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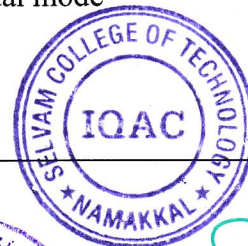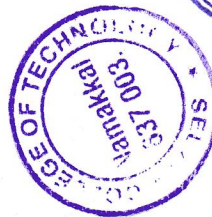## Internal Quality Assurance Cell (IQAC)
IQAC Meeting Circular

SCT/IQAC/Meeting-1   **Date: 03.07.2020**

The first Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2020-21 is scheduled on **06.07.2020**. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is mentioned below:

Venue: Principal chamber - SCT	Time: 11.00 am
Agenda	

- Welcome the committee members
- Academic year Target plan discussion
- Awareness about IQAC refinement
- E-Learning Plan from Google class room
- AQAR submission
- Enhancement the carrier development Skills
- Academic and administrative audit
- Suggestions to conduct special courses
- Plan for mentoring system
- MOU with startup companies
- Motivational programs through virtual mode
- Bridge courses for freshers
- COVID-19 SOP Awareness

Coordinator - IQAC

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

To: All the members of IQAC
Copy to: (i) The Secretary (ii) Principal (iii) SCT office (iv) IQAC (v) e-circular

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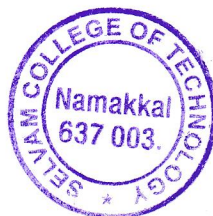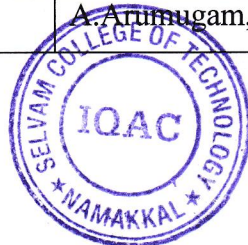Affiliated to Anna University - Chennai | Approved by AICTE - New Delhi

SCT/IQAC/Meeting-01   Date: 06.07.2020

IQAC Meeting Attendance

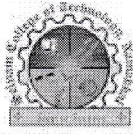| S.No	Title	Faculty members/Head/Parent/Alumni
1	Management Representative	Dr.B.Kaviethra Nandhini, Secretary
2	Chairperson	Dr. A.Natarajan, Principal
3	Co-ordinator	Dr.K.Vidyavathi, HoD/ECE
4	Member	Dr.P.Manimekalai, Dean/Academic
5	Member	Mr.N.Ramesh Kumar, Office Superintendent
6	Member	Mr.M.Navaladi, Accountant
7	Member	Dr.R.Sasikumar, Director/Research
8	Member	Mr.M.Ravichandran, HoD/EEE
9	Member	Mr.P.Periyasamy, HoD/Maths
10	Member	Mr.R.Senthil Kumar, HoD/Physics
11	Member	Mr.N.Prasannan, Head/CDC
12	Member	Mr.R.Arulmurugesh, Librarian
13	Member	Mr.A.S.Ramesh, Physical Director
14	Member	Mr.Arvind, Business Head
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	A.Karuppasamy, Parent
19	Member	A.Pradeepa, Alumni
20	Member	A.Arumugam, Parent

Coordinator -IQAC   Chairperson- IQAC

Coordinator IQAC
Selvam College of Technology,
Salem Road (NH-44),
Namakkal-637 003.T.N.

Dr. A. Natarajan, M.E., Ph.D.,
Principal
Selvam College of Technology,
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Internal Quality Assurance Cell (IQAC)
IQAC Meeting

Date: 06.07.2020

Venue: Principal chamber

Minutes of 1ˢᵗ IQAC Meeting:

- The IQAC Audit team was reframed

- Important features of NAAC were presented to the new members of IQAC

- The guidelines for updating the AQAR report were presented and the previous IQAC report was reviewed by the newly framed committee members. The points were discussed and approved by the members.

- Heads of the departments were instructed to submit e-audit report

- Department files were verified and feedback was also discussed with the concern heads by audit member.

<u>IQAC Programs and initiatives</u>

1. AQAR for the Academic year 2019-2020 was prepared by the IQAC and presented to the Governing Council.
2. Heads are suggested to enhance students curriculum and non curriculum through mentoring system
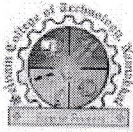
<u>Placement and Student development activities</u>

1. <u>Placement</u>

- The tentative plan for the student's placement has been presented and discussed in the meeting.
- The Placement officer was instructed to bring more core companies, especially for ECE, EEE, Mechanical and Civil students.
- Many IT and core companies will visit SCT campus
- Suggestions had given to the placement training cell to conduct the special courses like networking, hardware area for our students to get placed in an MNC company.
- IIC convener is advised to bring MOU with startup companies.

2. <u>Student development activities</u>

- Renewal of the IEEE chapter has been suggested to the IEEE coordinator.
- It was decided to implement the Covid -19 preventive measures on the campus effectively and immediately as prescribed by the central and state governments.
- Instructions given to heads to conduct motivational programs through virtual mode
- It was decided to provide effective classes for students through Google classroom the heads of the departments were asked to ensure the effectiveness of the online classes.
- It was decided to conduct workshops and FDP for our faculty members to enhance their knowledge and skills.
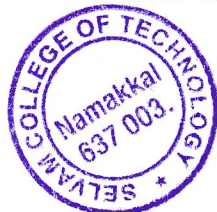
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- Students were advised to enroll in many courses in Udemy and Coursera.
- Each department heads and faculties were suggested to conduct the department audit
- E-audit suggested as per the given schedule by IQAC.
- The plan of action for the academic year 2020 – 21 was drawn as follows :
  1. To follow academic schedule effectively
  2. To conduct greater number of webinars and seminars through virtual mode.
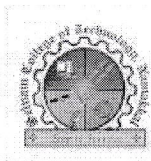 3. To schedule MNC companies placement for final year students

ACTION TAKEN REPORT

Action taken report of IQAC Meeting-1 conducted on 06.07.2020

Points discussed	Action taken
Online class	All the class advisors and subjects in-charges were advised to monitor the students to involve in online classes
Action plan	1. Academic schedule 2. Lesson plan 3. Course materials 4. Placement schedule The above mentioned documents were submitted
Faculty Development Program	1 FDP Programme Titled as "Higher Education Services" offered by UGC/INFLIBNET conducted on 23.09.2020 2. FDP Programme Titled as "Overview of National Education Policy 2020" conducted on 29.10.2020 3. FDP Programme in "Challenges and Recent Research" from 30.11.2020 to 07.12.2020 4. FDP Programme on "Intensive English Program (IEP)" from 04.08.2021 to 11.08.2021 5. One day workshop Titled as "NAAC Orientation Program" conducted on 06.02.2021. 6. MOU with "Caliber Embedded Technologies India Private Limited" on 27.08.2021 7.Online webinar titled as " Post pandemic carrier opportunity development" on 10.06.2021

Dr. A. Natarajan, M.E., Ph.D.,
Principal
Principal
Selvam College of Technology,
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Internal Quality Assurance Cell (IQAC)
IQAC Meeting Circular

SCT/IQAC/Meeting-02   **Date: 02.09.2021**

The first Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2020-21 is scheduled on 03.09.2021. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below.

Venue: Principal Chamber - SCT	Time : 11.00 am
Agenda	

- Welcome address

- Initiate the voice of womanhood for female staff and students

- Research and promotion activities

- Refine UNNAT BHARAT ABHIYAN

- Initiate the cultural activities

- Subsidary food for faculties

- NAAC orientation program

- FDP and NPTEL

- Internship programme

- Teaching and Learning Methodology

- MOU and collabrative activities

- Initiate online activites

- COVID-19 SOP awareness

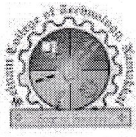- Professinal body initiative

- Vote of thanks

Coordinator -IQAC   **Chairperson- IQAC**

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

To: All the members of IQAC

Copy to: (i) The Secretary (ii) Principal (iii)SCT office (iv)IQAC (v) E-circular Technology,
Selvam College of Technology,   Namakkal-637 003, TN.
Salem Road (NH-44),
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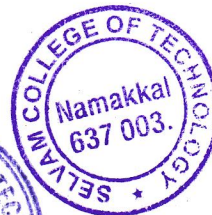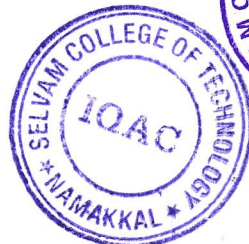Affiliated to Anna University - Chennai | Approved by AICTE - New Delhi

SCT/IQAC/Meeting-02   **Date: 03.09.2021**

IQAC Meeting Attendance

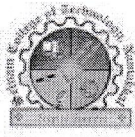| S.No	Title	Faculty members/Head/Parent
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2	Chairperson	Dr. A.Natarajan, Principal
3	Co-ordinator	Dr.K.Vidyavathi, HoD/ECE
4	Member	Dr.P.Manimekalai, Dean/Academic
5	Member	Mr.N.Ramesh Kumar, Office Superintendent
6	Member	Mr.S.Thamarai kannan, Accountant
7	Member	Dr. M.S.Santhosh, Research coordinator
8	Member	Mr.M.Ravichandran, HoD/EEE
9	Member	Mr.P.Periyasamy, HoD/Maths
10	Member	Mr.R.Senthil Kumar, HoD/Physics
11	Member	Mr.R.Arulmurugesh, Librarian
12	Member	Mr.A.S.Ramesh, Physical Director
13	Member	Mr.Arvind, Business Head
14	Member	Mr.M.Selva Kumar, Team Manger - HR
15	Member	Mr.V.Sivasubramanian, General Manager & HR
16	Member	Dr.S.Ayyappan, Assistant Professor
17	Member	K.Mohanapriya Biotech, Alumni
18	Member	A.Karuppasamy, Parent
19	Member	A.Pradeepa, Alumni
20	Member	A.Arumugam, Parent

Coordinator -IQAC

Coordinator IQAC
Selvam College of Technology,
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Chairperson- IQAC

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Internal Quality Assurance Cell (IQAC)
IQAC Meeting

Date: 06.09.2021

Venue: Principal chamber

Minutes of 2ⁿᵈ IQAC Meeting:

- The guidelines for updating the AQAR report were presented and the Previous IQAC report was reviewed by the newly framed committee members and the points were discussed and approved by the members.

- To initiate the voice of womanhood for female staff and students for the comfortable environment for female staff and students.

- To enhance the quality policy, research wing of individual departments were advised to register students innovation project in "UNNAT BHARAT ABHIYAN".

- Department auditing teams were instructed to produce the e-Audit report

- Heads of the Departments were suggested to sign the MOU with reputed companies

- To initiate cultural events for the students.

- Suggestions were put forward and revised about the pandemic scenario by the IQAC members

- Implementation of subsidised food for faculties

- Heads were suggested to conduct the FDP course for all faculties.

- Enhancing the student's knowledge through NPTEL courses was suggested by the IQAC members.
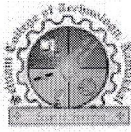
IQAC Programs and initiatives

1. Suggested to conduct value-added courses by all departments.
2. Students were instructed to attend internships for enhancing their academic skills

Placement and Student development activities

1. Placement

- The tentative plan for the student's placement was presented and discussed in the meeting.

- The Placement officer was instructed by the IQAC team to bring more core companies, especially for ECE, EEE, Mechanical and Civil students.

- Many IT and core companies frquently visited SCT.

- It was sugessted to the placement training cell to conduct the special courses like Java, Python, Embedded C, soft skills and aptitude.

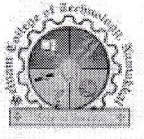- Embedded and IoT Value added courses were conducted by the Department of ECE

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2. Student development activities

- Renewal of the IEEE chapter was suggested to the IEEE coordinator.
- It was decided to implement the Covid -19 preventive measures on the campus effectively and immediately as prescribed by the central and state governments.
- First year coordinator was suggested to conduct the cultural events for the first-year students.
- Voice of womanhood had been initiated in our institution for the safety of female staff and students.
- It was decided to provide effective classes for students through Google classroom and the heads of the departments were asked to ensure the effectiveness of the online classes.
- It was decided to conduct FDP for our faculty members to enhance their knowledge and skills.
- Students were advised to enroll as many courses as possible in Udemy and Coursera.
- Heads and coordinators were suggested to conduct online activities to cultivate the hidden talents from the students
- Heads and coordinators were suggested to conduct webinar, Alumni talk series through virtual mode.
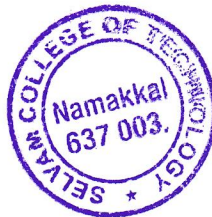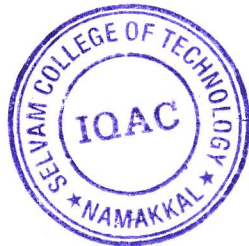
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ACTION TAKEN REPORT

Action taken report of IQAC Meeting-2 conducted on 03.09.2021

Points discussed	Action taken
Online class	• All the class advisors and subject in-charges were advised to monitor the students activities and involvement in online classes
Action plan	1. Academic schedule 2. Lesson plan 3. Course materials 4. Placement schedule 5. Internal e-audit The above mentioned documents were submitted
Faculty Development Programs	• FDP Programme Titled as "Innovation in Teaching Pedagogy" from 01.09.2021 to 08.09.2021 • FDP Programme Titled as "Applications in Medical Imaging Using 'MATLAB'" from 04.10.2021 to 09.10.2021. • MOU with "Balaji Rubber Industries Private Limited" on 04.10.2021 • Online webinar titled as " Personality develpment" on 04.09.2021

Principal

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