



# SSM Institute of Engineering and Technology

## Dindigul - 624 002

www.ssmiet.ac.in

Date : 08.06.2018

### Minutes of IQAC Meeting

The Internal Quality Assurance Cell (IQAC) meeting was held on 7<sup>th</sup> June, 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.S.Karthigai Lakshmi, Professor & Head / ECE, SSMIET
7. Teacher Member-Dr.M.Santhosh, Professor & Head / Automobile Engineering, 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. NAAC Visit
2. Academic excellence
3. Value added courses
4. Budget proposal for the academic year 2018-19
5. Language training
6. University arrear exam absentees
7. Placement – Strategy for 2018-19
8. R & D
9. Industrial visit
10. Parent Teacher meet
11. Self appraisal

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S.No	Points Discussed	Action Plan	Target Date and Responsibility
1	<b>NAAC Visit</b>	<p>The Pre qualifier result for our Self Study Report (SSR) is expected within this month.</p> <p>Three set of preferable dates for the NAAC Peer Team onsite visit need to be finalized in discussion with Campus Director and Principal after receiving the notification from NAAC.</p>	<p>20.06.2018</p> <p>IQAC Coordinator</p>
2	<b>Academic Excellence</b>	<p>English vocabulary enhancement practice to be strictly implemented in all the classes.</p> <p>All the HoDs are requested to strictly monitor the absentees and initiate necessary action to improve the attendance percentage. Further they are requested to motivate all II and III year students to carry out individual mini projects.</p> <p>For Unit Tests, all the departments should follow the Multiple Choice Question (MCQ) pattern and the format will be provided by HoD, Civil.</p> <p>Internal test evaluation - Answer scripts can be exchanged among the faculty members to maintain the uniformity and quality in evaluation.</p> <p>Bloom's taxonomy pattern should be followed in framing internal test question paper by all the departments. The necessary guidelines will be provided by the HOD, Mechanical.</p> <p>Experiments must be explained and demonstrated by the faculty members during lab sessions.</p> <p>More number of viva questions for all the experiments must be provided to the students.</p>	<p>HOD-English</p> <p>All HODs</p> <p>HOD-Civil</p> <p>HOD/Mechanical</p> <p>All faculty</p>





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3	<b>Value Added Courses</b>	All the HoDs are requested to conduct more number of value added courses to enhance the knowledge of their students.	All HoDs
4	<b>Budget Proposal for the Academic Year 2018-19</b>	Budget proposal for the forth coming academic year should be sent to the Principal for approval by all the departments as early as possible.	29.06.2018 All HoDs
5	<b>Language Training</b>	Initiatives are to be taken by Department of English to improve the communication skills for the present first years by conducting special speech practice sessions.	HoD-English
6	<b>University Arrear Exam Absentees</b>	Numbers of absentees are increasing especially for arrear exams in the even semester. HoDs are requested to pay more attention to this aspect and make the students appear for the arrear exams and clear the exams.	All Faculty
7	<b>Placement - Strategy for 2018-19</b>	<p>Any kind of Placement training should be planned well in advance. Inputs related to placement must be provided in a concrete and in depth manner.</p> <p>Training materials available in book stalls/fair/exhibition can be procured by the faculty members and the cost will be reimbursed. The materials will be made available to the students in the Library for reference.</p> <p>To improve programming skills in C, C++ and Java technical training must be provided to the students. Outsourcing can be done for specialized topics if necessary.</p> <p>Final year students are instructed by HoDs to prepare the list of core companies for general awareness and to surf the opportunity available in the job market.</p>	Training & Placement officer and HoDs



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8	<b>R &amp; D</b>	<p>All the departments should initiate sending minor and major research proposals to the funding agencies.</p> <p>Doctoral degree holders can apply for guidance in Research Centre, Anna University, Chennai so that our faculty members can register with them for their career development.</p>	<p>All Doctorates &amp; faculty members those who are pursuing PhD.</p>
9	<b>Industrial Visit</b>	<p>Industrial visit for all the years is scheduled during third week of August 2018.</p> <p>HoD Automobile will coordinate the IV for Auto, Civil and Mechanical departments.</p> <p>For circuit branches, a faculty will be nominated by HOD EEE.</p> <p>HoD Chemistry will coordinate the Industrial visit for the I B.E students.</p>	<p>15.06.2018</p> <p>HoD-Automobile &amp; HoD-EEE</p> <p>HoD-Chemistry</p>
10	<b>Parent Teacher Meet</b>	<p>All the departments must plan for Parent Teacher Meet to discuss the academic performance and other matters with Parents.</p>	<p>All HoDs</p>
11	<b>Self-Appraisal</b>	<p>All the HoDs are requested to submit the Self-Appraisal of their teaching and non-teaching members.</p>	<p>All HoDs</p>

*V. Shunmughavel*  
08/06/18  
**Coordinator/IQAC**  
Dr.V.Shunmughavel, HoD/CSE

*Saravanan*  
9/6/18  
**PRINCIPAL**



**Dr.M.Saravanan M.E.,P.H.D.,**  
Principal  
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