



# SSM Institute of Engineering and Technology

Dindigul - 624 002

www.ssmiet.ac.in

Date: 05.01.2018

## Minutes of IQAC Meeting

The Internal Quality Assurance Cell (IQAC) meeting was held on 4<sup>th</sup> January, 2018 at 11.00 a.m. in the Internal Quality Assurance Cell. The Following members were present:

1. Management Chief-Shri.P.S.Veluswamy, Chairman & Management Trustee, SSM Group of Institutions
2. Management Member-Dr.R.Chandran, Campus Director, SSM Group of Institutions
3. Chairperson-Dr.M.Saravanan, Principal, SSMIET
4. Coordinator-Dr.V.Shunmughavel, Professor & Head / CSE, SSMIET
5. Teacher Member-Dr.G.Sankaranarayanan, Professor & Head / Mechanical Engineering, SSMIET
6. Teacher Member- Dr.J.Karthikeyan, Professor & Head / EEE, SSMIET
7. Teacher Member-Dr.S.Karthigai Lakshmi, Professor & Head / ECE, SSMIET
8. Teacher Member-Dr.L.Ronald David, Associate Professor / English, SSMIET
9. Administrative Member-Mr.P.Ramasamy, Administrative officer, SSMIET
10. External Expert-Mr.S.Ramalingam, Executive Director, M/s Madura Steel Industries Pvt Ltd., Dindigul.
11. External Expert-Mr.M.Palani Kumar, Managing Director, M/s Palaniappa Motors Pvt Ltd., Dindigul.
12. Alumni Member-Mr.K.Hariharasudhan, Associate@Level Cl, eNoah iSolutions, Chennai.

### **AGENDA:**

1. Minutes of the previous meeting
2. NAAC SSR preparation
3. Odd semester results-Academic Year(2017-2018)
4. Academic audit
5. Research & Development
6. Training & Placement
7. Faculty training
8. Events to be organized



# SSM Institute of Engineering and Technology

## Dindigul - 624 002

www.ssmiet.ac.in

S.No	Points Discussed	Action Plan	Target Date and Responsibility
1	<b>Minutes of the Previous Meeting</b>	Minutes of the previous meeting were approved and follow up action initiated was reviewed.	IQAC Members
2	<b>NAAC SSR Preparation</b>	<p>Faculty are expected to be aware of the details uploaded in the NAAC web portal and are expected to contribute more ideas regarding various criteria.</p> <p>Final draft of the Self Study Report is to be sent for language editing by English Department.</p> <p>Library, placement and sports committee are expected to be finalized.</p> <p>It is planned to conduct post audit on 18<sup>th</sup> and 19<sup>th</sup> January 2018 to verify all the seven criteria of the Self Study Report.</p> <p>Electrical maintenance and civil maintenance records need to be maintained in the respective departments.</p> <p>Souvenir has to be prepared for all the clubs and cells to be displayed at IQAC.</p>	<p>19.01.2018</p> <p>All Faculty</p>
3	<b>Odd Semester Results</b>	<p>Results of Nov/Dec 2017 University semester exams were declared by the Anna University, Chennai. The overall pass percentages of the departments are as follows:</p> <p>CSE: 76.25% ECE: 73% Civil: 60% EEE: 59% MECH: 52.56 % Auto: 33.5 %</p> <p>It is decided to analyze the reasons for producing low pass percentage in the forthcoming HoD meeting.</p>	<p>12.01.2018</p> <p>Principal &amp; Heads of Departments</p>





# SSM Institute of Engineering and Technology

## Dindigul - 624 002

www.ssmiet.ac.in

4	<b>Academic Audit</b>	<p>It is planned to conduct academic audit for the odd semester 2017-18 as early as possible. It is also suggested that the course file, log book and class record should be updated and get Principal's signature without any delay.</p>	31.01.2018 All Faculty
5	<b>Research &amp; Development</b>	<p>Documents related to all research activities, supervisor details, scholar details, journal publications should be provided to R &amp; D In charge by all faculty members.</p> <p>Details about the research activity of the faculty members can be included in the monthly report prepared by the HoDs.</p>	04.02.2018 All Faculty
6	<b>Training &amp; Placement</b>	<p>It is planned to organize more number of Value added courses, training on aptitude, programming skills and technical aspects in this semester.</p> <p>It is decided to conduct placement training from second year onwards.</p> <p>HRs can meet the HoDs after the placement drive to provide feedback about students' performance.</p> <p>The list of students who got placed should be prepared and displayed at the prominent locations.</p> <p>Department placement coordinators are expected to be present during on campus recruitment.</p>	Placement officer & Department Placement Coordinators
7	<b>Faculty Training</b>	<p>It is planned to organize Goal Setting Workshop for faculty empowerment by IQAC during the first week of May 2018.</p>	18.05.2018 IQAC Coordinator
		<p>It is decided to organize Pongal festival celebration by Humane League on 12.01.2018.</p>	

Dindigul - Palani Highway, Dindigul - 624 002.



# SSM Institute of Engineering and Technology

## Dindigul - 624 002

www.ssmiet.ac.in

8	<b>Forthcoming Events</b>	<p>Motivational speech for +2 school students is scheduled on 20.01.2018. The guest speaker is Mr.Nandakumar, IRS.</p> <p>Republic Day Celebration is scheduled on 26.01.2018 at 8.30 a.m. It is decided to honor NPTEL toppers, and academic result achievers.</p> <p>Aram Seivom Programme is scheduled on 29.01.2018.</p> <p>UTSAV week is planned during the 3<sup>rd</sup> week of Feb by CSE and Debate by Tamil Mandram is scheduled during the first week of March 2018.</p> <p>CSE symposium is scheduled during the 2<sup>nd</sup> week of March 2018.</p> <p>Polyfest-2018 is scheduled for Polytechnic students in the month of March 2018.</p>	31. 01.2018  Respective Organizing Committee members       31. 03.2018  Respective Organizing Committee members
---	---------------------------	---	--

*V. Shunmughavel*  
25/10/18  
**Coordinator/IQAC**  
**Dr.V.Shunmughavel,HoD/CSE**

*Dr. M. Saravanan*  
5/11/18  
**PRINCIPAL**  
Dr.M.Saravanan M.E.,Ph.D.,  
Principal  
SSM Institute of Engineering and Technology,  
Kuttiathupatti Village, Sindaigundu (Po),  
Dindigul-624 002

