MINUTES OF MEETING WITH PRESIDENT

IQAC

On 04.07.2019

The meeting was attended by the President, Principal, Director-SOM, NIRF team and IQAC coordinators. The discussions pertaining to the agenda is as follows:

- To avoid communication gaps identified in the last meet, Prof.Rajini would do follow-ups on deadlines. Prof.V. Rajini and Dr. K.S Vijaysekar to be part of the IQAC committee
- Dr.Albal and teamto develop an App/software for acquiring, processing and fetching the publication data (primarily) for the institute. This should be classified for 'Accepted' and 'Published' status. The app should include Patent, Placement and Project information also. This app should be holding the institute quarterly data for easy retrieval
- AQAR data for 2017-18: Externally funded Project details to be submitted pertaining to the financial year
- Director, SASE to be contacted for additional certificate course data for AQAR 2017-18
- AQAR 2017-18content to be submitted to Mr. Amit Tyagi for his review and value addition

IQAC Coordinators

Principal

Review of Action taken on items

- To avoid communication gaps identified in the last meet Prof. Rajini would do follow-ups on deadlines.

Prof. V. Rajini and Dr. K.S Vijaysekar were made a part of the IQAC committee and are to be involved in the AQAR 2017-18 preparation and onwards.

- Dr. Albal and team to develop an App/software for acquiring, processing and fetching the publication data (primarily) for the institute.

Task to be clubbed with ERP as the requirements match

- AQAR data for 2017-18: Externally funded Project details to be submitted pertaining to the financial year

Alteration to the data was performed to suit the financial year

- Director, SASE to be contacted for additional certificate course data for AQAR 2017-18

The data was acquired from Director SASE, on additional certificate courses

- AQAR 2017-18 content to be submitted to Mr. Amit Tyagi for his review and value addition

Submitted to Mr. Amit Tyagi for his review and his suggestions were incorporated.

MINUTES OF MEETING WITH PRESIDENT

On 08.08.2019

The meeting was attended by the President, Principal, Director-SOM, NIRF team and IQAC coordinators. The discussions pertaining to the agenda is as follows:

- Corrected AQAR was verified for errors and was agreed to be ready for upload.

- Consolidation of audit results for all the departments to be prepared and discussed in the next meeting

- Comparison of NIRF and IQAC (NAAC) requirements to be listed out for the discussion in the next meeting.

- AQAR 2018-19 content to be collated from all the departments and office heads for completion by December 2019.

- Collection of data pertaining to Publication, Project, Patent & incubation for the year 2018-19

IQAC Coordinators

S. Sativol

Principal

Review of Action taken on items

- Corrected AQAR was verified for errors and was agreed to be ready for upload.

To be uploaded shortly on NAAC website

- Consolidation of audit results for all the departments to be prepared and discussed in the next meeting

Consolidation report was prepared and is ready for discussion in the next meeting

- Comparison of NIRF and IQAC (NAAC) requirements to be listed out for the discussion in the next meeting.

A comparison chart was prepared and is ready for discussion in the next meeting

- AQAR 2018-19 content to be collated from all the departments and office heads for completion by December 2019.

Data collection process was initiated and the departments have responded quiet fast

- Collection of data pertaining to Publication, Project, Patent & incubation for the year 2018-19

The same data could be utilized from above

SSN College of Engineering, Kalavakkam – 603110

Minutes of the IQAC meeting

The IQAC meeting with President and Principal was held on 21-8-2019 between 2.00 PM to 3.30 PM, along with all the HODs. The internal and external audit outcomes were discussed and the following action points are agreed to be put in to practice across the departments of SSNI.

1. Students' feedback form for each course that would act as an 'exit survey' needs to be prepared with appropriate amendments to the existing Students feedback form. The IQAC team will prepare the amended form within 2 weeks, in consultation with all the Heads.

2. Remedial classes for common courses can be conducted during the 7th and 8th hours of the working days. This could also be done along with the remedial classes for other courses conducted beyond working hours and on working Saturdays.

3. A separate documenting system is suggested to capture innovative teaching practices with proofs collectively by each department.

4. Separate audit forms for Practical, Theory and Project courses is suggested. Separate form for Part-A and Part-B of the external audit is also agreed upon. – IQAC team to pursue.

5. Automated tool for calculating CO-PO attainment will be prepared by Prof. T. Nagarajan, Head / IT and his team. To be implemented across departments after evaluation.

6. The end semester results are to be included in the individual course files for all courses. COE to provide support appropriately.

7. Access to 'LMS' content shall be given to all students of common courses and all the faculty members. Dr. Shashikant V. Albal and his team to implement.

8. The legends for knowledge level K1, K2 …. K6 shall be included in all the question papers. The marks allotted for subdivision questions are to be indicated in the question paper.

9. Separate attendance book is suggested for every course. Number of pages of the attendance book may be reduced accordingly.

The other topics that were discussed and agreed upon were:

1. The gaps identified through the internal and external audit would be taken care of by the respective departments.
2. Auditors preferably to be of Professor cadre or to have extensive domain experience
3. Both Internal and External audits to have all the three components, namely Best practices, Gaps identified and Recommendations
4. Inclusion of K4/K5 component to be compensated through projects (J-component) is left to the discretion of the faculty concerned
5. External audits for affiliated courses also

A few more topics that were discussed in general were:

- Single script for all CATs for each student
- Plagiarism tool 'URKUND' discussed as tool for PG student reports and publications
- Single credit course for 15 periods spread over different days with no end semester examination
- Prospects of day-order timetable

1. Students' feedback form for each course that would act as an 'exit survey' needs to be prepared with appropriate amendments to the existing Students feedback form. The IQAC team will prepare the amended form within 2 weeks, in consultation with all the Heads.

Feedback and inputs taken from different sources. Would be consolidated and floated again for more inputs. This process is iterative.

2. Remedial classes for common courses can be conducted during the 7th and 8th hours of the working days. This could also be done along with the remedial classes for other courses conducted beyond working hours and on working Saturdays.

Implemented on immediate notice for the remaining part of the semester

3. A separate documenting system is suggested to capture innovative teaching practices with proofs collectively by each department.

Task allocated to each department through Audit forms. Refer Audit forms circulated

4. Separate audit forms for Practical, Theory and Project courses is suggested. Separate form for Part-A and Part-B of the external audit is also agreed upon. – IQAC team to pursue.

Reformed audit forms circulated

5. Automated tool for calculating CO-PO attainment will be prepared by Prof. T. Nagarajan, Head / IT and his team. To be implemented across departments after evaluation.

Follow up done. Once done would be implemented across departments

6. The end semester results are to be included in the individual course files for all courses. COE to provide support appropriately.

End semester results are included in the individual course files of all departments

7. Access to 'LMS' content shall be given to all students of common courses and all the faculty members. Dr. Shashikant V. Albal and his team to implement.

Restricted access given on the discretion of the concerned faculty and this option is already available on LMS

8. The legends for knowledge level K1, K2 …. K6 shall be included in all the question papers. The marks allotted for subdivision questions are to be indicated in the question paper.

Suitable instructions are added by COE while sending mails to the QP setter

9. Separate attendance book is suggested for every course. Number of pages of the attendance book may be reduced accordingly.

Not a feasible solution and hence left as it is