



ST. ANNE'S COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
ANGUCHETTYPALAYAM, PANRUTI – 607 106.

INTERNAL QUALITY ASSURANCE CELL


CIRCULAR

CIR. No.: SANCET/IQAC/2023-24/CIR/01

Date: 17. 07. 2023

The Internal Quality Assurance Cell (IQAC) meeting will be arranged on 21. 07. 2023 at 10.00 AM in the Board Room. The members of the cell are requested to attend in order to improve quality of SANCET.


IQAC CO-ORDINATOR 17/7/23


PRINCIPAL 17.7.23
Dr. R. AROKIADASS, M.E., Ph.D.,
Principal,
St. Anne's College of Engineering & Technology,
ANGUCHETTYPALAYAM,
Siruvathur-(Post), Panruti-(T.k),
Cuddalore-(Dist), Pin: 607 110.

Copy to:

1. Dr. Sr. T. Nirmala
2. Mr. V.C. Eugin Martin Raj
3. Mr. P. Joseph Antony Raj
4. Sr. Lilly
5. Mr. S. Balabasker
6. Mr. S. Manavalan
7. Mr. K. Rackesh Jawaher
8. Sr. A. Punitha Jilt
9. Mr. V. Prakash
10. Dr. D. Ommurugadhasan
11. Mr. N. Syed Mubarak
12. Mr. K. Rajendran
13. Sr. Praislin
14. Mr. S. Daniel
15. Mr. M. Athithan



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Internal Quality Assurance Cell

Minutes of Meeting

Committee Name: Internal Quality Assurance Cell	Meeting No: I
Meeting Date: 21. 07. 2023 - 10.00 AM	Venue: Board Room
Members Present	
Name	Designation
Dr. R. Arokiadass	Principal
Dr. Sr. S. Anita	Asso. Prof, & Head/ECE
Mr. V.C. Eugin Martin Raj	Head / EEE
Sr. Lilly	Administrative Officer
Mr. P. Joseph Antony Raj	Senior Assistant
Sr. Praislin	System Administrator
Mr. S. Balabasker	Assistant Professor / ECE
Mr. S. Manavalan	Assistant Professor & Head / CSE
Mr. K. Rackesh Jawaher	Assistant Professor /S & H
Sr. Punitha Jilt	Vice Principal & Asst. Professor / CSE
Mr. V. Prakash	Asst. Professor/ Maths
Dr. D. Ommurugadhasan	Professor & HoD / MECH.
Mr. N. Syed Mubarak	Asst. Professor & HoD / S & H
Dr. Sr. T. Nirmala	Secretary
Mr. K. Rajendran	Chairman, Panruti
Mr. S. Daniel	Local Society and Alumni
Mr. M. Athithan	Senior Production Engineer, TVS Sundaram Fasteners

Highlights:

1. Curricular Aspects
2. Teaching - Learning and Evaluation
3. Research, Innovations and Extension
4. Infrastructure and Learning Resources
5. Student Support and Progression
6. Students' achievements
7. Institutional activities



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Action Items

Codes: A- Action

C- Comment

D- Decision

R- Recommendation

S. No.	Code	Description	Responsibility
1.	A	<p>Minutes of the previous meeting has been presented by IQAC Co-ordinator.</p> <p>She introduced as new members of IQAC to the team members.</p> <p>Mr. V.C. Eugin Martin Raj- Co-coordinator</p> <p>Mr. V. Prakash - Teacher</p> <p>Mr. S. Manavalan - Teacher</p> <p>NAAC Pear team visit is scheduled on 17th and 18th August 2023.</p>	Dr. Sr. S. Anita, Prof./Head
2.	R	<p>Curricular Aspects</p> <p>Each department must plan for the summer internships to the third and final year students during semester holiday.</p> <p>The internal components of the assessment are planned for the 2021 regulations. The components are assignments, miniprojects, seminar and case study. Each component carries 10 marks.</p> <p>Based on the employer feedback, a new course namely Computer Science Engineering (Artificial Intelligence and Machine Learning) is proposed by the industrialist for the academic year 2022-2023.</p>	Mr. S. Balabasker, Asst. Professor/ECE
	A	Reopening date for the academic year 2023-2023 is on 24 th August 2023.	
3.	A	<p>Teaching – Learning process</p> <p>A guest lecture programme is planned by the department of science and humanities on “Thamilarum thozhilnutpamum” from 05. 07.2023 to 07. 07.2023 to</p>	Mr. S. Manavalan Asst. Professor
	R	HoDs are insisted to adopt an innovative student centric method in teaching learning process.	
4.	R	<p>Research, Innovations and Extension</p> <p>Faculty members are insisted to undergo research and publish their research work in an indexed journal.</p>	Mr. Rakesh Jawahar Asst. Professor
	A	Mr. Saravanan and Sr. A. Josephine Mary, Asst. Professor/Mechanical have registered Ph.D. in Anna University and NIT, Trichy from 2023-2024.	
5.	D	<p>Infrastructure and Learning Resources</p> <p>The committee insists to design the placement and alumni portal in CEEMS Enterprise resource planning (ERP) as early as possible.</p>	Sr. A. Punitha Jilt, Vice Principal, Asst. Professor



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		Faculty appraisal form is collected from the staff through CEEMS ERP for 2022-2023.	
	A	Language laboratory has been utilized by all students to enhance the communication skills. Hours must be allotted for each student in the timetable.	
6.	C	Student Support and Progression Committee has insisted that the training and Placement Coordinator has to prepare the training plan for all the students from first year. The suggestion is given by the committee to promote student support system like conducting training programme on cracking government exams.	Mr. V. Prakash, Asst. Professor/S&H
7.	C	Students and Staff Achievements Each department must apply for students' project fund for every year.	Dr. D. Ommurugadhasan, Professor/ Mech.
	A	Faculty orientation programme on “ Role of teachers in the 21st Century ” is planned for teaching staff on 5 th August 2023.	
9	C	Institutional activities CEEMS ERP tool has been updated in all aspects of the students and staff. And it is integrated with the administration, teaching and learning, evaluation, and student support.	Dr. S. Anita, IQAC coordinator
10	D	The incubation centres are named as follows. CSE: Adventures Hub EEE: Primordial Techies ECE: Electropark Mechanical: Mechmakers lab	Dr. S. Anita, IQAC coordinator


IQAC CO-ORDINATOR


PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE SHEET

S. NO.	NAME	SIGNATURE
1.	Dr. R. Arokiadass	
2.	Dr. Sr. S. Anita	
3.	Mr. V. C. Eugin Martin Raj	
4.	Sr. Lilly	
5.	Mr. P. Joseph Antony Raj	
6.	Sr. Praislin	
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16.	Mr. S. Daniel	
17.	Mr. M. Athithan	