THENI MELAPETTAI HINDU NADARGAL URAVINMURAI

NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Accredited by NAAC with "A" Grade
An ISO 9001 : 2015 Certified Institution
Vadapudupatti, Annanji (po), Theni - 625 531

NSCET
IQAC

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Ref.: NSCET / IQAC Meeting / 2023-24/ 01   03/01/2024

It is proposed to convene the first IQAC meeting of Academic year 2023-24 on **10/01/2024** at 10:30 AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Introduction of IQAC members and discussion on role of IQAC
- Academic calendar
- Workshop and Product Expo
- Teaching learning process
- Staff enrichment activities
- NAAC Accreditation process
- ISO Certification process survey
- MOU with industries and institutes
- Quality of Project work
- Internship, training and placement
- ERP Software usage and Transport app
- Vote of thanks

IQAC Coordinators   **Chair person / Principal**

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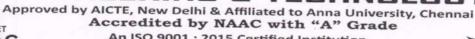1. File of Secretaries & Joint Secretary
2. HOD's & IQAC committee Members
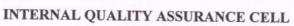3. File

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MINUTES OF THE MEETING

Meeting No. : 01	**Date & Time : 10/01/2024 & 10:30AM**	**Venue: Board Room**

Members Present:

- The IQAC Coordinators welcomed the Chairperson and all the members of IQAC committee.

S.NO	COMPOSITIONS OF IQAC	NAME AND DESIGNATION DETAILS
1.	Chair person	1. Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.
2.	Coordinators of IQAC	1. Mr. R. Udhaya Kumar, M.E., MBA(ITM),(Ph.D.,) AP / CSE. 2. Dr.N.David Mathan, M.Sc, Ph.D., Professor / Chemistry
3.	Teachers to represent all level	1. Dr. M. Sathya M.Tech., M.B.A.,Ph.D., HOD/IT, V P (Academic) 2. Dr. C. Karthikeyan M.A.,B.Ed., CELTA.,Ph.D., TPO 3. Dr.E.Ananthakrishnan Ph.D., HOD/Civil 4. Dr. J.Mathalairaj, M.E., (Ph.D.,) HOD /CSE 5. Dr. R. Athilingam,M.E, Ph.D., Associate Professor/EEE 6. 6. Dr.B.Radhakrishnan M.E., Ph.D., HOD/Mech 7. Mr. C.Prathap M.E., (Ph.D.,) HOD /S&H 8. Dr. C. Chithra M.Sc.,M.Phil.,PGDCA.,B.Ed., Ph.D., Co-ordinator /S& H 9. Mr. L.S. Vignesh M.E.,(Ph.D), HOD/AI & DS 10. Dr. T. Venishkumar, HOD / ECE 11. Mr. A. VembathuRajesh, HOD /MFE
4.	Member from the Management	1. Mr. A.Rajkumar,B.B.A., Secretary, NSCET, Theni. 2. Mr.A.S.R.Maheswaran,B.Sc., Secretary, NSCET, Theni 3. Er.S.Naveen Ram, B.E.,MBA.,Joint Secretary, NSCET, Theni
5.	Senior administrative Officers	1. Dr. N. Mathavan M.E., (Ph.D.,) HOD/ECE, Vice Principal (Admin)
6.	Nominee from Local Society	1. Mr.T.Rajamohan, B.Sc., President, TMHNU.
7.	Nominee from Students	1. Ms. M.Mohana mithra - II yr ECE 2. Mr. R.Giri- II yr Civil
8.	Nominee from Alumni	1. Mr.A.VennimalaiRajan M.E., AP/Mech 2. Ms.M.Kanimozhi M.E, AP/Civil
9.	Nominee from Industrialist(s)	1. Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design & Development, Department of Engine & Exhaust After Treatment System, Ashok Leyland Technical Center, Chennai.
10.	Nominee from Employer	1. Mr.T.Lakshmichandrakanth, Founder & CTO, SystimaNX, Madurai.

- The IQAC Chairperson Dr.C.Mathalai Sundaram introduced the new composition of IQAC Committee.

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Agenda	Details of Discussion
Functioning of IQAC	• The Coordinators briefed the objectives and functions of IQAC. • He also expressed the need for centralized document repository. • The external members wished the coordinators
Academic calendar	• The chairperson discussed on academic schedule and insisted that it should be adhered strictly.
Workshop and Product Expo	• Each department should plan for a workshop and Product expo on recent technology which can support students in placement • He has given suggestion on insertion of skill based technical programs in the department calendar.
Teaching learning process	• The Coordinators briefed the existing Teaching – Learning Process of NSCET with Standard Operating procedure. • To improve the quality of Teaching – Learning Process faculty are suggested to utilize ICT tools.
Staff enrichment activities	• Chairperson discussed about the revised remuneration procedure for encouraging faculty members to attend FDP, Conferences and Journal publications.
NAAC Accreditation process	• The chairperson instructed the HODS to complete the criteria wise NAAC program files.
ISO Certification process survey	• The chairperson insisted the IQAC coordinators to initiate ISO Certification survey process
MOU with industries and institutes	• The chairperson instructed the HODS to collaborate with Industries and educational institutions to sign MOU and linkage for the benefit of students and faculty members.
Quality of Project work	• The chairperson insisted the HODs to choose projects based on real time applications
Internship, training and placement activities	• Chairperson insisted that all the students must undergo internship and the HODs should take necessary steps for it along with placement cell. • Placement cell should focus on placing all the final year students in this academic year in reputed industries with high salary.
ERP Software usage and Transport app	• The Chairperson reviewed the updated ERP Software adopted according to the regulation-21done and insisted to create transport app.
Others	External members has given the following Suggestions: • Periodically analyze and review the student's and faculty's performance.

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	• Encourage the students to participate in conference, workshop, seminars, and online courses etc. • Based on the performance rewards may be given to encourage their contribution.

IQAC Coordinators   10/1/24

Chair person / Principal   10/01/24

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ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on **12.01.2025** at **Board Room**

Points Discussed	Action Taken
• Academic schedule	• Institutional academic calendar and departmental events schedule was framed and adhered
• Workshop and Product Expo on recent technology which can support students in placement	• Workshop and Product expo were conducted • Skill based training programs were scheduled and conducted
• To improve the quality of Teaching – Learning Process faculty are suggested to utilize ICT tools.	• Faculty members had insisted to utilize ICT tools for academic purpose.
• Revised remuneration procedure for encouraging faculty members to attend FDP, Conferences and Journal publications.	• Faculty members were approved with financial support to attend FDP and development activities.
• NAAC AQAR files preparation	• NAAC criteria wise AQAR committee was framed and works are in progress
• ISO Certification process survey	• ISO survey process was initiated by IQAC team
• Collaborate with Industries and educational institutions to sign MOU and linkage for the benefit of students and faculty members.	• Initiatives were taken to collaborate with industries with the support of placement cell
• Updated ERP Software adopted according to the regulation-21 and transport app	• All faculty members were informed to utilize ERP Software with recent updates • NSCET transport app was completed and deployed at December month.
• Placement cell should focused on placing all the final year students.	• Placement were organized the program for Job opportunities .

IQAC Coordinators

Chair person / Principal

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