



NADAR SARASWATHI COLLEGE OF ENGINEERING & TECHNOLOGY



Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai
Vadapudupatti, Annanji (po), Theni - 625 531,
Tamilnadu, India.

QUALITY IMPROVEMENT CELL/ INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Ref.: NSCET / QIC/IQAC Meeting / 2019-20 / 02
02/01/2020

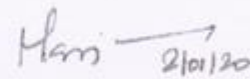
It is proposed to convene the QIC/IQAC meeting of Academic year 2019-20 Even semester on 06/01/2020 at 10:00 AM in the Board Room. All the members of QIC/IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Dr.Kalam Awards - Appreciation
- Value added courses for even Semester
- International Conference 2020
- Annual day, sports day, Pongal celebration
- Margadarshak scheme
- EDC initiatives
- Vote of thanks


QIC/IQAC Coordinators




Chair person / Principal

Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.,
Principal
Nadar Saraswathi College of
Engineering and Technology
Vadapudupatti, Theni-625 531

Copy To:

1. File of Secretary & Joint Secretary
2. HOD's & QIC/IQAC committee Members
3. File




Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.,
Principal
Nadar Saraswathi College of
Engineering and Technology
Vadapudupatti, Theni-625 531



THENI MELAPETTAI HINDU NADARGAL URAVINMURAI
**NADAR SARASWATHI COLLEGE OF
ENGINEERING & TECHNOLOGY**



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Tamilnadu, India.

QUALITY IMPROVEMENT CELL / INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Meeting No: 04

Date & Time: 06/01/2020 & 10:00AM

Venue: Board Room

Members Present:

S.NO	COMPOSITIONS OF QIC/IQAC	NAME AND DETAILS
1.	Chair person , Head of the Institution	<ul style="list-style-type: none">• Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.
2.	Teachers to represent all level (Three to Eight)	<ul style="list-style-type: none">vii) Mr. N. Nagarathinam M.E., Head /Civilviii) Dr.A.Solairaj, ME., PhD, Head /CSE.ix) Dr. R. Athilingam M.E., Ph.D., Head /ECE,x) Mr. Boopathi M.E. Head /EEE.xi) Mr. A. Vembathu Rajesh M.E., Head /Mech.xii) Mr. J.Mathalairaj, M.E., (Ph.D.) Head /S&H.
3.	One Member from the Management	<ul style="list-style-type: none">• Mr. K.S. Kasiprabhu B.Sc., Secretary, NSCET, Theni.
4.	Few Senior administrative Officers	<ul style="list-style-type: none">• Mr. N. Mathavan M.E., (Ph.D.) Vice Principal /Administration.
5.	Nominee from Local Society	<ul style="list-style-type: none">• Mr.T.Rajamohan. B.Sc., General Secretary, TMHNU.
6.	Nominee from Students	<ul style="list-style-type: none">• Mr. M.Yogeshwaran - CIVIL• Mr.M. Subash - CSE
7.	Nominee from Alumni	<ul style="list-style-type: none">• Mr. S. Harikishore M.E.,• Mr. J. Eswaran M.E.,
9.	Nominee from Industrialist(s)	<ul style="list-style-type: none">• Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design & Development, Ashok Leyland Technical Center, Chennai.
10	Nominee from Employer	<ul style="list-style-type: none">• Mr.T.Lakshmichandrakanth, Founder & CTO, SystemaNX, Madurai.
11.	Coordinator of QIC/IQAC	<ul style="list-style-type: none">• Dr.N.David Mathan. M.Sc, Ph.D., Associate Professor / S&H• Mr. R. Udhaya Kumar, M.E., MBA(ITM),(Ph.D.), Assistant Professor / CSE.




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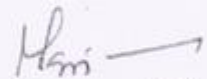


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Tamilnadu, India.

- The QIC/IQAC Coordinators welcomed the Chairperson and all the members of QIC / IQAC committee.

Agenda	Details of Discussion
Association activities	<ul style="list-style-type: none"> The Chairperson instructed the HODs to plan for activities through department association
Value added courses for Even Semester	<ul style="list-style-type: none"> Each department should plan for a value added course on recent technology and certificate to be provided after assessment
Dr.Kalam Awards - Appreciation	<ul style="list-style-type: none"> The chairperson appreciated the Faculty members and Students for their contribution in their project display for Dr Kalam Awards and He happily announced that the college has achieved Best College award and best Professor award.
Margadarshak scheme	<ul style="list-style-type: none"> The college enrolled with Margadarshak scheme for Accreditation process and the chairperson insisted QIC/IQAC to follow the process
International Conference 2020	<ul style="list-style-type: none"> Chairperson insisted that HODs to conduct conference in the college premises in a grand manner
Annual day, Sports day and Pongal Celebration	<ul style="list-style-type: none"> The chairperson informed that the Annual day, Sports day and Pongal Celebration will be conducted to promote extracurricular skills of students.
EDC initiatives	<ul style="list-style-type: none"> Chairperson insisted to take necessary steps to conduct events to encourage Entrepreneurship through EDC cell


QIC/IQAC Coordinators


Chair person / Principal

Copy To:


- File of Secretary & Joint Secretary
- HOD's & QIC/IQAC committee Members
- File



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QUALITY IMPROVEMENT CELL INTERNAL QUALITY ASSURANCE CELL




Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.,
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Meeting No: 04

Date & Time: 06/01/2020 & 10:00AM

Venue: Board Room

Members Present:

S.NO	COMPOSITIONS OF QIC/IQAC	NAME AND DETAILS	SIGN
1.	Chair person , Head of the Institution	• Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.	<i>Mani</i>
2.	Teachers to represent all level (Three to Eight)	✓ i) Mr. N. Nagarathinam M.E., Head /Civil. ✓ ii) Dr.A.Solairaj, ME., PhD, Head /CSE. iii) Dr. R. Athilingam M.E., Ph.D., Head /ECE. iv) Mr. Boopathi M.E Head /EEE. ✓ v) Mr. A. Vembathu Rajesh M.E., Head /Mech. ✓ vi) Mr. J.Mathalairaj, M.E., (Ph.D.,) Head /S&H.	<i>H. J. P.</i> <i>A. Solairaj</i> <i>R. Athilingam</i> <i>Boopathi</i> <i>A. Vembathu</i> <i>J. Mathalairaj</i>
3.	One Member from the Management	• Mr. K.S. Kasiprabhu B.Sc., Secretary, NSCET, Theni.	<i>K. S. Kasiprabhu</i>
4.	Few Senior administrative Officers	• Mr. N. Mathavan M.E., (Ph.D.,) Vice Principal /Administration.	<i>N. Mathavan</i>
5.	Nominee from Local Society	• Mr.T.Rajamohan, B.Sc., General Secretary, TMHNU.	<i>T. Rajamohan</i>
6.	Nominee from Students	• Mr. M.Yogeshwaran - CIVIL • Mr.M. Subash - CSE	<i>Yogeshwaran</i> <i>Subash</i>
7.	Nominee from Alumni	✓ Mr. S. Harikishore M.E., • Mr. J. Eswaran M.E.,	<i>S. Harikishore</i> <i>J. Eswaran</i>
9.	Nominee from Industrialist(s)	• Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design & Development, Ashok Leyland Technical Center, Chennai.	<i>S. Karthikeyan</i>
10.	Nominee from Employer	• Mr.T.Lakshmichandrakanth, Founder & CTO, SystemaNX, Madurai	<i>Lakshmi</i>
11.	Coordinator of QIC/IQAC	• Dr.N.Dav... • Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D., Associate Professor / S&H Principal Nadar Saraswathi College of Engineering and Technology Vadapudupatti, Theni-625 531. • Mr. R. Udhaya Kumar M.E., MBA, ITM, Ph.D., Assistant Professor	<i>Dr. C. Mathalai Sundaram</i> <i>R. Udhaya Kumar</i>

QIC/IQAC Coordinators



Mani
Chair person / Principal
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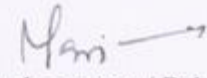
QUALITY IMPROVEMENT CELL/ INTERNAL QUALITY ASSURANCE CELL (QIC/IQAC)

ACTION TAKEN REPORT

The following action has been taken for the QIC /IQAC meeting conducted on 06.01.2020 at Board Room

Points Discussed	Action Taken
Value added courses	<ul style="list-style-type: none"> Value added courses along with certificates were planned by each department
Margadarshak scheme	<ul style="list-style-type: none"> An awareness program was conducted on 25.01.2020
International Conference 2020	<ul style="list-style-type: none"> International Conference was conducted on march 2020
Annual day, Sports day and Pongal Celebration	<ul style="list-style-type: none"> Annual day and Sports day was conducted in the month of March Pongal Celebration was held in January
EDC initiatives	<ul style="list-style-type: none"> Workshops and guest lectures for awareness of Entrepreneurship was conducted


QIC/IQAC Coordinators


Chair person / Principal



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QUALITY IMPROVEMENT CELL / INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Ref.: NSCET / QIC/IQAC Meeting / 2020-21 / 01

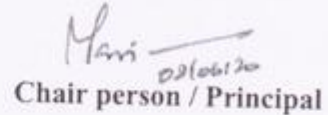
02.06.2020

It is proposed to convene the QIC/IQAC meeting of Academic year 2020-21 Odd semesters on 12/06/2020 at 10:00 AM through online mode. All the members of QIC/IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Academic plan
- Online classes
- Awareness programme for Covid 19
- Webinars/online seminars
- Canvas Tool - ICT
- Vote of thanks


QIC/IQAC Coordinators


Chair person / Principal



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QUALITY IMPROVEMENT CELL / INTERNAL QUALITY ASSURANCE CELL

MINUTES OF THE MEETING

Meeting No: 05

Date & Time: 12/06/2020 & 10:00AM

Venue: Online

Members Present:

S.NO	COMPOSITIONS OF QIC/IQAC	NAME AND DETAILS
1.	Chair person . Head of the Institution	<ul style="list-style-type: none">• Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.
2.	Teachers to represent all level (Three to Eight)	<ul style="list-style-type: none">i) Mr. N. Nagarathinam M.E., Head /Civilii) Dr.A.Solairaj, ME., PhD, Head /CSE.iii) Dr. R. Athilingam M.E., Ph.D., Head /ECE.iv) Mr. Boopathi M.E. Head /EEE.v) Mr. A. Vembathu Rajesh M.E., Head /Mech.vi) Mr. J.Mathalairaj, M.E. (Ph.D.) Head /S&H.
3.	One Member from the Management	<ul style="list-style-type: none">• Mr. K.S. Kasiprabhu B.Sc., Joint Secretary, NSCET, Theni.
4.	Few Senior administrative Officers	<ul style="list-style-type: none">• Mr. N. Mathavan M.E., (Ph.D.) Vice Principal /Administration.
5.	Nominee from Local Society	<ul style="list-style-type: none">• Mr.T.Rajamohan, B.Sc., General Secretary, TMHNU.
6.	Nominee from Students	<ul style="list-style-type: none">• Mr. M.Yogeshwaran - CIVIL• Mr.M. Subash - CSE
7.	Nominee from Alumni	<ul style="list-style-type: none">• Mr. S. Harikishore M.E.,• Mr. J. Eswaran M.E.
9.	Nominee from Industrialist(s)	<ul style="list-style-type: none">• Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design & Development, Ashok Leyland Technical Center, Chennai.
10.	Nominee from Employer	<ul style="list-style-type: none">• Mr.T.Lakshnichandrakanth, Founder & CTO, SystemaNX, Madurai.
11.	Coordinator of QIC/IQAC	<ul style="list-style-type: none">• Dr.N.David Mathan. M.Sc. Ph.D., Associate Professor / S&H• Mr. R. Udhaya Kumar. M.E., MBA(ITM),(Ph.D.), Assistant Professor / CSE.




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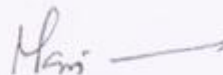


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- The QIC/IQAC Coordinators welcomed the Chairperson and all the members of QIC/IQAC committee.

Agenda	Details of Discussion
Academic plan	<ul style="list-style-type: none">The chairperson discussed on academic schedule and insisted that it should be adhered strictly.Online classes and schedule shall be framed and followed
Online classes	<ul style="list-style-type: none">The Chairperson instructed the HODs to conduct online classes through online mode.
Awareness programme for Covid -19	<ul style="list-style-type: none">The Chairperson insisted the NSS team to conduct awareness programs related to Covid-19 in remote locations
Webinars/online seminars	<ul style="list-style-type: none">The Chairperson insisted the HODs and Cell incharges to conduct webinars related to their cell
Canvas Tool - ICT	<ul style="list-style-type: none">The Chairperson insisted the HODs that all faculty members must utilize Canvas tool for online classes. They should utilize the same platform for assessment and assignments.


QIC/IQAC Coordinators


Chair person / Principal

Copy To:

- File of Secretary & Joint Secretary
- HOD's & QIC/IQAC committee Members
- File



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QUALITY IMPROVEMENT CELL/ INTERNAL QUALITY ASSURANCE CELL (QIC/IQAC)


ACTION TAKEN REPORT

The following action has been taken for the QIC/IQAC meeting conducted on 12.06.2020 through online mode

Points Discussed	Action Taken
Academic plan	<ul style="list-style-type: none">Online classes and schedule was framed and followed strictly
Online classes	<ul style="list-style-type: none">The HODs monitored the conduction of online classes through online mode.
Awareness programme for Covid -19	<ul style="list-style-type: none">NSS organized awareness programs for Covid19 to the publicAwareness competitions were conducted by the institute to the students through online mode
Webinars/online seminars	<ul style="list-style-type: none">The Chairperson insisted the HODs and Cell incharges to conduct webinars related to their cell
Canvas Tool - ICT	<ul style="list-style-type: none">The Chairperson insisted the HODs that all faculty members must utilize Canvas tool for online classes. They should utilize the same platform for assessment and assignments.


QIC/IQAC Coordinators




Chair person / Principal

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QUALITY IMPROVEMENT CELL/ INTERNAL QUALITY ASSURANCE CELL

Meeting No: 05
 Members Present:

Date & Time: 12/06/2020 & 10:00AM

Venue: Online

S.NO	COMPOSITIONS OF QIC/IQAC	NAME AND DETAILS	SIGN
1.	Chair person . Head of the Institution	• Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.	<i>Math</i>
2.	Teachers to represent all level (Three to Eight)	✓ i) Mr. N. Nagarathinam M.E., Head /Civil. ✓ ii) Dr.A.Solairaj, ME., PhD, Head /CSE. iii) Dr. R. Athilingam M.E., Ph.D., Head /ECE. iv) Mr. Boopathi M.E Head /EEE. ✓ v) Mr. A. Vembathu Rajesh M.E., Head /Mech. ✓ vi) Mr. J.Mathalairaj, M.E., (Ph.D.) Head /S&H.	<i>N. Nagarathinam</i> <i>A. Solairaj</i> <i>R. Athilingam</i> <i>Boopathi</i> <i>A. Vembathu Rajesh</i> <i>J. Mathalairaj</i>
3.	One Member from the Management	• Mr. K.S. Kasiprabhu B.Sc., Secretary, NSCET, Theni.	<i>K. S. Kasiprabhu</i>
4.	Few Senior administrative Officers	• Mr. N. Mathavan M.E., (Ph.D.) Vice Principal /Administration.	<i>N. Mathavan</i>
5.	Nominee from Local Society	• Mr.T.Rajamohan, B.Sc., General Secretary, TMHNU.	<i>T. Rajamohan</i>
6.	Nominee from Students	• Mr. M.Yogeshwaran - CIVIL • Mr.M. Subash - CSE	<i>Yogeshwaran</i> <i>Subash</i>
7.	Nominee from Alumni	• Mr. S. Harikishore M.E., • Mr. J. Eswaran M.E.,	<i>S. Harikishore</i> <i>J. Eswaran</i>
9.	Nominee from Industrialist(s)	• Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design & Development, Ashok Leyland Technical Center, Chennai.	<i>S. Karthikeyan</i>
10.	Nominee from Employer	• Mr.T.Lakshmichandranth, Founder & CTO, SystemNX, Madurai.	<i>T. Lakshmichandranth</i>
11.	Coordinator of QIC/IQAC	• Dr.N.David Mathan, M.Sc. Ph.D., Associate Professor / S&H • Mr. R. Udhaya Kumar. M.E., MBA(ITM),(Ph.D.), Assistant Professor / CSE.	<i>N. David Mathan</i> <i>R. Udhaya Kumar</i>

QIC Coordinators

Chair person / Principal

Math
Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.
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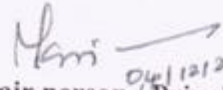
It is proposed to convene the QIC/IQAC meeting of Academic year 2019-20 Even semester on 11/12/2020 at 10:00 through Online mode. All the members of QIC/IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Faculty Development program
- Academic plan for Even semester
- Online classes
- Webinars and Seminars
- Vote of thanks


QIC/IQAC Coordinators




Chair person / Principal

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MINUTES OF THE MEETING

Meeting No. : 06

Date & Time: 11/12/2020 & 10:00AM

Venue: Online

Members Present:

S.NO	COMPOSITIONS OF QIC/IQAC	NAME AND DETAILS
1.	Chair person . Head of the Institution	<ul style="list-style-type: none">• Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.
2.	Teachers to represent all level (Three to Eight)	<ul style="list-style-type: none">i) Mr. N. Nagarathinam M.E., Head /Civilii) Dr.A.Solairaj, ME., PhD, Head /CSE.iii) Dr. R. Athilingam M.E., Ph.D., Head /ECE.iv) Mr. Boopathi M.E. Head /EEE.v) Mr. A. Vembathu Rajesh M.E., Head /Mech.vi) Mr. J.Mathalairaj, M.E. (Ph.D.,) Head /S&H.
3.	One Member from the Management	<ul style="list-style-type: none">• Mr. K.S. Kasiprabhu B.Sc., Secretary, NSCET, Theni.
4.	Few Senior administrative Officers	<ul style="list-style-type: none">• Mr. N. Mathavan M.E., (Ph.D.,) Vice Principal /Administration.
5.	Nominee from Local Society	<ul style="list-style-type: none">• Mr.T.Rajamohan, B.Sc., General Secretary, TMHNU.
6.	Nominee from Students	<ul style="list-style-type: none">• Mr. M.Yogeshwaran - CIVIL• Mr.M. Subash - CSE
7.	Nominee from Alumni	<ul style="list-style-type: none">• Mr. S. Harikishore M.E.,• Mr. J. Eswaran M.E.,
9.	Nominee from Industrialist(s)	<ul style="list-style-type: none">• Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design & Development, Ashok Leyland Technical Center, Chennai.
10	Nominee from Employer	<ul style="list-style-type: none">• Mr.T.Lakshmichandrakanth, Founder & CTO, SystimaNX, Madurai.
11.	Coordinator of QIC/IQAC	<ul style="list-style-type: none">• Dr.N.David Mathan, M.Sc, Ph.D., Associate Professor / S&H• Mr. R. Udhaya Kumar, M.E., MBA(ITM),(Ph.D.,), Assistant Professor / CSE.



Mani
Dr. C. MATHALAI SUNDARAM, M.E., M.B.A., Ph.D.,
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THENI MELAPETTAI HINDU NADARGAL URAVINMURAI
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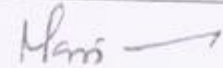


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Tamilnadu, India.

- The QIC/IQAC Coordinators welcomed the Chairperson and all the members of QIC/IQAC committee.

Agenda	Details of Discussion
Academic plan	<ul style="list-style-type: none">The chairperson discussed on academic schedule and insisted that it should be adhered strictly.Online classes and schedule shall be framed and followed
Online classes	<ul style="list-style-type: none">The Chairperson instructed the HODs to conduct online classes through online mode.
Faculty development program	<ul style="list-style-type: none">The Chairperson instructed the HODs that a Hybrid mode FDP - Looking ahead of Time is planned to be conducted. The FDP will focus on communication skills and professional etiquette
Webinars and Seminars	<ul style="list-style-type: none">The Chairperson instructed the HODs to conduct online webinars in the core area
Awareness programme for Covid -19	<ul style="list-style-type: none">NSS organized awareness programs for Covid19 to the publicAwareness competitions were conducted by the institute to the students through online mode


QIC/IQAC Coordinators


Chair person / Principal



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Copy To:

- File of Secretary & Joint Secretary
- HOD's & QIC/IQAC committee Members
- File




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QUALITY IMPROVEMENT CELL/ INTERNAL QUALITY ASSURANCE CELL

Meeting No: 06

Date & Time: 11/12/2020 & 10:00AM

Venue: Online

Members Present:

S.NO	COMPOSITIONS OF QIC/IQAC	NAME AND DETAILS	SIGN
1.	Chair person . Head of the Institution	• Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.	
2.	Teachers to represent all level (Three to Eight)	✓ vii) Mr. N. Nagarathinam M.E., Head /Civil. ✓ viii) Dr.A.Solairaj, ME., PhD, Head /CSE. ix) Dr. R. Athilingam M.E., Ph.D., Head /ECE. x) Mr. Boopathi M.E Head /EEE. ✓ xi) Mr. A. Vembathu Rajesh M.E., Head /Mech. ✓ xii) Mr. J.Mathalairaj, M.E., (Ph.D.,) Head /S&H.	
3.	One Member from the Management	• Mr. K.S. Kasiprabhu B.Sc., Secretary, NSCET, Theni.	
4.	Few Senior administrative Officers	• Mr. N. Mathavan M.E., (Ph.D.,) Vice Principal /Administration.	
5.	Nominee from Local Society	• Mr.T.Rajamohan, B.Sc., General Secretary, TMHNU.	
6.	Nominee from Students	• Mr. M.Yogeshwaran - CIVIL • Mr.M. Subash - CSE	
7.	Nominee from Alumni	✓ Mr. S. Harikishore M.E., • Mr. J. Eswaran M.E.,	
9.	Nominee from Industrialist(s)	• Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design & Development, Ashok Leyland Technical Center, Chennai.	
10.	Nominee from Employer	• Mr.T.Lakshmichandrakanth, Founder & CTO, SystemaNX, Madurai.	
11.	Coordinator of QIC/IQAC	• Dr.N.David Mathan, M.Sc, Ph.D., Associate Professor / S&H • Mr. R. Udhaya Kumar, M.E., MBA(ITM),(Ph.D.,), Assistant Professor / CSE.	

QIC/IQAC Coordinators

Chair person / Principal

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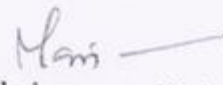
QUALITY IMPROVEMENT CELL/ INTERNAL QUALITY ASSURANCE CELL (QIC/IQAC)

ACTION TAKEN REPORT

The following action has been taken for the QIC meeting conducted on 11.12.2020 in online mode

Points Discussed	Action Taken
Academic plan	<ul style="list-style-type: none">Online classes and schedule was framed and followed strictly
Online classes	<ul style="list-style-type: none">The Chairperson instructed the HODs to conduct online classes through online mode.
Faculty development program	<ul style="list-style-type: none">The Hybrid mode FDP – Looking ahead of Time was conducted. The FDP continued more than 3 months
Webinars and Seminars	<ul style="list-style-type: none">Department wise events were organized and conducted


QIC/IQAC Coordinators


Chair person / Principal



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3. file




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