



# SSM Institute of Engineering and Technology

## Dindigul - 624 002

www.ssmiet.ac.in

Date: 13.10.2017

### Minutes of IQAC Meeting

The first meeting of the Internal Quality Assurance Cell (IQAC) was held on 12<sup>th</sup> October, 2017 at 11.00 a.m. in the seminar hall. The following members were present:

1. Management Chief-Shri. P.S.Velusamy-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.Sangara Narayanan-Professor & Head / MECH,SSMIET
6. Teacher Member-Dr. S.Karthigai Lakshmi-Professor / ECE,SSMIET
7. Teacher Member-Dr. J.Karthikeyan-Professor & Head / EEE,SSMIET
8. Teacher Member-Dr. L. Ronald David-Associate Professor / English,SSMIET
9. Administrative Member-P.Ramasamy-Administrative officer,SSMIET
10. External Expert-Mr. S.Ramalingam-Executive Director, Madura Steel Industries Pvt Ltd.,Dindigul.
11. External Expert-Mr.M.Palani Kumar, B.E.,Managing Director,Palaniappa Motors Pvt Ltd.,Dindigul.
12. Alumni Member-Mr.K.Hariharasudhan, Associate@Level C1, e-Noah isolutions, Chennai.

The contents are enumerated as under:

1. IQAC Meeting frequency
2. NAAC SSR preparation
3. Faculty Training
4. Students Mentoring
5. Academic Audit
6. Strengthening of the Placement Cell
7. Alumni Association
8. Research activities

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The meeting began with a general feedback by the Principal regarding the existing processes in the institution at 11.00 a.m.

**IQAC Meeting Frequency:** The committee decided to meet once in every semester to assess the quality of teaching and best practices that are to be introduced for improving the quality of academics, administration and research activities of the institute.

**NAAC SSR Preparation:** The committee was apprised of the fact that the institution is in the process of preparing the Self Study Report for National Assessment & Accreditation Council (NAAC).

**Faculty Training:** There should be adequate emphasis on providing training for faculty members through Seminars, Conferences and Knowledge acquisition through courses outside or by attending classes of other faculty members within the college or outside the college. The emphasis is to make the faculty members Self Learners and produce Self Learners. It is planned to organize faculty training programme during the winter vacation

**Students Mentoring:** Each student at the time of admission should be assigned a mentor who would be responsible for guiding the students in academics and addressing the personal needs of the student. If possible, psychological counseling through trained psychologists should also be arranged in near future.

**Academic Audit:** It is suggested and insisted that for effective monitoring and maintaining academic quality across all departments within the institution, a periodic academic audit is to be effectively carried out.

**Strengthen the Placement Cell:** The institution must proactively promote industry interaction, student career and life readiness, internship and final placement through the Placement Cell. It was also decided to sign Memorandum of Understanding with leading multinational companies to enhance the Industry Institute Interaction.

**Alumni Association:** Our institution must promote alumni interactions through Alumni Association.

**Research:** The Internal Quality Assurance Cell (IQAC) realized the importance of conducting experimental research and emphasized the need to create research culture among the faculty members and students. The Research and Development cell of the college should examine all research proposals and promote publication of research work by faculty member and recognize the same. It is also planned to organize one day workshop on IPTR.

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## Action plan for the forthcoming even semester

1. To improve students performance in academic and placement activities.
2. To improve the quality of research by faculty and students and to promote innovation.
3. To bring effective procedure in the administration to support academic performance.
4. To initiate best practices learnt from reputed institution for better teaching-learning process.
5. To get constant interaction with companies for bridging the gap between Industries and Academia.

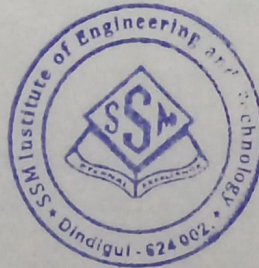
## Vote of Thanks

The chair of the meeting expressed his gratitude to all the members for their active participation and suggestions, and instructed the coordinator of the IQAC to initiate steps to implement the decisions of the meeting. He should report the actions taken on the decisions in the next meeting.

*V. Jeyaraj*  
13/10/2017  
Coordinator / NAAC

*Dr. M. Saravanan*  
13/10/17  
PRINCIPAL

**Dr.M.Saravanan** M.E., Ph.D.,  
Principal  
SSM Institute of Engineering and Technology,  
Kuttathupatti Village, Sindalagundu (Po),  
Dindigul-624 002



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
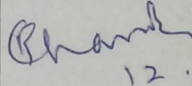
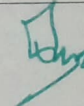
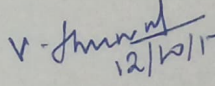
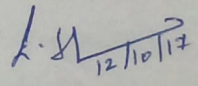
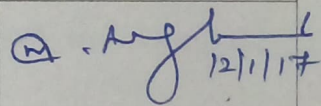
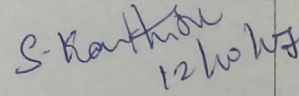
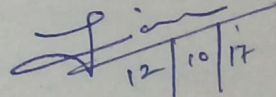
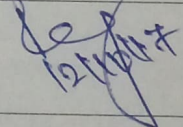
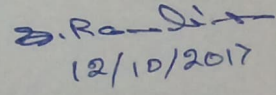
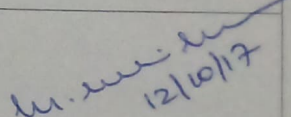
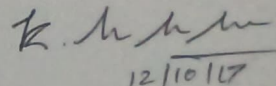
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S.No	Name	Position	Signature
1.	Shri.P.S.Veluswamy, Chairman & Management Trustee SSM Group of Institutions	Management Chief	 12.10.17
2.	Dr.R.Chandran, Campus Director SSM Group of Institutions	Management Member	 12.10.2017
3.	Dr.M.Saravanan, Principal SSMIET, Dindigul	Chairperson	 12.10.17
4.	Dr.V.Shunmughavel, Professor & Head / CSE, SSMIET, Dindigul	Coordinator	 12/10/17
5.	Dr.G.Sankaranarayanan, Professor & Head / Mechanical Engineering SSMIET, Dindigul	Teacher Member	 12/10/17
6.	Dr.J.Karthikeyan, Professor & Head / EEE SSMIET, Dindigul	Teacher Member	 12/11/17
7.	Dr.S.Karthigai Lakshmi, Professor & Head / ECE SSMIET, Dindigul	Teacher Member	 12/10/17
8.	Dr.L.Ronald David, Associate Professor / English SSMIET, Dindigul	Teacher Member	 12/10/17
9.	Mr.P.Ramasamy, Administrative officer SSMIET, Dindigul	Administrative Member	 12/10/17
10.	Mr.S.Ramalingam, Executive Director M/s Madura Steel Industries Pvt Ltd., Dindigul	External Expert	 12/10/2017
11.	Mr.M.Palani Kumar, Managing Director M/s Palaniappa Motors Pvt Ltd., Dindigul	External Expert	 12/10/17
12.	Mr.K.Hariharasudhan, Associate@Level Cl, eNoah iSolutions, Chennai	Alumni Member	 12/10/17

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