



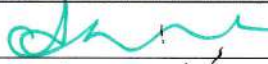
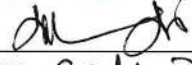
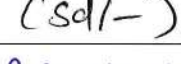
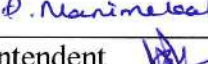

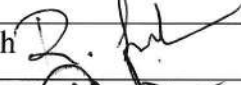

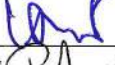
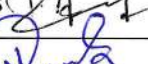
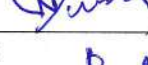


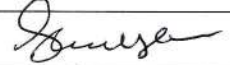
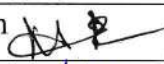
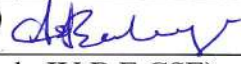

Internal Quality Assurance Cell IQAC Meeting Circular

Date: 4.6.2019

Venue: Principal chamber

Agenda :

1. IQAC refinement
2. Students academic enrichment
3. Teaching learning enhancement
4. Question paper settings

S.No	Title	Faculty members/Head/Parent
1	Chairperson	Dr. A.Natarajan, Principal 
2	Co-ordinator	Dr.K.Vidyavathi., HoD/ECE 
3	Member	Dr.B.Kaviethra Nandhini, Secretary (Sd/-) 
4	Member	Dr.P.Manimekalai, Dean/Academic 
5	✓Member	Mr.N.Ramesh kumar, Office Superintendent 
6	Member	Mr.M.Navaladi, Accountant
7	Member	Dr.R.Sasikumar Director/Research 
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17	Member	Dr.S.Ayyappan, Assistant Professor
18	Member	Selvi S.P.Sofiya IV B.E ECE 
19	Member	Selvan M.Ramesh IV B.E Mech 
20	Member	Mr.A.Balaji (Biotech – Alumnus) 
21	Member	Mr.Thiyakarajan, Parent (T.Prakash, IV B.E CSE) 





Internal Quality Assurance Cell IQAC Meeting


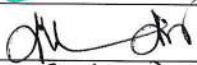
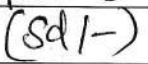

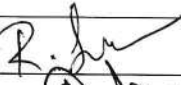


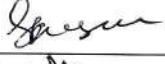


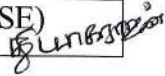
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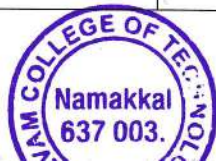
Venue : Principal chamber

Minutes of 1 st Internal IQAC Meeting:

The IAQC reframed the committee for the academic year 2019-2020 in the month of June. This is the first monthly internal IQAC meeting conducted for this academic year and the following points were discussed in this meeting.

- The IQAC team was reframed
- Importance, features and roles of NAAC were presented to new members of IQAC
- Guidelines for updating AQAR report have been presented
- Implementation of change in college vision and mission was discussed
- To enhance the students' knowledge, NPTEL online courses were suggested by the members.

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10	Member	Mr.R.Senthil kumar HoD/Physics 
14	Member	Mr.Arvind, Business Head
15	Member	Mr.M.Selva Kumar, Team Manger - HR
18	Member	Dr.S.Ayyappan, Assistant Professor
19	Member	Selvi S.P.Sofiya IV B.E ECE 
20	Member	Selvan M.Ramesh IV B.E Mech 
21	Member	Mr.A.Balaji (Biotech - Alumnus) 
22	Member	Mr.Thiyakarajan, Parent (T.Prakash, IV B.E CSE) 




Dr. A. Natarajan, M.E., Ph.D.,
Principal

Principal





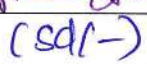
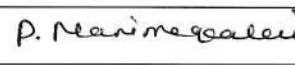


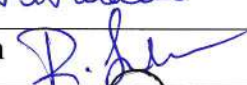

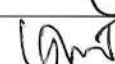
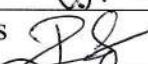


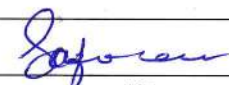
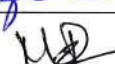
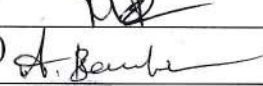
Internal Quality Assurance Cell IQAC Meeting Circular

Date: 13 .8.2019


Venue: Conference hall

Agenda :

1. Faculty academic development
2. Academic year Budget Preparation
3. Teaching learning enhancement
4. ISO internal and external audit

S.No	Title	Faculty members/Head/Parent
1	Chairperson	Dr. A.Natarajan, Principal 
2	Co-ordinator	Dr.K.Vidyavathi., HoD/ECE 
3	Member	Dr.B.Kaviethra Nandhini, Secretary (SD/-) 
4	Member	Dr.P.Manimekalai, Dean/Academic 
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15	Member	Mr.M.Selva Kumar, Team Manger - HR
16	Member	Mr.V.Sivasubramanian, General Manager & HR
17	Member	Dr.S.Ayyappan, Assistant Professor
18	Member	Selvi S.P.Sofiya IV B.E ECE 
19	Member	Selvan M.Ramesh IV B.E Mech 
20	Member	Mr.A.Balaji (Biotech – Alumnus) 
21	Member	Mr.Thiyakarajan, Parent (T.Prakash, IV B.E CSE)




Dr. A. Natarajan, M.E., Ph.D.



Internal Quality Assurance Cell IQAC Meeting


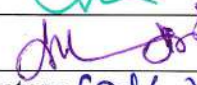
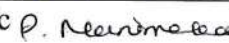
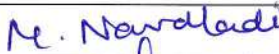

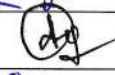




Date: 14.8.2019

Venue: Conference hall

Minutes of 2 nd Internal IQAC Meeting:

This is the second monthly internal IQAC meeting conducted for this academic year 2019-2020 and the following points were discussed in this meeting.

- The courseware plan has been reviewed and approved to be carried out for the even semester also
- ISO internal and external audits have been planned to be conducted in the month of January.
- The chairperson asked faculty members to attend workshops, seminars FDPs organized by AICTE, ICTACT, IITs ,etc..
- The feedbacks of stakeholders, alumni, Parent, suggestion box and Industrialists for the odd semester were submitted and reviewed. It was suggested to continue for the even semester

S.No	Title	Faculty members/Head/Parent
1	Chairperson	Dr. A.Natarajan, Principal 
2	Co-ordinator	Dr.K.Vidyavathi., HoD/ECE 
3	Member	Dr.B.Kaviethra Nandhini, Secretary (sd/-)
4	Member	Dr.P.Manimekalai, Dean/Academic 
6	Member	Mr.M.Navaladi, Accountant 
7	Member	Dr.R.Sasikumar Director/Research 
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Dr. A. Natarajan, M.E., Ph.D.,
Principal




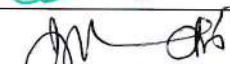

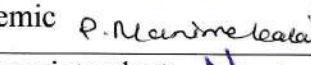
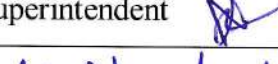






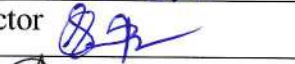

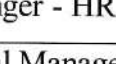
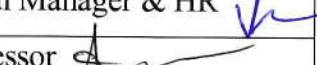


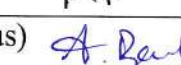


Internal Quality Assurance Cell IQAC Meeting Circular

Date: 16.9.2019

Venue: Principal chamber

Agenda :

1. IQAC refinement
2. Students academic enrichment
3. Teaching learning enhancement
4. Question paper settings
5. Faculty academic development
6. Academic year Budget Preparation
7. Teaching learning enhancement
8. ISO internal and external audit

S.No	Title	Faculty members/Head/Parent
1	Chairperson	Dr. A.Natarajan, Principal 
2	Co-ordinator	Dr.K.Vidyavathi., HoD/ECE 
3	Member	Dr.B.Kaviethra Nandhini, Secretary (sd/-) 
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19	Member	Selvan M.Ramesh IV B.E Mech 
20	Member	Mr.A.Balaji (Biotech – Alumnus) 
21	Member	Mr.Thiyakarajan, Parent (T.Prakash, IV B.E CSE)



Internal Quality Assurance Cell IQAC Meeting

Date: 17.9.2019

Venue: Conference hall

Minutes of 3rd Internal IQAC Meeting:

This is the third monthly internal IQAC meeting conducted for this academic year 2019-2020 and the following points were discussed in this meeting.

- The IQAC team was reframed
- Importance, features and roles of NAAC were presented to new members of IQAC
- Guidelines for updating AQAR report have been presented
- Implementation of change in college vision and mission was discussed.
- To enhance the students knowledge, NPTEL online courses are suggested by the members.
- It was motivated to do Paper publication and patent filing by all departments
- Activities related to research were discussed and the management has agreed to continue sanctioning of seed amount for developing innovative ideas/ projects.
- Follow up of ICT enabled Teaching and learning process and decided to conduct internal academic audit (courseware audit)
- Model based learning, Mini projects and Student's seminar based learning to be followed for all subjects
- Blooms Taxonomy to be followed for IAT and Model exam Question paper setting
- It is suggested to Entrepreneur Development cell by the team to organize awareness workshops, motivate students to develop products and to become entrepreneurs
- It was instructed to discuss and map POs, PEOs, PSOs and COs in department.
- It was decided by the team to start IEI chapter for all departments and to apply for IEI project funds.
- Renewal of IEEE chapter has been suggested to IEEE coordinator.
- It was decided by the IQAC to organize awareness program on NAAC for this academic year.



SELVAM COLLEGE OF TECHNOLOGY

PONNUSAMY NAGAR, SALEM ROAD(NH-44),
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Web: <https://selvamtech.edu.in>

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Approved by AICTE - New Delhi, Affiliated to Anna University - Chennai

Internal Quality Assurance Cell

Action taken Report

The IQAC reframed the committee for the academic year 2019-2020 in the month of September. Three IQAC meetings and monthly internal IQAC meetings were conducted for this academic year. The IQAC committee decided and reviewed all the activities of academic, administration, environmental consciousness, research, faculty and student enhancement, Infrastructure development activities.

Summarization of the activities carried out for this academic year:

- AQAR reports of academic year 2019-2020 have been submitted to NAAC. The report has been reviewed by Governing Council body.
- Academic Activities were carried out and performed as per academic calendar
- Blooms Taxonomy was implemented for Cycle tests, Internal Assessment Tests and model examination
- Black board and ICT enabled teaching methodologies were implemented effectively
- Course committee meetings, Class committee meetings, Parent Teacher meetings and Alumni meeting have been conducted for odd and even semesters
- Cycle tests, Internal Assessment Tests and model exam were conducted as per plan. Result analysis review meetings were conducted
- Coaching classes were arranged for both semesters to improve the results
- Online courses and NPTEL courses were informed to students and carried out by various departments
- Seminars by faculty members were organized and successfully completed
- Mentoring was done and mentor hour was allocated in timetable
- Two international conferences and one national conference were organized
- IE(I) student chapter and IEEE students chapter of all departments have been inaugurated and activities were performed to upgrade the student technical skill.

- The chair has suggested organizing Faculty Development programs by IIT remote center also to initiate Workshops and technical training programs for the faculty and to conduct a motivational program for the first year students during every first semester.
- It was strongly recommended by the team to follow up the students mentoring system.
- Latest News in Education and vocabulary improvement can be done by providing English Newspaper to students.
- Class Committee meetings, Course committee meetings and Committee meetings, value added and certificate courses, Student's co-curricular activities and internship program were discussed.
- The chair asked to form Anti ragging squad committee for this academic year.



SELVAM COLLEGE OF TECHNOLOGY

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Dr. A. Natarajan, M.E., Ph.D.,
Principal





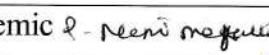
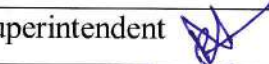
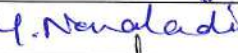
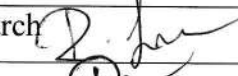



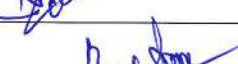



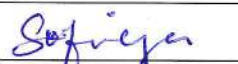
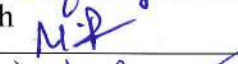


Internal Quality Assurance Cell IQAC Meeting Circular

Date: 18.11.2019

Venue: Conference hall

Agenda :

1. Faculty academic development
2. Academic year Budget Preparation
3. Teaching learning enhancement
4. ISO internal and external audit

S.No	Title	Faculty members/Head/Parent
1	Chairperson	Dr. A.Natarajan, Principal 
2	Co-ordinator	Dr.K.Vidyavathi., HoD/ECE 
3	Member	Dr.B.Kaviethra Nandhini, Secretary
4	Member	Dr.P.Manimekalai, Dean/Academic & 
5	✓ Member	Mr.N.Ramesh kumar, Office Superintendent 
6	Member	Mr.M.Navaladi, Accountant 
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20	Member	Mr.A.Balaji (Biotech - Alumnus) 
21	Member	Dr.Thiyakarajan, Parent (T.Prakash, IV B.E CSE) 





Internal Quality Assurance Cell IQAC Meeting


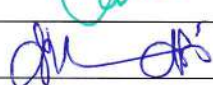
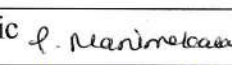
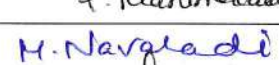


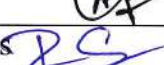

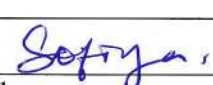

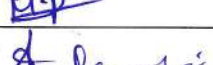
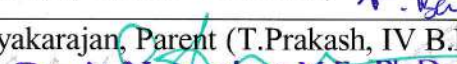
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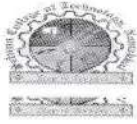
Venue: Conference hall

Minutes of 4th Internal IQAC Meeting:

This is the fourth monthly internal IQAC meeting conducted for this academic year 2019-2020 and the following points were discussed in this meeting.

- The courseware plan has been reviewed and approved to be carried out for the even semester also
- ISO internal and external audits have been planned to be conducted in the month of January.
- The chairperson asked faculty members to attend workshops, seminars FDPs organized by AICTE, ICTACT, IITs ,etc..
- The feedbacks of stakeholders, alumni, Parent, suggestion box and Industrialists for the odd semester were submitted and reviewed. It was suggested to continue for the even semester

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17	Member	Mr.Thiyakarajan, Parent (T.Prakash, IV B.E CSE)  Dr. A. Natarajan, M.E., Ph.D.,



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Internal Quality Assurance Cell IQAC Meeting Circular

Date : 18.1.2020

Venue : Conference hall

Agenda :

1. Student academic development
2. Online courses
3. Faculty academic developments
4. co-curricular activity
5. Auditing
6. Environmental awareness
7. Professional bodies students and staffs chapter

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Dr. A. Natarajan, M.E., Ph.D.,



Internal Quality Assurance Cell IQAC Meeting

Minutes of 5th IQAC Meeting: - Date: 19.1.2020

- Minutes of previous meeting were reviewed
- NAAC AQAR report of 2018-2019 has been presented
- The overall academic plan for even semester was discussed and progress of students was reviewed
- Academic Calendar for the even semester was prepared and submitted. It has been reviewed and approved by the IQAC panel
- It was instructed by Chairperson to conduct Course committee meetings (common paper) and Class committee meetings for this semester
- Reviewed the reports of different committees of the college for setting the benchmarks/parameters for the various academic, administrative, research and extension activities of the college
- It has been decided to continue the same procedures for internal assessment tests, paper evaluation, coaching classes, result analysis, college timings and other academic related activities
- It has been decided to establish Computer Literacy Improvement Program Lab (CLIP Lab) for improving computer based skills for first year students
- Reviewed and accepted the proposal from the circuit branch departments to organize International level conference and proposal from Biotechnology and Civil departments for International level conference
- Industrial visits have been Planned for even semester .It has been planned to carry out from the month of January to March by various departments
- Use of plagiarism detection software to check the project documentation has been insisted to maintain the quality of the project
- Participation in Hackathon competitions by the students were encouraged by the chairperson and Selvam Hackathon Cell was promoted to carry out the activities
- It was decided to continue to do Online NPTEL and MOOC certification courses for the even semester
- The Chairperson approved for Certification courses on "Cloud Infrastructure and Services" & "Data Science & Big Data Analysis to enhance technical skills and soft skills

- Annual day celebration and sports activities have been planned to be conducted in the month of February
- The team suggested events for Women's day celebration on March
- 9th Graduation day has been planned to be conducted on March, 2020
- It is approved by the chairperson to carry out the Inter department Faculty seminars and department seminars by faculty members during 5th hour of alternate days
- The Chairperson suggested to conduct NSS special camp in the month of January, 2020 and also awareness programs in the forthcoming months
- The courseware plan has been reviewed and approved to be carried out for the even semester also
- ISO internal and external audit has been planned to be conducted in month of January.
- Stock verification of all departments has been planned at the end of even semester
- Account audit for this academic year and Budget preparation and submission for next academic year (2020-2021) have been discussed
- The chairperson asked faculty members to attend workshops, seminars FDPs organized by AICTE, ICTACT, IITs etc..
- The feedbacks of stakeholders, alumni, Parent, suggestion box and Industrialists for the odd semester were submitted and reviewed. It was suggested to continue for the even semester
- Chairperson instructed to collect the Parent feedback during Parent Teachers meeting
- It has been decided to conduct the Alumni meet in the month of April, 2020 with the suggestions from Alumni and feedback will be collected from them
- The team discussed audit about the Environmental conscious activities and Monitoring solar power generation and utilization
- The team reviewed the activities of Civil department related to the sanctioned project from Tamilnadu Pollution Control Board (TNPCB) to check air quality and climate change and the same was implemented and monitored



Internal Quality Assurance Cell

Action Taken Report

The IAQC reframed the committee for the academic year 2019-2020 in the month of January. Five IQAC meetings and monthly internal IQAC meetings were conducted for this academic year. The IQAC committee decided and reviewed all the activities of academic, administration, environmental consciousness, research, faculty and student enhancement, Infrastructure development activities.

Summarization of the activities carried out for this academic year:

- AQAR report of academic year 2019-2020 was submitted to NAAC. The report has been reviewed by Governing Council body.
- Academic Activities were carried out and performed as per academic calendar
- Blooms Taxonomy was implemented for Cycle tests, Internal Assessment Tests and model examination
- Black board and ICT enabled teaching methodologies were implemented effectively
- Course committee meetings, Class committee meetings, Parent Teacher meetings and Alumni meeting have been conducted for odd and even semesters
- Cycle tests, Internal Assessment Tests and model exam were conducted as per plan. Result analysis review meetings were conducted
- Coaching classes were arranged for both semesters to improve the results
- Online courses and NPTEL courses were informed to students and carried out by various departments
- Seminars by faculty members were organized and successfully completed
- Mentoring was done and mentor hour was allocated in timetable
- Two international conferences and one national conference were organized
- IE(I) student chapter and IEEE students chapter of all departments have been inaugurated and activities were performed to upgrade the student technical skills
- Selvam Hackathon cell was initiated and students research oriented activities were carried out .
- Industrial visits have been completed by all departments

- Various society activities were completed and reviewed
- Use of plagiarism detection software has been implemented
- Certification courses, value added courses, workshops, seminars and guest lectures, training programs have been completed
- Annual day celebration, sports activities, 9th Graduation day and all department association activities were completed
- Women Empowerment cell activities, NSS activities and various awareness activities were performed
- Internal academic audit was conducted for both semesters. ISO internal and external audits have been conducted
- Stock verification and Account audit for this academic year were done
- Proposed Budget for next academic year has been submitted and reviewed
- Faculty development programs, orientation and awareness programs were organized and all department faculty members were benefited and refreshed their teaching skills.
- The feedbacks of student, alumni, Parent, suggestion box and Industrialists was reviewed and actions were taken in time
- The students progress was reviewed and Parent teachers meeting was conducted
- Alumni meet was organized and their feedback has been reviewed



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Dr. A. Natarajan, M.E., Ph.D.,
Principal