



# Selvam College of Technology

Accredited by NAAC with "B+" Grade | UGC Recognized 2(f) Status | An ISO 9001:2008 Certified Institution

Date: 07.07.2018

## Minutes of Internal Quality Assurance Cell (IQAC) meeting IV

### Fourth IQAC of meeting minutes:

The internal quality Assurance cell meeting was conducted on **7.7.2018** at 4.30 pm in the conference hall. The members mentioned in the list were present. The meeting started with the welcome address by the IQAC Co-ordinator.

S.no.	Minutes	Responsibilities	Target date	Remarks
1	The IQAC Co-ordinator welcomed the members to the fourth IQAC meeting.	-	-	-
2	All department files should be updated as per NAAC criteria.	Overall and department criterion I/Cs	Continuous for each semester	
3	Planning should be done to bridge the gap between industrial needs and our curriculum.	All Departments	Continuous for each semester	
3	Students should undergo online courses to enhance their knowledge.	Department faculty and Department IQAC members	Continuous for each semester	
4	Paper publication and patent filing by each Department should be improved. Each faculty should publish at least one paper per semester.	Department faculty and Department IQAC members	Continuous for each semester	
5	Research activities must be carried out in each research lab and seed money will be given for innovative ideas by the management as in previous cases.	All Department staff should carry out this work either separately or in association with PG students	Continuous for each semester	
6	ICT enabled Teaching and Learning process should be followed.	All teaching faculty	Continuous for each semester	
7	Mini-Project based learning should be followed for all subjects.	All teaching faculty	Continuous for each semester	
8	Student's seminar should be followed for all subjects.	All teaching faculty	Continuous for each semester	
9	Question paper setting for Terminal	All teaching	Continuous for	

	tests and model examinations should be based on Blooms Taxonomy.	faculty	each semester	
10	To maintain standard and to improve the results Department Heads can check valued papers and Course file verification team can check the course file contents.	Chairperson	Continuous for each semester	
11	Entrepreneur Development cell to motivate the students to develop products and to become entrepreneurs.	EDC I/C and team	Continuous for each semester	
12	While preparing course file the POs, PEOs, PSOs and COs should be defined and mapped properly.	All teaching faculty	Continuous for each semester	
13	All departments should start IEI chapter and they should apply to IEI project funds for both UG and PG courses.	All teaching faculty	Continuous for each semester	
14	IEEE chapter should be renewed. Each Department should find 5 students who are interested to join in IEEE.	All teaching faculty	Continuous for each semester	
15	Each staff should list out the companies which are offering jobs, relevant to their course and the annual perks given by the company.	All teaching faculty	Continuous for each semester	
16	A seminar on NAAC should be conducted for file updating.	IQAC & CDC	Continuous for each semester	
17	Faculty Development program should be conducted about teaching skills before every new academic year.	IQAC & CDC	2017-18 even semester	
18	A motivational program should be arranged for the I year students during I semester.	IQAC & CDC	2017-18 even semester	
19	Students mentoring system should be followed properly.	All teaching faculty	Continuous for each semester	
20	Latest News in Education and vocabulary improvement can be done by providing NEWS paper to students.	All Departments	Continuous for each semester	
21	Hand written notes may be prepared for course file.	All Departments	Continuous for each semester	
22	Change in college vision and mission discussed.	IQAC members	-	
23	In addition to staff log book, class log book should be maintained in the class room to record hourly attendance of students and portion completion details.	All departments	Continuous for each semester	



24	Student's co-curricular activities should be properly planned and carried out by the departments.	All departments	Continuous for each semester	
25	Three Class Committee meeting should be conducted by each department per semester.	All departments	Continuous for each semester	
26	Industrial visit should be arranged by each department to provide industrial exposure to students.	All departments	Continuous for each semester	
27	Course Committee meetings should be conducted for common courses as per Anna University regulation.	All departments	Continuous for each semester	
28	Anti ragging squad should be formed as per the norms.	Principal	Once in a year	
29.	External Expert Committee includes the following members: 1. Mr.Rajendran Dandapani, Director, Zoho corporation private limited, Chennai. 2. Mr.V.P.Ponnusamy, General Manager, HR, Renault Nissan, Chennai. 3. Mr.P.Shanmugam, Senior Associate, HR, CTS, Chennai. 4. Ms.V.Dhivya, Founder & Director, Agro Green Bio-Life, Coimbatore. 5. Mr.C.John Stephen Raj, Senior-HR, Manager, DR Enterprises & automotive private limited, Chennai. 6. MR.Nazar Muhammed, Manager, HR, Hexaware technologies, Chennai. 7. Mr.Aravind Govindaraj, Business Consultant, UTL Technologies, Bangalore.	All departments		

**Signature of the members**

**Chairperson:** Dr. A.Natarajan, Principal, SCT

**Senior administrative officers**

1. Mr.N. Ramesh kumar, Office Superintendent, SCT
2. Mr.M. Navaladi, Accountant, SCT

**College members**

1. Dr.R.Sasikumar Director/Research

2. Dr.M.Gopinath HoD/Bio-tech *M. Gopinath 7.7.15*
3. Mr.P.Balaganesh HoD/CIVIL *P. Balaganesh*
4. Mrs.R.Bhuvaneshwari HoD/CSE *R. Bhuvaneshwari*
5. Mrs.N.Padmapriya HoD/ECE *N. Padmapriya*
6. Mrs. K. Vidyavathi HoD/EEE *K. Vidyavathi*
7. Mr.S.Arumugam HoD/Mech *S. Arumugam*
8. Mrs.K.Sahira banu HoD/Chemistry *K. Sahira banu*
9. Mr.P.Periasamy HoD/Maths *P. Periasamy*
10. Mr.R.Senthil kumar HoD/Physics *R. Senthil kumar*
11. Ms. M.Ranjane HOD/English *M. Ranjane*
12. Mr.N.Prasannan Head/CDC *N. Prasannan*
13. Mr.R.Arulmurugesh/ Librarian *R. Arulmurugesh*
14. Mr.A.S.Ramesh /Physical Director *A. S. Ramesh*

**Management member:**

Dr.B.Kaveithra Nandhini, Secretary, SCT *B. Kaveithra Nandhini*

**Student and Aluminus:**

1. Selvan.S.Venkatesan III CSE *S. Venkatesan*
2. Selvan.D.Gokul III EEE *D. Gokul*
3. Selvan.K.Balaji (ECE Alumnus) *K. Balaji*
4. Selvan C.Naresh (CSE Alumnus) *C. Naresh*

**External Experts:**

1. Mr. Arvind Business Head *Arvind*
2. Mr. M. Selva kumar Team Manager – HR *M. Selva kumar*
3. Mr. C. John Stephen Raj Sr. Executive HR *C. John Stephen Raj*
4. Mr. V. Sivasubramanian General Manger &HR *V. Sivasubramanian*
5. Mr. Nazar Manager-HR *Nazar*
6. Mr.K.Muruga Boopathi, Assistant General Manager *K. Muruga Boopathi*
7. Dr. S.Ayyappan, Assistant Professor *S. Ayyappan*

**Parent**

1. Mrs. V.Vasanthi, M/O V.Jothika III EEE



P. Meenimeelai  
27.7.18

**IQAC Co-Ordinator**  
**Selvam College of Technology,**  
**Namakkal - 637 003, T.N.**

**Copy Submitted to:**

1. The Chairman/Secretary
2. The Principal/Office

**Copy to**

1. IQAC file
2. Individual Members



**Principal/Chairperson**  
**Dr. A. Natarajan, M.E., Ph.D.,**  
**Principal**  
**Selvam College of Technology,**  
**Namakkal-637 003, TN.**