

08.01.2019

CIRCULAR

The Second Meeting of the Internal Quality Assurance Cell (IQAC) will be held on 10.01.2019 at 10 A.M in Principal Chamber. All the IQAC members are requested to attend the meeting and provide your valuable ideas and suggestions for the performance and improvement of institution.

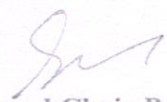
Agenda:

1. Welcome by the Chairperson
2. To review the suggestions discussed during the 1st IQAC meeting.
3. The submission of the report by the Chairperson of all activities carried out after first IQAC meeting.
4. To discuss about Admission process to be carried out for the Academic year 2019-2020.
5. To submit other committee constitution, Minutes of meetings and action taken reports of the various committees which was held after 1st IQAC meeting.
6. To submit the strategic plan of the institution for the next 5 years.
7. To review the result analysis of the ODD semester of the Academic year 2018-2019
8. Any other points to be discussed

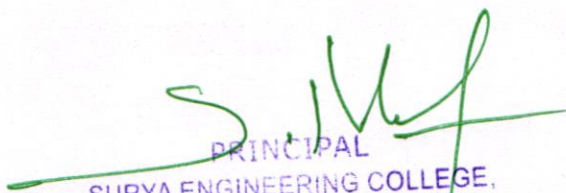
Copy to:

- Principal
- IQAC Coordinator and Members
- All department Heads




Principal and Chair Person

[IQAC]

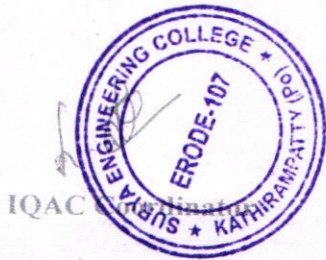

PRINCIPAL
SURYA ENGINEERING COLLEGE,
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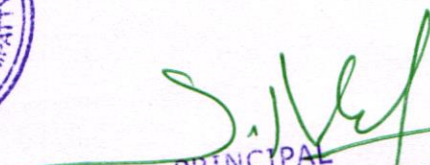
Minutes of 2nd IQAC Meeting

Date of the meeting conducted : 10.01.2019
Time : 10 AM
Members Present :
○ Principal
○ IQAC Coordinator and Members
○ All department Heads
Venue : Principal Chamber

Minutes of the Meeting:

1. The Principal and Chair Person of IQAC initiated the meeting by welcoming the IQAC members.
2. Review of the suggestions of the 1st IQAC meeting was done :
 - Value added courses were conducted for 30 hours, assessment was done and certification was provided.
 - Internal test review analysis was conducted.
 - Feedback from stakeholders was collected, analyzed and action report was taken.
 - Coaching classes was scheduled for CGPA improvement.
 - Faculty attended various programs in the semester.
3. Suggestions were given for the Admission process to be carried out for the Academic year 2019-2020.
4. The report of the other committee constitution, Minutes of meetings and action taken reports of the various committees which was held after 1st IQAC meeting was read and ratified.
5. The strategic plan of the institution for the next 5 years was approved after a long discussion.
6. The result analysis review report was verified for the ODD semester of the Academic year 2018-2019
7. It was decided to conduct Academic, Administrative Audit (AAA) at end of every Academic year.




Principal and Chair Person
PRINCIPAL
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17.08.2018

CIRCULAR

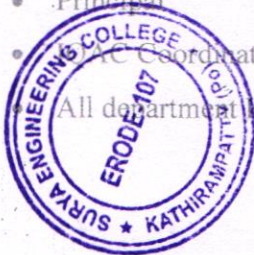
The first meeting of the Internal Quality Assurance Cell will be held on 18.08.2018 at 10 A.M. in Principal Cabin. All the IQAC members are requested to attend the meeting and give their valuable suggestions for the overall improvement of our Institution.

Agenda

1. Welcome by the Chair Person.
2. Introduction of the members of IQAC by the Chair Person
3. Submission of the report by the Chair Person (all activities - academic, co-curricular, extra-curricular activities, staff activities, staff achievement, students achievement, internship by the students, staff industry activities etc.) in the academic year 2017-18
4. To submit and approve the Vision, Mission, POS, PSOs and PEOs of the Departments
5. To read and ratify the letter received from AICTE, Anna University, & Directorate of Technical Education, Chennai.
6. To approve the staff left the institution in the academic year 2017-18.
7. To approve the appointment of Teaching and Non-Teaching Staff members in the month of June 2018.
8. To submit and ratify the audited statement for the financial year 2017-18.
9. To submit and ratify the proceedings of the Feedback Review committee meeting held in the academic year 2017-18.
10. To submit the result of the Anna University Examination held at May –June 2018.
11. To submit and review the procedure adopted for the E – Governance and its impact.
12. To submit and discuss the placement for the last academic year 2017-18 and its improvement.
13. To submit and discuss the Staff Development program attended by the staff in the last academic year (2017-18) and its improvement.
14. To submit and analysis the CO, PO, and PEOs attainment and further action to be initiated.
15. Any other points with the permission of the Chair Person

Copy to:

- Principal
- IQAC Coordinator and Members
- All department Heads



Principal and Chair Person

(IQAC)

Surya
PRINCIPAL
SURYA ENGINEERING COLLEGE,
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ERODE - 638 107

Minutes of 1st IQAC Meeting

Date of the meeting conducted : 18.08.2018
Time : 10 AM
Members Present :

- Principal
- IQAC Coordinator and Members
- All Department Heads

Minutes of the Meeting:

1. The Principal initiated the meeting by welcoming the IQAC members.
2. The availability of Academic Calendar, Workload and Timetable of classes and labs, course materials of subjects and lab manual of the laboratory was ensured.
3. Conduction the value added courses by all departments was planned for 30 hours compulsorily with proper syllabus, lesson plan and course materials.
4. The conducting of Internal Tests and reviews was ensured and to be monitored.
5. The members suggested collecting feedback from all stakeholders for each semester, conduct analysis and to the take the action report based on the analysis.
6. Suggestions were given to improve CGPA for the coming University examinations.
7. The implantation of E-governance was discussed.
8. Faculty will be instructed to attend seminar, workshop, FDP and administrative programs for the quality improvement of the students.
9. It was discussed to provide financial support to the faculty who publish papers and book chapters
10. It was discussed to insist the usage of ICT tools in class rooms.
11. Placement training periods was ensured in Timetable.
12. It was discussed to submit and analysis the CO, PO, and PEOs attainment and further action to be initiated.
13. It was instructed to conduct extension activities through YRC and NSS, club activities and extracurricular activities.
14. Suggestions were given to conduct to career guidance programs for the students.
15. Academic and Administrative Audit was instructed to be conducted every semester.

IQAC Coordinator



Principal and Chair Person

[Signature]
PRINCIPAL
SURYA ENGINEERING COLLEGE,
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