

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

**INTERNAL QUALITY ASSURANCE CELL MEETING -04**

Academic Year: 2022-2023

Time: 11.30 AM

Date: 22.05.2023 Online meeting via Google meet

**AGENDA**

<b>WELCOME ADDRESS</b>	<b>Ms. V. SUJATHA,</b> <b>HoD – Department of MCA,</b> <b>Deputy Coordinator - IQAC</b> <b>S.A. Engineering. College,</b> <b>Chennai -77.</b>
<b>AGENDA</b>  <b>1. Discussion on NBA SAR Submission of ECE department and further processing of NBA visit dates.</b>  <b>2. Preparation of AQAR submission documents for 2021-2022 data as per NAAC criteria wise allotment.</b>  <b>3. Faculty for ISO, NBA &amp; NAAC process by each department</b>  <b>4. Discussion on auditing process of NAAC 3 years data- deadline to be fixed for consolidation of each process</b>  <b>5. Implementation of allotment faculty for ISO, NBA &amp; NAAC process by each department.</b>  <b>6. Discussion on EEE and MECHANICAL department status for NBA process</b>	
<b>GENERAL DISCUSSION</b>	<b>By the Members</b>
<b>VOTE OF THANKS</b>	<b>Mrs. A. M. SERMAKANI M.E., (Ph.D)</b> <b>Associate Professor, Dept, of IT,</b> <b>IQAC Coordinator, S.A. Engineering College</b>

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INTERNAL QUALITY ASSURANCE CELL MEETING -04

S.A.Engineering College, Chennai conducted the **INTERNAL QUALITY ASSURANCE CELL MEETING -04** in online via Google meet as per the guidelines of UGC on 22/05/2023 at 11.30 AM

### Google Meet Link Description:

IQAC MEETING-4 (2022-2023)

Monday, May 22, 2023 · 11:30 – 12:30am

Google Meet joining info

Video call link: <https://meet.google.com/abd-wgsf-hec>

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
10.	<b>Dr. R.Geetha</b> S.A. Engineering. College, Chennai -77	Professor & Head, Computer Science and Engineering

11.	<b>Dr.B.R.Tapas Babu</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 H</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]

- **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 26/05/2023 at 11.30 am.**
- The Meeting proceeded to the matters as in Agenda.



S.No.	POINTS DISCUSSED
1.	<ul style="list-style-type: none"> <li>• Dr S Ramachandran, Chairperson, IQAC briefed previous meeting points and follow up actions</li> <li>• Chairperson informed Administrative, Academic activities, Research and development activities planned for the academic year 2022-23</li> <li>• <b>Dr S Ramachandran, Chairperson IQAC</b> informed about new course that are approved by Anna University &amp; AICTE  <b>B.E. -CSE(Cybersecurity)</b></li> <li>• He also gave a brief note about the Admission strategies planned with a team of faculty in primarily focusing on good admission to the college</li> </ul>
2.	<p><b>Discussion on auditing process of NAAC 3 years data deadline to be fixed for consolidation of each process</b></p> <ul style="list-style-type: none"> <li>• Coordinator intimated that the process incharge has been allotted for each criteria to check 3 years data from 2019-2022</li> <li>• The auditing date was fixed as 13.03.23 to 20.03.2023 and the report need to be consolidated with deadline as 24.03.2023 (Friday)</li> </ul>
3.	<p><b>Implementation of allotment faculty for ISO, NBA &amp; NAAC process by each department and Discussion on PG Regulations 2023, PEOs, POs, Curriculum and Syllabi</b></p>
4.	<p><b>Discussion on EEE and MECHANICAL department status for NBA Process.</b></p> <p>EEE and Mechanical department coordinator informed about prequalifier status and they concentrated on accreditation process in order to progress eligibility criteria for NBA</p>
5.	<p><b>Review and Confirmation of AQAR 2021-2022 was confirmed by members,</b></p> <ul style="list-style-type: none"> <li>• Ms. A. M. Sermakani mentioned that the document was verified, scrutinized and approved by IQAC members through a systematic approach that includes team work, presentations and analysis for further improvisations and implementation.</li> </ul>

6.	Institution Best Practices were discussed with IQAC members in which ROVAN software implementation was described and the improvements was discussed with the Intranet Software.
7.	Green Environment Audit and its budget was finalized while preparing for 2021-2022 Annual report submission.
8.	<ul style="list-style-type: none"> <li>• <b>Dr.S.Ramachandran, Chairperson IQAC</b> presented the list of Value added courses and Placement training activities to be imparted to students.</li> <li>• Suggestions given by the members were noted down for further processing and implementation of VAC and placement training</li> </ul>
9.	<b>Research and Development Activities</b> <ul style="list-style-type: none"> <li>• <b>Principal</b> informed about 2021-2022 publications in Research Articles and also informed count of SCI and Scopus journal with analysis of department wise comparison.</li> </ul>
10.	<p>ECE department NBA coordinator informed about work progress and correction made from the feedback given by Internal Auditors.</p> <p>IQAC chairperson intimated that 3<sup>rd</sup> NBA Internal audit has been proposed on 19<sup>th</sup> and 20<sup>th</sup> April, 2023.</p>
11.	<ul style="list-style-type: none"> <li>➤ Conduction of NBA orientation workshop for the faculty of ECE, EEE, MECH, H&amp;S and CIVIL has been arranged after the meeting at 10:30 AM to 12:30 PM.</li> <li>➤ NBA Awareness Orientation workshop was based on following topics:               <ol style="list-style-type: none"> <li>1) Introduction to OBE, NBA, PEO, PO, PSO – Dr.S.SUVITHA/ ECE</li> <li>2) NBA Criteriawise discussion – Mrs.A.M.SERMAKANI/IT</li> </ol> </li> </ul>
12.	<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*  
IQAC Coordinator



*(Signature)*  
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 -04 in Online as per the guidelines of UGC on 22/05/2023 at 11.30 am via Google Meet**

The following Members were present in the Meeting:

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