



SRI ESHWAR COLLEGE OF ENGINEERING

(An Autonomous Institution)

COIMBATORE – 202

Minutes of IQAC Meeting held on 22nd June 2019

Date: 22/06/2019

Participants : IQAC Members
Time : 11AM
Venue : Board Room
Chaired by : **Dr.Sudha Mohanram, IQAC Chairman**
Mr.Kannan Narasimhan, IQAC Coordinator

Agenda : 1. Review of Best Practices for teaching and learning process
2. Plan of IQAC for the current year 2019-20
3. Annual Quality Assurance Report (AQAR) for the year 2018-19

Participants : Members of IQAC

SN	Points discussed	Responsibility	Target
1.	Previous meeting minutes are closed and no pending activities.	N.A	N.A
2.	Appreciation to all members for getting Autonomous status		
3.	Appreciation for signing MoU with University of Malaya		
4.	Recommended to apply for NCC.	Prof. Mahaboob B	August 2019
5.	Recommended to start Student Leadership Council (SLC) to integrate leadership quality within the students.	IQAC Coordinator	January 2020
6.	Recommended to start International Advisory Board (IAB) to strengthen the higher education and International relations.	IQAC Coordinator	January 2020
7.	Reviewed the existing best practices followed last year 2018-19 for improving quality of teaching and learning process. The existing practices may be followed		

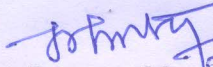


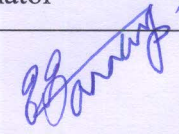
SRI ESHWAR COLLEGE OF ENGINEERING

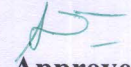
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	as it is more effective.		
8.	AQAR report for the year 2018-19 to be submitted on time to NAAC office.	Prof.P.John Augustine	December 2019
9.	IQAC Academic Review	Academic Reviewers	Twice in a month
10.	IQAC Internal Academic Audit	IQAC Coordinator	Twice in a year


Prepared by 22/6/19
Prof. John Augustine
IQAC Member


Passed by
Mr.Kannan Narasimhan
IQAC Coordinator


Approved by
Dr.Sudha Mohanram
IQAC Chairman

SRI ESHWAR COLLEGE OF ENGINEERING

ACTION TAKEN REPORT

Deptt:	IQAC	Activity	IQAC Meeting	Activity Date	ATN Date:	24/06/2019	Implementation Verification	Verified by & Date	Action Status		
SI No.	Details of Issue/N on Conformity			Year/ Section	Responsibility	Proposed Action	Target Date	Action Implementation	Implementation Verification	Verified by & Date	Action Status
1	Recommended to apply for NCC.				Prof. Mahabob B	To discuss with the concerned NCC officer of the Government and submit the application immediately.	Aug-19				
2	Recommended to start Student Leadership Council (SLC) to integrate leadership quality within the students.				IQAC Coordinator	To release the nomination circular and start the selection process immediately.	Jan-20				
3	Recommended to start International Advisory Board (IAB) to strengthen the higher education and International relations.				IQAC Coordinator	To identify the members of the international universities for sending the request mail to them immediately.	Jan-20				
4	AQAR report for the year 2018-19 to be submitted on time to NAAC office.				Prof.P John Augustine	To circulate the AQAR template to all the department concerned and the duly filled AQAR from the department to be submitted to IQAC cell before August 2019.	Dec-19				
5	IQAC Academic Review				Academic Reviewers	To Schedule IQAC review in the Academic calendar and assign the reviewer.	Twice in a month				
6	IQAC Internal Academic Audit				IQAC Coordinator	To Schedule IQAC audit in the Academic calendar and assign the auditor.	Twice in year				

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24/6/19

Form No. QS 04: Rev. 01: Rev.dt:10.02.16

Verified by

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Principal

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COIMBATORE – 202

Minutes of IQAC Meeting held on 8th February 2020

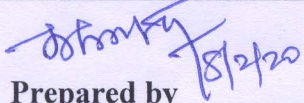
Date: 08/02/2020

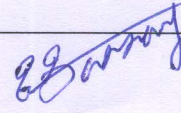
Participants : IQAC Members
Time : 11AM
Venue : Board Room
Chaired by : **Dr.Sudha Mohanram, IQAC Chairman**
Mr.Kannan Narasimhan, IQAC Coordinator

Agenda : 1. Review of the Plan of IQAC for the current year 2019-20
2. AQAR for the year 2018-19

Participants : Members of IQAC

SN	Points discussed	Responsibility	Target
1.	Review of Previous meeting minutes.		
2.	Discussed about AQAR 2018-19	Prof.P.John Augustine	December 2019
3.	Appreciated the members for forming International Advisory Board with 12 members.		
4.	Reviewed IQAC Academic Review	Academic Reviewers	Immediate
5.	Reviewed IQAC Internal Academic Audit	IQAC Coordinator	Immediate
6.	Recommended for new programs – B.Tech.- Artificial Intelligence and Data Science, B.Tech.-Computer Science and Business Systems	Management	June 2020


Prepared by
Prof. John Augustine
IQAC Member


Passed by
Mr.Kannan Narasimhan
IQAC Coordinator


Approved by
Dr.Sudha Mohanram
IQAC Chairman

SRI ESHWAR COLLEGE OF ENGINEERING
ACTION TAKEN REPORT

Dept:	IQAC	Activity	Year/ Section	IQAC Meeting	Activity date	Target Date	Action Implementation	ATR date:	10/2/2020	Implementation Verification	Verified by & Date	Action Status
Pending item of previous meeting												
1		AQAR report for the year 2018-19 to be submitted on time to NAAC		Prof. P John Augustine	AQAR report will be prepared by coordinating with the department and the same will be sent during	30.12.2019	AQAR report prepared and sent to NAAC on 27.12.2019		Verified the NAAC documents and found AQAR sent on	IQAC Team on 27.12.2019	Closed	
2		IQAC Academic review		Academic Reviewer - Senior Faculty	The roles and responsibilities are to be circulated with reviewers for Academic audit	25.08.2018	Academic reviewers identified and also roles & responsibilities are given on 7.08.2018		Verified the documents and found it is on going.	IQAC Team on 08/02/2020	On going	
3		Recommended to apply for NCC		Prof. Mahabob B	To discuss with the concerned NCC officer of the Government and submit the application immediately.	Aug-19	Applied and got approval from the Government. NCC established on December 2020 and official training was imparted to the member of NCC during January 2021.		Verified the document and found it is established and functioning.	IQAC Team on 08/02/2020	Closed	
4		Recommended to start Student Leadership Council (SLC) to integrate leadership quality within the students.		IQAC Coordinator	To release the nomination circular and start the selection process immediately.	Jan-20	Selected the SLC members after several scrutiny and SLC established and started functioning from January 2020		Verified the documents and found it is functioning.	IQAC Team on 08/02/2020	closed	
5		Recommended to start International Advisory Board (IAB) to strengthen the higher education and International relations.		IQAC Coordinator	To identify the members of the international universities for sending the request mail to them immediately.	Jan-20	Mail sent to various Professors at International University for the purpose of Board of members in International Advisory Board. 12 members accepted our request and given the consent for being Board of members in IAB.		Verified the documents and found the IAB is established.	IQAC Team on 08/02/2020	Closed	

6	IQAC Internal Academic Audit	IQAC Coordinator	To Schedule IQAC audit in the Academic calendar and assign the auditor and conduct audit.	Twice in year Opening Meeting conducted on 22.8.19 for Audit-1 with various stakeholders where objective and name of the auditors and report template briefed. Audit-1 conducted from 18.9.19 to 21.9.21 Audit-1 Closure meeting conducted on 22.10.19 in the presence of Chairman of the Institution and discussed about the Non conformity, improvements and action to be taken. Audit-2 date is also fixed between 11.2.20 to 14.2.20 for verifying the closure of all NCS, observations. Audit - 2 Conducted between 11.2.20 to 14.2.20 and verified the NCS and Observations of Audit-1 and closed. Principal handed over the certificate of Appreciation to the auditors of IQAC for their contribution to the IQAC function/activities.	Verified the documents and found it is on going.	IQAC Team on 08/02/2020	On going
Action taken report for 08.02.2020 IQAC Meeting Minutes							
1	Recommended for new programs – B.Tech - Computer Science and Business Systems Technology, B.Tech - Artificial Intelligence and Data Science	Management	Recommended new programs are to be applied with AICTE.	Jun-20	Verified by	Principal	

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ACTION TAKEN REPORT

Dept:	IQAC	Activity	Year/ Section	IQAC Meeting Responsibility	Activity Date Proposed Action	8/2/2020 Target Date	ATR Date: Action Implementation	4/12/2020 Implementation Verification	Verified by & Date	Action Status
1		Recommended for new programs – B.Tech - Computer Science and Business Systems Technology, B.Tech - Artificial Intelligence and Data Science		Management	Recommended news programs are to be applied with AICTE.	Jun-20	Applied During the month of April- June 2020.	Verified and found that the new programs are approved and started.	IQAC Team on 04/12/2020	Closed

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Verified by



Principal

Signature
4/12/20