



## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF IQAC MEETING held on 17.03.2021

SSIT/IQAC/MoM/2020/01

#### Agenda

- Constitution of AQAR 2020-21 steering committee. ✓
- Conduct of BoS meeting and approval of curriculum and syllabi for all programme.
- Review of revised NAAC SSR format for second cycle accreditation.
- AICTE internship/Research and Development/Grants/Funded project proposals/MoUs for faculty and students.

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#### Members Attended

|                     |                             |                      |   |
|---------------------|-----------------------------|----------------------|---|
| Dr. K.Palanikumar   | Principal                   | Dr.C.R Senthilnathan | IQAC Coordinator                        |
| Dr.S.Murali         | IQAC/ NAAC Coordinator      | Mr.K.Muruganandham   | Thermal Energy systems                  |
| Dr.S.Rajarajan      | IQAC Coordinator            | President            | Poonthandalam village panchayat         |
| Mr.Poornachandra    | Entrepreneur                | Mr.S.Sujay Sudarshan | CEO, Professional Elevators,<br>Chennai |
| Mr.R.Sivakumar      | FRESA Technologies, Chennai | Mr. A. Anabazhagan   | Head – EEE                              |
| Dr.S.Murali         | Head – Mechanical           | Dr. B.Sreedevi       | Head – CSE                              |
| Dr. G.Thamaraiselvi | Head – ECE                  | Mrs. Ramya           | Head – Civil                            |
| Dr.V.Brindha Devi   | Head- IT                    | Mr.V.Selvakumar      | Head – MBA                              |
| Mr.V.Balaji         | Head – S & H                | Dr.TNM.Tharinnimai   | Senior Librarian                        |
| Dr.Ranjith          | PD                          | Ms.D.Pushgara Rani   | Co-Coordinator                          |
| Ms.S.Deivanayagi    | Co-Coordinator              | M.Harish             | Student/BE- CSE                         |
| C.Dlip Viswaraj     | Student/BE-MECH             | V.Meenalochini       | Student/BE- IT                          |
| Haran Vigneshwaran  | Student/ BE- ECE            | S.Shri Shayam Sundar | Student/BE- EEE                         |
| S.Dhanush           | Student/ BE- CIVIL          |                      |   |







| S.No | Agenda Points   | Points Discussed   | Decision taken  | Action Required                                       | Responsibilities and Target dates |
|------|---|--|---|---|-----------------------------------|
| 1    | Pending issues from the previous review meeting   | NIL  |   |   |                                   |
| 2    | Review and redefine autonomous curriculum and syllabi for the academic year 2021-2022                                 | It is decided to revise and refine the curriculum and syllabi for the academic year 2021-2022  | Board of studies meeting to be conducted by each department           | To discuss with the Department HoDs                   | HoDs.<br>BY MARCH 2021            |
| 3    | Conduct of seminar/workshop/ National conferences/ International conferences in all departments with the theme of SDG | It is decided to organize seminar/workshop/ National conferences/International conferences in all departments with the theme of SDG                            | All HoDs are requested to take necessary initiative                   | HoDs of all departments confirm the dates and events. | HoDs.<br>MAY 2021                 |
| 4    | Conduct of student satisfaction survey for the academic year 2020-2021  | IQAC Co-ordinator is requested to restructure the survey questionnaire to incorporate on institutional quality aspects and to conduct online survey during the | IQAC and NAAC Coordinators are requested to take necessary initiative | IQAC Coordinator, NAAC Coordinator and HoDs need to   | IQAC Coordinator and              |







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|------|---|---|---|--|------------------------------------|
|      |   | month of June 2021  |   | finalize the questionnaire   | NAAC Coordinator.<br><br>JUNE 2021 |
| 9    | Conduct of two days NAAC sponsored workshop | It is decided to submit a proposal to NAAC for conducting two days national workshop. | IQAC Coordinator is requested to submit the proposal. | IQAC Coordinator is requested to decide on the pre requisite for the conduct of the workshop | IQAC Coordinator<br><br>SEP 2021   |

IQAC – Coordinator

PRINCIPAL

