAC meeting were reviewed and confirmed
2	Research and Journal Publication	It is suggested to improve the quality and quantity of the journal publication and improve the number of research and consultancy activities.
3	Academic Administrative Audit	Internal AcademicAdministrative Audit is planned for odd & Even semester
4	Staff Development Programme	It is decided to conduct a Staff Development Programme for Teaching and Non-Teaching Staffs
5	Encourage students to publish research articles	Students are to be encouraged to publish research articles through their projects done with the support of industries.
6	Patents work especially for the design patents	Faculty members are asked to focus on the patent work, especially for the design patents
7	NAAC work Progress: Discussion made on NAAC work progress.	SSR preparation progress work was reviewed criteria-wise.

At 12:15 PM, the IQAC coordinator gave a vote of thanks and concluded the meeting.
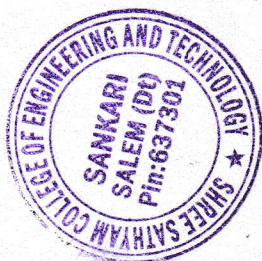
IQAC Chair Person/Principal
Dr. V. SUJATHA. M.E.,Ph.D.,
PRINCIPAL,
Shree Sathyam College of
Engineering and Technology,
Kuppanur Post, Sankari Taluk,
Salem District, Pincode - 637 301.

Members Attendance list

Sl. No.	Name of the staff	Designation	Responsibility	Signature
1	Dr. V. Sujatha	Principal	Chair Person	
2	Dr.P.Kannan	HoD/ ECE	IQAC Coordinator	
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IQAC Chair Person/Principal

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Ref: SSCET/IQAC/AM/AF/MC/AY: 2024-2025 (EVEN)/01   **Date:** 29.01.2025

IQAC ACADEMIC MEETING CIRCULAR

We will convene a meeting for all faculty members in the Computer Lab of the CSE department on 30th January, 2025, at 10 AM to discuss the following agendas, to ensure the smooth and effective conduct of academic activities for the EVEN Semester of AY: 2024–2025. We advise all faculty members to attend the meeting without fail.

Agenda of the Meeting

1.	Commencement of AY: 2024-2025 - 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 and other extra activities

PRINCIPAL

Dr. V. SUJATHA. M.E.,Ph.D.,
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Shree Sathyam College of
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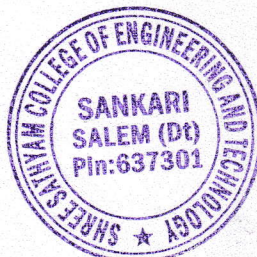## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: ᴵᴵ	Document ID:2024-2025/EVEN/IQAC 01
Academic Year: 2024-2025	Scheduled Date: 30.01.2025
Venue: Computer Laboratory/CSE Department	Time: 10:00 AM

The Academic Year 2024-2025 (EVEN) First meeting was held on January 30th, at 10.00 AM in the Computer Lab of the CSE department. The following internal members attended:

LIST OF MEMBERS ATTENDED:

Sl. No.	Name of the staff	Designation	Responsibility
1	Dr. V. Sujatha	Principal	Chair Person
2	Dr.P.Kannan	HoD/ ECE	IQAC Coordinator
3	Dr. S.Mahendran	HoD/ ECE	Internal Member
4	Dr. S. Selvarajan	Professor & Research director, Gnanamani Engineering College	External Member
5	Dr. J. Selvi	HoD/CIVIL	Internal Member
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7	Dr. S. Karthiprem	Prof./CSE	Internal Member
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9	Mr. S. Arulmurugan	AP/EEE	Internal Member
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Agenda of the Meeting

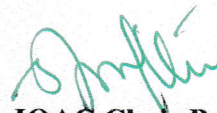| Sl. No.	Agenda
1	Commencement of AY: 2024-2025 - EVEN Semester Classes
2	Plan of Activities for EVEN Semester
3	Academic Activities
4	Faculty Quality Improvement
5	NAAC work progress
6	Value Added Courses Approval
7	NSS/NCC/YRC and other extra activities

Discussion and Action Taken Report

The IQAC Chairperson gave a welcome speech to kick off the meeting. She welcomed all of the IQAC members who were attending the meeting. The discussions included the following points:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	**Commencement of AY: 2024-2025 - EVEN Semester Classes:** Discussion was made on the academic schedule and subject allotment.	The finalized academic schedules for all UG courses have been given out to department heads, faculty members, and students. Additionally, for the AY 2024–2025 EVEN semester, course instructors were allocated to all of the subjects.
2	**Plan of Activities for EVEN Semester:** HoDs were asked to submit the AY: 2024-2025(EVEN) Semester Planned Department Activities.	The planned department activities and budget details for the AY 2024–2025 EVEN Semester were provided by the HoDs.
3	**Academic Activities:** Course File submission	The principal instructed that all faculty members send their course files to the ADC for the academic audit, along with the documentation required. Additionally, the Principal requested that the HoDs instruct their faculty members to give the students the course materials and question bank within ten days of the semester's start of classes.
4	**Faculty Quality Improvement:** Attending FDP, Participating in Online courses,conferences and Research Articles Publishing	Faculty members were directed to take part in online courses like NPTEL, SWAYAM, Coursera, conferences and others, as well as to attend ATAL FDP. Additionally, faculty members were instructed to publish a minimum of one research article per semester in journals that are indexed by SCI/Scopus/UGC-CARE.
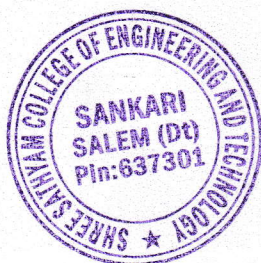
5	**NAAC work progress:** Criteria-wise, work progress was discussed.	The meeting was set up by the NAAC coordinator to give an update on the criteria coordinators' work progress.
6	**Value Added Courses Approval:** The approval of value-added course titles and contents was discussed.	The principal approved the value-added course titles and contents for all departments for the AY 2024–2025 EVEN Semester.
7	**NSS/NCC/YRC and other co-curricular and extra-curricular activities:** Discussed the NSS, NCC, and YRC's and other 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.
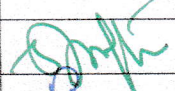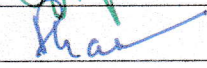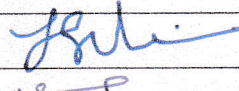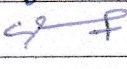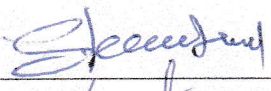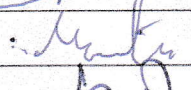
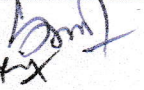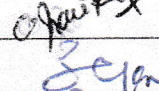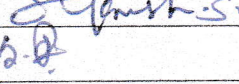**IQAC Chair Person/Principal**

Dr. V. SUJATHA. M.E.,Ph.D.,
PRINCIPAL,
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Kuppanur Post, Sankari Taluk,
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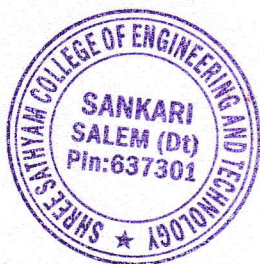
Members Attendance list

Sl. No.	Name of the staff	Designation	Signature
1	Dr. V. Sujatha	Chair Person	
2	Dr.P.Kannan	IQAC Coordinator	
3	Dr. S.Mahendran	Internal Member	
4	Dr. S. Selvarajan	Professor & Research Director, Gnanamani Engineering College	External Member
5	Dr. J. Selvi	Internal Member	
6	Dr. C.Sivakandhan	Internal Member	
7	Dr. S. Karthiprem	Internal Member	
8	Dr. S. Muthukrishnan	Internal Member	
9	Mr. S. Arulmurugan	Internal Member	
10	Mr. C. Sasikumar	Internal Member	
11	Mr. S. Ganesh	Student Representative	
12	Mr. S. Prabhakaran –	Alumni	

IQAC – Head

PRINCIPAL

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