



SUDHARSAN ENGINEERING COLLEGE

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

Sathiyamangalam, Kulathur(TK), Pudukkottai District-622 501

Ph: 04339-240830, 240840 Fax: 04339-240205

Website: www.sec.ac.in Email: principal@sec.ac.in



Date: 17-06-2021

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-22 is planned to be held on 19.06.2021 in IQAC hall at 10.30 am. All IQAC members are requested to participate in this meeting without fail. The agenda for the meeting is as follows.

AGENDA

- Welcome Address
- Discussion on the preceding meeting held on 19.03.2021
- Status of NAAC Work
- Alumni Interaction with students
- Bridge Course
- Conference
- Elective Subject Finalization
- Entrepreneurship Development Cell activities
- Feedback from Stakeholders


Principal

Copy to:

1. All HoD's
2. All Notice Boards




PRINCIPAL
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Members of the Committee

Sl.No	Category	Designation	Name of the Member
1.	Chairperson	Head of the Institution	Dr. S.Karthikeyan
2.	Member of Management	Secretary	Mr. K. Ajay Kumar
3.	IQAC Coordinator	Associate Professor & HOD / ECE	Dr. K. Asan Mohideen
4.	Administrative Officers	Accounts Manager	Mr. Balasubramanian
		Exam Cell Coordinator	Mr. R. Jeevanantham
		NSS Coordinator	Mr. G.Narayanan
		PRO	Mr. S. Moorthy
		PED	Mr.C.Saravanan
		Librarian	Mr.V.Subramanian
5.	Senior Teachers	HoD/Civil	Mr. S. Sundarraj
		HoD/Mech	Mr.SP.Kalaiselvan
		HoD/EEE	Mrs. B. Manimekalai
		Vice Principal & HoD/CSE	Dr. P. Sujatha
		HoD/S&H	Mrs. N. Hemalatha
6.	Alumni Members	Software Programmer	Mr. Thangapandiyan
7.	Members from Industry	Amphisoft Technologies	Mrs.T. Punitha
8.	Nominees from Local Society	Sona Educational Trust, Pudukkottai	Mr.ARS.Subramaniam
9.	Student Members	II CSE Student	Ms. T. Lakshmi Priya



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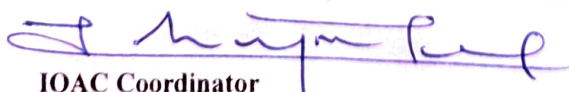


Minutes of the Meeting held on 19.06.2021

The Coordinator of IQAC welcomed the chairperson and all the members.

Minutes of previous IQAC meeting held on 19.03.2021 are discussed and confirmed

- The Coordinator explained about the importance of establishment of IQAC. He also expressed that maintaining quality standards in the teaching, learning and evaluation is the main objective of the IQAC which is useful for improving the quality of academic and administration.
- The Chair Person discussed the NAAC criteria wise work status.
- The Chair Person insisted to organize an interaction of Alumni with the present students. Whenever they visit the college, to know about the current trends in industries.
- The bridge course is planned to conduct for the first year students for Mathematics, Physics ,Chemistry and Computer subjects before the regular classes commences.
- For the development of faculty members, it was insisted to attend the conference conducted in other colleges/universities. Moreover, it was suggested to conduct such conferences in our college for the benefit of faculty and students.
- Faculties are instructed to inform the students about the various elective subjects available and to brief about the electives so that students could know about the subjects before choosing it.
- IQAC planned to conduct more activities under the Entrepreneurship Development Cell.
- IQAC insisted to collect feedback from stakeholders. It is essential for driving continuous improvement, fostering customer satisfaction, enhancing communication and transparency, and ensuring organizations remain responsive to the needs and expectations of their stakeholders.


IQAC Coordinator

IQAC COORDINATOR,
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4.	Administrative Officers	Accounts Manager	Mr. Balasubramanian	
		Exam Cell Coordinator	Mr. R. Jeevanantham	
		NSS Coordinator	Mr. G.Narayanan	
		PRO	Mr. S. Moorthy	
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		Librarian	Mr.V.Subramanian	
5.	Senior Teachers	HoD/Civil	Mr. S. Sundarraj	
		HoD/Mech	Mr.SP.Kalaiselvan	
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6.	Alumni Members	Software Programmer	Mr. Thangapandiyan	
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Date: 20.12.2021

ACTION TAKEN REPORT FOR THE MEETING HELD ON 19-06-2021

S.No.	Points discussed	Action Taken
1.	Status of NAAC Work	Criteria wise review meeting was conducted.
2.	Alumni Interaction with students	The IQAC Coordinator suggested the HoDs to arrange more number of alumni interaction for the students. Alumni, whenever visits the college could be made to interact with the students for sharing the work experience and to know the current trends in industries.
3.	Bridge Course	Bridge course was conducted for the first year from 10.11.2021 to 20.11.2021
4.	Conference	Insisted the faculty members to attend the conference at least one in every year.
5.	Elective Subject Finalization	Elective Subjects were finalized based on the choice of students.
6.	Entrepreneurship Development Cell activities	One Programme was conducted <ul style="list-style-type: none">Seminar on "Enhancing skill development and entrepreneurship education"
7.	Feedback from Stakeholders	Feedback from stake holders are collected. It could enhance the relevance, effectiveness and impact of the institution.


IQAC Coordinator

IQAC COORDINATOR,
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E-Box
Colleges

Date: 10-01-2022

CIRCULAR

The Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-2022 is planned to be held on 12.01.2022 in IQAC hall at 10.30 am. All IQAC members are requested to participate in this meeting without fail. The agenda for the meeting is as follows.

AGENDA

- Welcome address
- Discussion on the preceding meeting held on 19.06.2021
- Status of NAAC Work
- MOU with Industries
- Placement and training
- Co-Curricular and Extra Curricular activities
- Value Added Courses
- Entrepreneurship Development Cell activities
- Intellectual Property Rights Cell

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Minutes of the Meeting held on 12.01.2022

The Coordinator of IQAC welcomed the chairperson and all the members.

Minutes of previous IQAC meeting held on 19.06.2021 are discussed and confirmed

- The coordinator discussed the status of criteria wise work that is being carried out in all departments with all criteria heads.
- Mr. S. John Joseph, Placement Coordinator suggested that more collaborative agreements were to be made in future with reputed companies for the benefits of students.
- It was discussed about strengthening of placement activities by bringing more number of reputed companies for on campus placement drives.
- IQAC insisted all the departments conduct co-curricular events in each semester such as seminar, workshop, conference etc. and also NSS members to conduct various programs for the welfare of rural peoples.
- IQAC has recommended that all departments organize Quality Improvement Initiatives courses and encourage students to enroll.
- It was decided to develop the activities of Entrepreneur Development cell (EDC) in the coming semester.
- It was decided to conduct more activities under the Intellectual Property Rights Cell. It serves as a critical resource for organizations seeking to harness the full potential of their intellectual capital.

IQAC Coordinator

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Date: 05.06.2022

ACTION TAKEN REPORT FOR THE MEETING HELD ON 12-01-2022

S.No.	Points Discussed	Action Taken
1.	Status of NAAC Work	Criteria wise review meeting was conducted.
2.	MOU with Industries	Internship MOU were signed with eight engineering industries.
3.	Placement and Training	<p>Department of Civil Engineering Final year students of our Civil Department (2021-2022 batch) got recruited (3 students) in Linga Architech.(1 Students) in MDS Engineering Services.</p> <p>Department of Mechanical Engineering Final year students of our Mechanical Department (2021-2022 batch) got recruited (21 students) Sakthi Gear Products.</p> <p>Department of Computer Science Engineering. Final year students of our Computer Science Department (2021-2022 batch) got recruited (5 students) in Clazy works,(2 students), HRlytics Private Limited.(15 students) in Amphisoft Private Limited.</p> <p>Department of Electronics and communication Engineering. Final year students of our Electronics and communication Engineering Department (2021-2022 batch) got recruited (7 students) in Amphisoft Private Limited.</p> <p>Department of Electrical and Electronics Engineering. Final year students of our Electrical and Electronics Engineering Department (2021-2022 batch) got recruited (5 students) in Amphisoft Private Limited</p>
4.	Co-Curricular and Extra Curricular Activities	<p>Our college conducted various sports events and cultural activities for the students.(For all Departments)</p> <ul style="list-style-type: none"> ● Volleyball Competition(Men)and(Women) ● Basketball Competition(Men) ● Cricket Tournament(Men) ● Kabaddi ● Competition(Men) ● Throwball Competition(Women) ● Badminton Competition(Women) and Men



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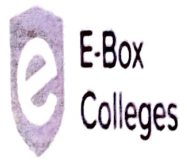
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S.No.	Points Discussed	Action Taken
		<ul style="list-style-type: none"> ● Football Tournament(Men) ● High Jump Competition(Men) and(Women) ● Long Jump Competition(Women) and(Men) ● Triple Jump Competition(Women) and(Men) ● Javelin Throw Competition (Men) and (Women) ● 100metersTrackCompetition ● Chess Competition ● 1500 meters Track Competition (Men) ● 400metersTrackCompetition (Women)and(Men) ● Translation Competition ● Essay Writing Competition ● Group Dance Competition ● Pair Singing Competition ● Solo Singing Competition ● Debate Competition
5.	Value Added Courses	<p>The following Value added courses are conducted</p> <ul style="list-style-type: none"> ● Design and Detailing of Structures -CIVIL ● Design and Systematic Analysis of Civil Structures-CIVIL ● Introduction to Non-Destructive Testing and QA/QC-CIVIL ● Applications on Machine Learning and Data Science-CSE,AIDS ● OOPS through Java using Practical applications-CSE ● Git hub & Maven Repository-CSE ● Interactive Session on AC Machines ● Applications of MATLAB in Electrical Engineering-EEE ● Electric Vehicles-EEE ● Mastering PCB Design: From Concept to Fabrication-MECH ● Industrial Application based Embedded System-CSE ● IoT-Driven Industrial Automation-ECE ● Piping Design Engineering-MECH ● Repetitive Manufacturing - MECH



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S.No.	Points Discussed	Action Taken
6.	Entrepreneurship Development Cell activities	Seminar on "Enhancing Skill Development and Entrepreneurship" was conducted.
7.	Intellectual Property Rights Cell	Four Programmes were conducted in the area of Intellectual Property Rights. <ul style="list-style-type: none">• How To Write Research Papers For Journal Publications• How To Write Good Proposal For Funded Research Projects• Orientation On Intellectual Property Rights In Engineering• Workshop On " IPR And Patenting" For SEC Faculties


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