



# SELVAM COLLEGE OF TECHNOLOGY

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

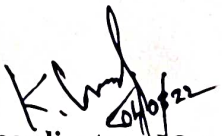
## Internal Quality Assurance Cell (IQAC) IQAC Meeting Circular

SCT/IQAC/Meeting-01

Date: 03.08.2022

The first Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2022-2023 is scheduled to be held on 04.08.2022. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

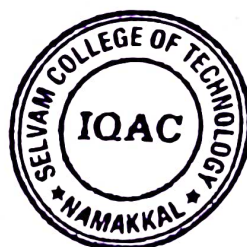
Venue: Principal chamber -SCT	Time : 11.00 am
<b>Agenda</b>  <i>Welcome the committee members</i> <ol style="list-style-type: none"><li>1. Approval of Academic Calendar for the year 2022-2023</li><li>2. Review of previous minutes of meeting</li><li>3. Naan Mudhalvan Scheme</li><li>4. Innovations in teaching and learning methods through ISDTP</li><li>5. Administrative and academic audit/ Enhancement of Internal Assessment Audit</li><li>6. First year Students Induction Programme (SIP).</li><li>7. National/International Level conference, technical symposium and hands on training programmes</li><li>8. Research and Development Activities</li><li>9. Online industry interaction</li><li>10. Students Achievements and Projects</li><li>11. Women's Empowerment Cell and NSS activity.</li><li>12. Alumni association</li><li>13. Industry innovation project promotion and internship</li><li>14. Faculty development programme and appraisal Enhancement</li><li>15. Academic and Non Academic Activities through Clubs/Committees</li><li>16. Department Activities</li><li>17. Any other discussion.</li></ol>	

  
Coordinator - IQAC

To: All the members of IQAC

  
4.8.22

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





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## Internal Quality Assurance Cell (IQAC)

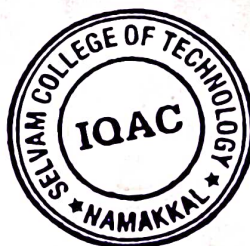
### Minutes of the Meeting

Date: 04.08.2022

Venue: Principal chamber

#### Minutes of 1<sup>st</sup> IQAC Meeting:

1. The Academic calendar and subject allocation of UG/PG Programmes for the year 2022-2023 for odd semester was approved.
2. It is planned to conduct online activity Programme on Innovative projects for promoting the students innovative ideas.
3. The committee discussed Naan Mudhalvan skill development programme introduced by Tamil Nadu Government and implemented to odd semester students (1st, 3rd, 5th, and 7th semesters).
4. Improvement in contents of course file/lab manual to adopt OBE system with COs, POs, COs/POs-Matrix, CO and PO Attainment, internal and model examination audit sheets etc.
5. The committee planned to develop student's personality through ISDTP.
6. The committee suggested conducting National/International Level conference, technical symposium and hands on training programme to educate students in practical manner.
7. The members suggested facilitating the Students Induction Programme (SIP) for first year UG students.
8. The Committee directed the heads of the departments to establish Centre of Excellence to augment knowledge and industry practices in the areas of expertise.
9. It was encouraged to conduct various activities for girls through Women's Empowerment Cell and NSS cell.
10. The committee discussed to conduct alumni association meeting to provide ideas about the industry expectation.
11. The Committee motivates students to participate in students welfare programs and to do their projects in well reputed industry through online mode.
12. For enhancing the faculty's research activities, it was decided to encourage books publications, the periodic research meetings and research presentation by research scholars in both internal and external mode.
13. The Committee motivates students and staff to participate in more workshops and academic training programs.
14. Committee directed to conduct more number of NEP based activities
15. The Committee motivates to enhance Academic and Non Academic Activities through Clubs/Committee



**Dr. A. Natarajan, M.E., Ph.D.,**  
Principal  
Selvam College of Technology,  
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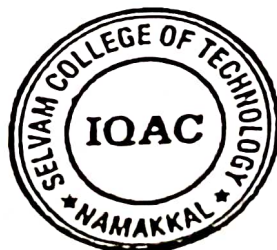
Meeting-01

Date: 04.08.2022

## IQAC Meeting Attendance

S.No	Title	Committee Members	Signature
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, Professor/EEE	
5	Member	Mr.N.Ramesh Kumar, Office Superintendent	
6	Member	Mr.S.Thamaraikannan, Accountant	
7	Member	Dr.M.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.M. Suresh, Head/CDC	
12	Member	Mr.R.Arulmurugesh, Librarian	
13	Member	Mr.A.S.Ramesh, Physical Director	
14	Member	Mr. N.Jayachandran Assistant Manager, Renault Nissan Technology Business Center India private Ltd, Ascendas Mahindra IT park, Mahendra world city, Chengalpattu, Chennai.	
15	Member	A.Nallamuthu, Parent	
16	Member	J.K.Nandhini, Alumni	

Coordinator -IQAC



Chairperson- IQAC

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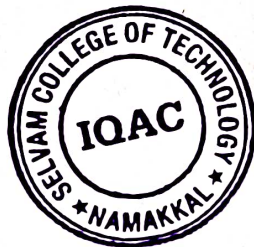
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## ACTION TAKEN REPORT

### Action taken report of IQAC Meeting-1

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	<ol style="list-style-type: none"><li>1. Academic schedule</li><li>2. Lesson plan</li><li>3. Course materials</li><li>4. Placement schedule</li></ol> The above mentioned documents were submitted
Faculty Development Program	<ol style="list-style-type: none"><li>1. FDP Programme titled as "How to successfully write and publish your research Article" on 26.09.2022 to 02.11.2022</li><li>2. IIC cell conducted the funded lecture series in the title of "Processes of Entrepreneurship and startup things to know" (Lecture series 1 and 2) on 27.08.2022</li><li>3. IIC cell conducted the funded lecture series in the title of "Innovation and Technology Transfer" (Lecture series 3 and 4) on 30.08.2022</li><li>4. WDC cell conducted the seminar in the title of "Human Values" on 15.10.2022</li><li>5. Dazzling dudes(Fine Art) conducted "New Year" celebration on 31.12.2022 and "Pongal" celebration on 13.01.2023</li><li>6. SIP had conducted from 29.10.2022 to 15.11.2022</li></ol>



Principal

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

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