

**QMS F08B**

**S.A.ENGINEERING COLLEGE, CHIENNAI-600 077**  
(An Autonomous Institution, Affiliated to Anna University)

**INTERNAL QUALITY ASSURANCE CELL MEETING -01**

Academic Year: 2023-2024

Time: 12.30 PM

Date: 19.08.2023 Online meeting via Google meet

**AGENDA**

<b>WELCOME ADDRESS</b>	Ms.V.SUJATHA, HoD – Department of MCA, Deputy Coordinator - IQAC S.A. Engineering. College, Chennai -77.
<b>AGENDA</b>  1. Discussion on NBA Internal audit for ECE department. 2. Implementation of allotment faculty for ISO, NBA & NAAC process by each department. 3. Preparation of AQAR submission documents for 2022-2023 data as per NAAC criteria wise allotment. 4. Discussion on auditing process for ISO and Internal Auditing documents discussion 5. Discussion on EEE and MECHANICAL department status for NBA process	
<b>GENERAL DISCUSSION</b>	By the Members
<b>VOTE OF THANKS</b>	Mrs.A.M.SERMAKANI M.E.,(Ph.D) Associate Professor, Dept, of IT, IQAC Coordinator,S.A. Engineering. College.

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(An Autonomous Institution, Affiliated to Anna University)  
INTERNAL QUALITY ASSURANCE CELL MEETING -01

S.A.Engineering College, Chennai conducted the INTERNAL QUALITY ASSURANCE CELL MEETING -01 in online via Google meet as per the guidelines of UGC on 19/08/2023 at 12.30 PM

### Google Meet Link Description:

IQAC MEETING-1 (2023-2024)

Friday, AUGUST 19, 2023 · 12:30 PM– 1:30 PM

Google Meet joining info

Video call link: <https://meet.google.com/aed-wftg-gus>

Or dial: (US) +1 916-750-3004 PIN: 937 283 601#

The following Members were present in the Meeting:

S.NO	NAME & ADDRESS	DESIGNATION
1.	<b>Mr.S.Amarnaath</b> S.A. Engineering. College, Chennai -77	Correspondent
2.	<b>Dr.S.Ramachandran</b> S.A. Engineering. College, Chennai -77	Principal & Chairperson -IQAC
3.	<b>Dr.VSV.Verchezian, D.Hons</b> Managing Director, Sri KVS Industries, President, LaghuUdyogBharathi Chennai Chapter.	Expert Member -Industrialist
4.	<b>Mr.Paul.J.Immanuel</b> Founder & CEO, GOX,Chennai	Expert Member -Employer
5.	<b>Ms.Jayaseeli,</b> Assistant Professor, Polytechnic Institution, Chennai.	Parent
6.	<b>Mr.R.K.Adithyan</b> Managing Director,Shootup Technologies, Chennai.	Alumni
7.	<b>Dr. M.Thanikachalam</b> S.A. Engineering. College, Chennai -77	Professor & Head, Civil Engineering
8.	<b>Dr.AhmedMudassar Ali</b> S.A. Engineering. College, Chennai -77	Professor & Head, Information Technology
9.	<b>Mr.C.Dhanesh</b> S.A. Engineering. College, Chennai -77	Professor & Head, Mechanical Engineering

**QMS F08B**

10.	<b>Dr. R.Geetha</b> S.A. Engineering. College, Chennai -77	Professor & Head, Computer Science and Engineering
11.	<b>Dr.B.R.Tapas Bapu</b> S.A. Engineering. College, Chennai -77	Professor & Head, Electronics and Communication Engineering
12.	<b>Dr.G.Rohini</b> S.A. Engineering. College, Chennai -77	Professor & Head, Electrical and Electronics Engineering
13.	<b>Dr. Kerinab Beenu G II</b> S.A. Engineering. College, Chennai -77	Professor & Head, Master of Business Administration
14.	<b>Mrs.V.Sujatha</b> S.A. Engineering. College, Chennai -77	Asso. Professor & Head, Master of Computer Applications
15.	<b>Dr.R.HariharaSudhan</b> S.A. Engineering. College, Chennai -77	Professor & Head, Humanities and Science
16.	<b>Dr. V.K.Ajay</b> S.A. Engineering. College, Chennai -77	Associate Professor, Department of MBA
17.	<b>Dr.P.Yuvaraman</b> S.A. Engineering. College, Chennai -77	Placement Officer
18.	<b>Mrs.A.M.Sermakani</b> Asso. Professor, Information Technology S.A. Engineering. College, Chennai -77	IQAC Co-ordinator
19.	<b>Mr.S.R.Venakataraman</b> S.A. Engineering. College, Chennai -77	Asso. Professor, Mechanical Engineering
20.	<b>Mrs.S.Bharathi</b> S.A. Engineering. College, Chennai -77	Asso. Professor, Electrical and Electronics Engineering
21.	<b>Mr.R.RajAnandh</b> S.A. Engineering. College, Chennai -77	Asst. Professor, Civil Engineering
22.	<b>Mrs.B.Jayachitra</b> S.A. Engineering. College, Chennai -77	Asso. Professor, Master of Business Administration
23.	<b>Mr.K.G.Kumaran</b> S.A. Engineering. College, Chennai -77	Accounts Officer
24.	<b>Mr.D Srinivasan</b> S.A. Engineering. College, Chennai -77	Transport In-charge
25.	<b>Mrs. S. Anbukkarasi</b> S.A. Engineering. College, Chennai -77	Librarian
26.	<b>Dr.A.Ramakrishnan</b> S.A. Engineering. College, Chennai -77	Physical Director
27.	<b>Mr. P.Parimala Rangan</b> S.A. Engineering College, Chennai -77	Student [Information Technology]



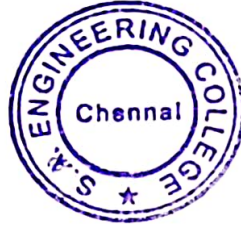
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- **Ms.V.Sujatha, Deputy Coordinator & HoD, Department of MCA , S.A. Engineering College, Chennai -77** welcomed all the members for the Internal Quality Assurance Cell Meeting Studies meeting that held on 19/08/2023 at 12.30 pm.
- The Meeting proceeded to the matters as in Agenda.

S.No.	POINTS DISCUSSED
1.	<ul style="list-style-type: none"><li>• <b>Dr.S.Ramachandran ,Chairperson IQAC</b> briefed previous meeting points and follow up actions</li><li>• <b>Chairperson</b> informed Administrative, Academic activities, Research and development activities planned for the academic year 2022-2023</li></ul>
2.	<ul style="list-style-type: none"><li>• <b>EEE and Mechical Department NBA accreditation validity ends by June 2021 ,hence these departments have to initiate the process of getting accredited by NBA.</b></li><li>• <b>Chairperson welcomed suggestions from the team</b></li><li>• <b>Mr.Paul J.Immanuel, Director &amp;CEO, GOX</b> informed it's a good start and told Industry Institute Interaction can be improved by signing MOUs with different companies.</li><li>• <b>Mr. Adithyan , Alumni student</b> expressed his views that students can be provided with company oriented projects so students can be aware of the Industry standards</li><li>• <b>Dr.VSV Verchezian shared</b> that he can support our institution in all the above aspects as providing Internships.Inplant trainings, Company Projects to the students.</li></ul>
3.	<ul style="list-style-type: none"><li>• All ISO documents are reframed to incorporate all documents needed for NBA,NAAC and Autonomous .</li><li>• Chairperson appreciated the efforts taken by the ISO coordinator Ms.A.M.Sermakani.</li><li>• <b>Mr.Paul J.Immanuel, Director &amp;CEO, GOX,</b> informed that all documents should be supported with Plan of actions, Execution of actions,Follow up of actions and Action taken report for the same.</li><li>• Ms.A.M.Sermakani informed that she has incorporated all the above in ISO control of records.</li></ul>
4.	<ul style="list-style-type: none"><li>• Discussed the strategic plan for NAAC accreditation and directed the principal to ensure the proper operation of the plan.</li><li>• Discussions were made on the continuous process with a specific focus on accomplishing institutional goals.</li><li>• Many agreed that strategic plans should be based on the analysis of current obstacles and future opportunities and envisage the direction towards which the organization should move to achieve its goals and objectives.</li></ul>
5.	<ul style="list-style-type: none"><li>• All departments were advocated to extend the academic activities for the betterment of students.</li><li>• Teachers were asked to empower the learners by providing best technical education coupled with leadership and professional skills, thus enabling them for deep learning, rational thinking.</li></ul>

6.	<b>Application of AQAR 2022-2023</b> <ul style="list-style-type: none"><li>The submission of AQAR 2022-2023 was confirmed by members. Mrs.A.M.Sermakani mentioned that the document was verified, scrutinized and approved by all IQAC members through a systematic approach that includes team work, presentations and analysis for further improvisations and implementation</li></ul>
7.	<ul style="list-style-type: none"><li>Finally the meeting ended with the Vote of Thanks by Mrs.A.M.Sermakani IQAC Coordinator</li></ul>

A.M.S.Kani  
19/8/23  
IQAC Coordinator



**IQAC Chairperson**

Dr. S Ramachandran, M.E., Ph.D.,  
PRINCIPAL  
S.A Engineering College (Autonomous),  
Poonamallee-Avadi Main Road,  
Veeraragavapuram,  
Thiruverkadu, Chennai-600 077.

# CERTIFICATE

S.A.Engineering College, Chennai conducted the **INTERNAL QUALITY ASSURANCE CELL MEETING -01** in Online as per the guidelines of UGC on **19/08/2023** at **12.30 pm** via Google Meet

The following Members were present in the Meeting:

**Meeting was conducted in Online mode with the following members Present:**

S.No.	Name	Designation
1.	<b>Mr.S.Amarnaath</b> S.A. Engineering. College, Chennai -77	Correspondent
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27.	<b>Mr. P.Parimala Rangan</b> S.A. Engineering College, Chennai -77	Student [Information Technology]