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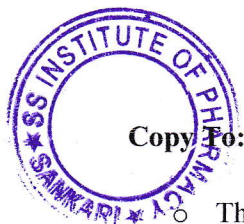
Ref: SSIP/IQAC/2024-2025/07

Date: 07.03.2025

IQAC MEETING CIRCULAR

On 14.03.2025, at 10.00 AM., all faculty members meeting will take place in Principal chamber to discuss the following items to ensure the smooth and effective conduct of academic activities for the 2024–2025. We advise all faculty members to attend the meeting without fail.

SL. NO.	AGENDA
1	Commencement of AY: 2024-2025 Classes
2	Plan of Activities for students
3	Academic Activities
4	Faculty Quality Improvement
5	NAAC work progress
6	Value Added Courses Approval
7	NSS/NCC/YRC and other extra activities



Copy To:

- The Chairman
- Principal
- IQAC Coordinator
- ADC Coordinator
- Exam Cell Coordinator

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 07	Document ID: SSIP/IQAC/2024-2025/07
Academic Year: 2024-2025	Scheduled Date: 14.03.2025
Venue: Principal Chamber	Time: 10.00.A.M

The meeting of the IQAC was held on 14.03.2025 at 11.00 AM in principal chamber .
The following internal members attended:

Agenda of the Meeting

SL. NO.	AGENDA
1	Commencement of AY: 2024-2025 Classes
2	Plan of Activities for students
3	Academic Activities
4	Faculty Quality Improvement
5	NAAC work progress
6	Value Added Courses Approval
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Discussion and Action Taken Report

The IQAC Chairperson gave a welcome speech to kick off the meeting. She welcomed all of the IQAC members who were attending the meeting. The discussions included the following points:

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1	Commencement of AY: 2022-2023 classes Discussion was made on the academic schedule and subject allotment.	The finalized academic schedules for UG courses have been given out to faculty members, and students.
2	Plan of Activities for students : Principal were asked to submit the AY: 2024-2025 Activities.	The activities and budget details for the AY 2022-2023 EVEN were provided by the principal
3	Academic Activities: Course File submission	The principal instructed that all faculty members send their course files for the academic audit, along with the documentation required. Additionally, the Principal instruct their faculty members to give the students the course materials and question bank within ten days of the semester's start of classes.
4	Faculty Quality Improvement: Attending FDP, Participating in Online courses, conferences and Research Articles Publishing	Faculty members were directed to take part in online courses like conferences and others, as well as to attend FDP. Additionally, faculty members were instructed to publish a minimum of one research article per semester in journals that are indexed by SCI/Scopus.
5	NAAC work progress: Criteria-wise, work progress was discussed.	The meeting was set up by the NAAC coordinator to give an update on the criteria coordinators' work progress.



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6	Value Added Courses Approval: The approval of value-added course titles and contents was discussed.	The principal approved the value-added course titles and contents .
7	NSS/NCC/YRC and other co-curricular and extra-curricular activities: Discussed the NSS, NCC, and YRC's and other activities.	Reports of activities conducted by the NSS, NCC, and YRC were reviewed.

At 12:35 PM, the IQAC coordinator adjourned the meeting and expressed gratitude.

Members Attendance list

s.no	Name of the members	Designation	Signature
1	Dr.C.Jothimanivannan	Principal	
2	Mrs.M. Vanitha	Associate Professor	
3	Mrs.C.Kalaiselvi	Professor	
4	Mr.M.Rajeshkumar	External Member	
5	Mrs.K.Sowndarya	Associate Professor	
6	Mr.M.Praveen kumar	Assistant professor	
7	Mr.Vedhachalam	Alumni	


IQAC coordinator




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Ref: SSIP/IQAC/2024-2025/06

Date: 14.12.2024

IQAC MEETING CIRCULAR

On December 19, 2024, at 10.00 AM., all faculty members meeting will take place in Principal chamber to discuss the following items to ensure the smooth and effective conduct of academic activities for the 2024–2025. We advise all faculty members to attend the meeting without fail.


Agenda of the Meeting :

SL.NO	AGENDA
1	Review of the last meeting
2	Curriculum gap identification
3	Content beyond syllabus activities
4	Skill Based Training
5	Conducting Value Added Course
6	Verification of Course files



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 06	Document ID: 2024-2025/SSIP/IQAC 06
Academic Year: 2024-2025	Scheduled Date: 19.12.2024
Venue: principal chamber	Time: 10:00 AM

The meeting of the IQAC was held on December 19, 2024, at 10.00 AM in the principal chamber.
The following internal members attended:

LIST OF MEMBERS ATTENDED:

s.no	Name of the members	Designation	Signature
1.	Dr.C.Jothimanivannan	Principal	
2.	Mrs.M.Vanitha	Associate Professor	
3.	Mrs.C.Kalaiselvi	Professor	
4.	Mr.M.Rajeshkumar	External Member	
5.	Mrs.K.Sowndarya	Associate Professor	
6.	Mr.M.Praveen kumar	Assistant professor	
7.	Mr.Vedhachalam	Alumni	

Agenda of the Meeting

Sl.NO	AGENDA
1	Review of the last meeting
2	Curriculum gap identification
3	Content beyond syllabus activities
4	Skill Based Training
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Discussion and Action Taken Report

The meeting started with a welcome address by the chairperson of IQAC. He has extended a warm welcome to the IQAC members present for the meeting. The following were the deliberations:

S.No	Name of the item with Discussion	Responsibility and Action Taken
1	Review of the last meeting:	All the points were discussed in the first meeting, which was unanimously approved by the members, and the minutes were confirmed.
2	Curriculum gap identification: The Principal asked all faculty to identify the curriculum gap for their department courses and plan to fill the gap by conducting or arranging guest lectures, field visits, workshops, implant training, etc.	All the faculties identified the curriculum gap of their department courses and filled the gap with required activities, and the reports were reviewed.
3	Content beyond syllabus activities: The principal suggested preparing guidelines for content beyond the syllabus for every course by the course instructors with the coordination of their Department Head.	All course instructors prepared the guidelines for content beyond the syllabus for their courses after consulting with their department heads



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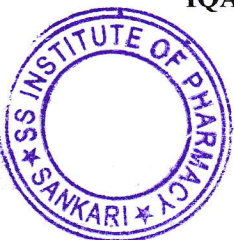
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4	Skill Based Training The Chairperson instructed the faculties to arrange to conduct skill-based training for the students to enhance their soft and hard skills.	Faculties arranged and conducted skillbased training workshops and seminars for the students department-wise.
5	Conducting Value Added Course: The Principal reviewed the contents of the value-added course with all Faculties	Faculties followed the guidelines given by the Principal and conducted the value-added courses for their students successfully.
6	Verification of Course file The Principal asked all Faculties to instruct to submit their course file with all required documents for the audit to the ADC.	All faculty members submitted their course files to the ADC, and all the course files were audited by the coordinator and members of the ADC

The meeting was concluded and thanked by the IQAC coordinator at 11.45am.

IQAC Coordinator



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Ref: SSIP/IQAC/2024-2025/05

Date: 23.09.2024

IQAC MEETING CIRCULAR

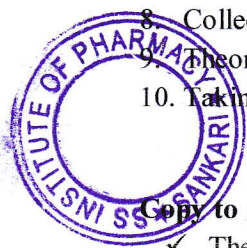
On 27.09.2024, at 10.00 AM., all faculty members meeting will take place in Principal chamber to discuss the following items to ensure the smooth and effective conduct of academic activities for the 2024–2025. We advise all faculty members to attend the meeting without fail.


Agenda of the Meeting :

1. Review on Institution Academic Calendar finalization for the AY: 2024-2025
2. Review on Subject Allocation, Faculty Workload and Department Time Table for the AY: 2024-2025
3. Review on conducting co-curricular and extracurricular activities for the students semester wise for the AY: 2024-2025 (Conduct of Workshop, Seminar, Symposium, Conference, etc.)
4. Review on the curriculum gap filling and content beyond syllabus activities for all semester courses for the AY: 2024-2025. (Arranging Industrial Visit and Internship, and conduct of Value Added Courses)
5. Review on signing MoUs with Industries and Esteemed Educational Institutions
6. Library Establishment
7. The presence of faculty in the lecture room to conduct classes
8. Collection of class attendance
9. Theory and Practical Classes monitoring
10. Taking action on irregular students

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- ✓ Principal
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Ref: SSIP/IQAC/2024-2025/05

Date: 27.09.2024

IQAC Academic Meeting Minutes

Meeting Number: 05	Document ID: 2024-2025/SSIP/IQAC/05
Academic Year: 2024-2025	Scheduled Date: 27.09.2024
Venue: Principal Chamber	Time: 1:00 PM

On at 1.00 PM, the IQAC had its seventh meeting in the Principal Chamber .
All faculty members were attended this meeting.

Agenda of the Meeting

- Review on Institution Academic Calendar finalization for the AY: 2024-2025
- Review on Subject Allocation, Faculty Workload and Department Time Table for the AY: 2024-2025
- Review on conducting co-curricular and extracurricular activities for the students semesterwise for the AY: 2024-2025 (Conduct of Workshop, Seminar, Symposium, Conference, etc.)
- Review on the curriculum gap filling and content beyond syllabus activities for all semester courses for the AY: 2024-2025. (Arranging Industrial Visit and Internship, and conduct of Value Added Courses)
- Review on signing MoUs with Industries and Esteemed Educational Institutions
- Library Establishment
- The presence of faculty in the lecture room to conduct classes
- Collection of class attendance
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Discussion and Action Taken Report

The meeting started with a welcome address by the chairperson of IQAC. He has extended a warm welcome to the IQAC members present for the meeting. The following were the deliberations.

Item No.	Name of the item with Discussion	Responsibility and Action Taken
1.	The presence of faculty in the lecture room to conduct classes:	Faculty members who are having first-hour classes must be available in the class room at 9.30 a.m. Also, faculty members who have classes must be present outside the classroom before 5 minutes of the prescribed class timings.
2.	Collection of class attendance:	The class advisor must be collecting the class attendance strength at 9.35 a.m. and submit at 9.45 a.m. every day without fail.
3.	Theory and Practical Classes monitoring:	The principal advised to monitor and visit all period classes to ensure faculty availability in the class room for conducting the classes effectively as per the schedule.
4.	Taking action on irregular students:	<ul style="list-style-type: none">Any student who requests a leave of absence must give the class advisor the leave letter that his or her parent has recommended.If any student is not attending the classes regularly for 3 working days continuously, the class advisor must report the same to the person and to the parent via mobile call.If any student is not attending the classes regularly for more than 3 working days continuously, the class advisor must send a letter to the parent with the permission of the Principal on the same weekend.IQAC instructs the class advisor to keep all the required documents in the "Students Leave Details" file..

At 11:20am, the IQAC coordinator gave a vote of thanks and concluded the meeting.



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