



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



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

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

Ref.: NSCET / IQAC Meeting / 2021-22 / 01

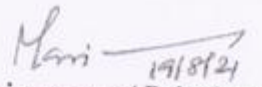
19/08/2021

It is proposed to convene the first IQAC meeting on 23/08/2021 at 10:30 AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

AGENDA

- Welcome address
- Functioning of IQAC
- Vision & Mission
- Accreditation process
- Teaching – Learning Process
- Internal Auditing
- Others
- Vote of thanks

  
IQAC Coordinators

  
Chair person / Principal

Copy To:

1. File of Secretary & Joint Secretary
2. HOD's & 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



  
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MINUTES OF THE MEETING**

Meeting No. : 01

Date & Time : 23/08/2021 & 10:30AM

Venue: Board Room

**Members Present:**

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



  
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The Coordinators welcomed the Chairperson and all the members of IQAC committee. The IQAC chairman highlights the establishment of IQAC Cell on 17.08.2021.

Agenda	Details of Discussion	
	Internal Members	External Members
Functioning of IQAC	The Coordinators briefed the objectives and functions of IQAC. He also expressed the need for centralized document repository.	The external members wished the coordinators
Vision & Mission	The Coordinators briefed the revised Vision & Mission Statements of the Institute	As per the Vision & Mission statements of the Institute, it is needed to revise the department Vision and Mission.
Accreditation process	The Coordinators briefed the reports (AICTE – Margadharsan scheme) received by the Margadharshik, Dr. N. Jawahar.	The external members advised to concentrate first on (a) Teaching-Learning (b) Research & Development (c) Extension Activities. They instructed to go NAAC first than NBA.
Teaching – Learning Process	The Coordinators briefed the Teaching – Learning Process of NSCET with Standard Operating procedure.	To improve the quality of Teaching – Learning Process, <ul style="list-style-type: none"><li>• Need to form a Program Assessment Committee (PAC) and Department Advisory Committee (DAC) at the earliest.</li><li>• Identify the Slow Learners and Advanced Learners.</li><li>• Faculties are encouraged to teach content beyond the syllabus (both theory and lab).</li></ul>
Internal Academic Auditing	The coordinators proposed to conduct the internal academic audit with Internal experts.	External members analyse and review the academic audit plan of IQAC coordinators and give the following suggestion.  It is very much appreciated to conduct academic audit thrice (Before the commencement of the semester, Mid of the semester and after the university exam results) per semester.
Others	-	External members has given the following Suggestions: <ul style="list-style-type: none"><li>➤ Establish the E-Learning</li></ul>



*Mani*  
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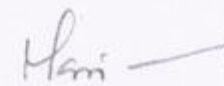


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		<p>resources</p> <ul style="list-style-type: none"><li>➤ Find the activity for the Slow and Advanced learners</li><li>➤ Periodically analyse and review the student's and faculty's performance.</li><li>➤ Encourage the students to participate in conference, workshop, seminars, etc.</li></ul>
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The Coordinators welcomed the Chairperson and all the members of IQAC committee

  
IQAC Coordinators

  
Chair person / Principal

Copy To:

4. File of Secretary & Joint Secretary
5. HOD's & IQAC committee Member
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

S.NO	COMPOSITIONS OF IQAC	NAME AND DETAILS	Sign
1.	Chair person : Head of the Institution	• Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.	<i>Handwritten signature</i>
2.	Teachers to represent all level (Three to Eight)	✓i) Mr. N. Nagarathinam M.E., Head /Civil. ii) Mr. C.Prathap M.E., (Ph.D.,) Head /CSE. iii) Dr. R. Athilingam M.E., Ph.D., Head /ECE. iv) Mr. M. Arivalagan M.E., (Ph.D.,) Head /EEE. ✓v) Mr. A. Vembathu Rajesh M.E., Head /Mech. ✓vi) Mr. J.Mathalairaj, M.E., (Ph.D.,) Head /S&H.	<i>Handwritten signatures of six teachers</i>
3.	One Member from the Management	• Mr. K.S. Kasiprabhu B.Sc., Secretary, NSCET, Theni.	<i>Handwritten signature</i>
4.	Few Senior administrative Officers	• Mr. N. Mathavan M.E., (Ph.D.,) Vice Principal /Administration.	<i>Handwritten signature</i>
5.	Nominee from Local Society	• Mr.T.Rajamohan, B.Sc., General Secretary, TMHNU.	<i>Handwritten signature</i>
6.	Nominee from Students	• Mr. N.Sivabalan - ECE • Ms. R. Prathiksha - CIVIL	<i>Handwritten signatures</i>
7.	Nominee from Alumni	• Mr. S. Harikishore M.E., • Mr. J. Eswaran M.E.,	<i>Handwritten signatures</i>
9.	Nominee from Industrialist(s)	• Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design & Development, Ashok Leyland Technical Center, Chennai.	<i>Handwritten signature</i>
10.	Nominee from Employer.	• Mr.T.Lakshmichandrakanth, Founder & CTO, SystemaNX, Madurai.	<i>Handwritten signature</i>
11.	Nominee from Stakeholders	• Dr. J. Thivya, Assistant Professor, University College of Engineering, Dindigul • Dr. S.Sivaranjani, Professor, Sethu Institute of Technology, Kattankulathur, Chennai.	<i>Handwritten signatures</i>
12.	Coordinator of IQAC	• Dr.N.David Mathan, M.Sc., Ph.D., Associate Professor / S&H • Mr. R. Udhaya Kumar, M.T., M.B.A., Assistant Professor / CSE.	<i>Handwritten signatures</i>

*Handwritten signatures*  
 IQAC Coordinators



*Handwritten signature*  
 Chair person / Principal  
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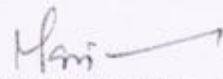
**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on 23/08/21 at Board Room

Points Discussed	Action Taken
Formation of PAC & DAC	These committees have been formed (department wise) on 24.08.2021
Identification and activity for Slow and Advanced learners	The SOP and activity for the same has been established.
Establishment of E-Learning resources	National Digital Library has been established on 30.09.2021
Plan to conduct academic audit thrice per semester	It was included in the academic schedule.

  
IQAC Coordinators




  
Chair person / Principal

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**CIRCULAR**

Ref.: NSCET / IQAC Meeting / 2021-22 / 02

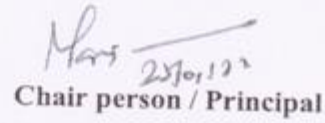
25/01/2022

It is proposed to convene the second IQAC meeting on 01/02/2022 at 10:30 AM in the Board Room. All the members of IQAC are requested to attend the meeting without fail.

**AGENDA**

- Welcome address
- Curriculum Delivery Process - Formats
- Profile of the Faculty
- Cell/Club Activity
- Others
- Vote of thanks

  
IQAC Coordinators

  
Chair person / Principal

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**INTERNAL QUALITY ASSURANCE CELL (IQAC)  
MINUTES OF THE MEETING**

Meeting No. : 02

Date & Time : 01/02/2022 & 10:30AM

Venue: Board Room

Members Present:

S.NO	COMPOSITIONS OF IQAC	NAME AND DETAILS
1.	Chair person : Head of the Institution	<ul style="list-style-type: none"><li>• Dr. C. Mathalai Sundaram M.E., Ph.D., Principal, NSCET, Theni.</li></ul>
2.	Teachers to represent all level (Three to Eight)	<ul style="list-style-type: none"><li>✓ i) Mr. N. Nagarathinam M.E., Head /Civil.</li><li>✓ ii) Mr. C.Prathap M.E., (Ph.D.,) Head /CSE. ✓</li><li>iii) Dr. R. Athilingam M.E., Ph.D., Head /ECE.</li><li>iv) Mr. M. Arivalagan M.E., (Ph.D.,) Head /EEE.</li><li>✓ v) Mr. A. Vembathu Rajesh M.E., Head /Mech.</li><li>✓ vi) Mr. J.Mathalairaj, M.E., (Ph.D.,) Head /S&amp;H.</li></ul>
3.	One Member from the Management	<ul style="list-style-type: none"><li>• Mr. K.S. Kasiprabhu B.Sc., Secretary, NSCET, Theni.</li></ul>
4.	Few Senior administrative Officers	<ul style="list-style-type: none"><li>• Mr. N. Mathavan M.E., (Ph.D.,) Vice Principal /Administration.</li></ul>
5.	Nominee from Local Society	<ul style="list-style-type: none"><li>• Mr.T.Rajamohan, B.Sc., General Secretary, TMHNU.</li></ul>
6.	Nominee from Students	<ul style="list-style-type: none"><li>• Mr. N.Sivabalan - ECE</li><li>• Ms. R. Prathiksha - CIVIL</li></ul>
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9.	Nominee from Industrialist(s)	<ul style="list-style-type: none"><li>• Dr.S.Karthikeyan, Divisional Manager, Project Lead, Design &amp; Development, Department of Engine &amp; Exhaust After Treatment System, Ashok Leyland Technical Center, Chennai.</li></ul>
10	Nominee from Employer	<ul style="list-style-type: none"><li>• Mr.T.Lakshnichandranth, Founder &amp; CTO, SystemaNX, Madurai.</li></ul>
11.	Nominee from Stakeholders	<ul style="list-style-type: none"><li>• Dr. J. Thivya, Assistant Professor, University College of Engineering, Dindigul</li><li>• Dr. S.Sivaranjani, Professor, Sethu Institute of Technology.</li></ul>
12.	Coordinator of IQAC	<ul style="list-style-type: none"><li>• Dr.N.David Mathan, M.Sc, Ph.D., Associate Professor / S&amp;H</li><li>• Mr. R. Udhaya Kumar, M.E., MBA(ITM),(Ph.D.,), Assistant Professor / CSE.</li></ul>



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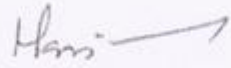


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The Coordinators welcomed the Chairperson and all the members of IQAC committee.

Agenda	Details of Discussion	
	Internal Members	External Members
Curriculum Delivery Process - Formats	The IQAC coordinators briefly explained the importance of curriculum delivery process and presented the formats associated to the curriculum delivery process	The following formats have been finalized. <ul style="list-style-type: none"> <li>• Faculty – Subject Allocation</li> <li>• Faculty – Subject Preference</li> <li>• Preference for elective subject</li> <li>• Time Table – Classwise, Individual, Labwise, etc.</li> </ul>
Profile of the Faculty	The IQAC coordinators discussed the significance of faculty contribution to get NAAC accreditation. It is proposed to collect the faculty profile as per the format presented.	By careful analysis members of IQAC has given following Suggestion. <ul style="list-style-type: none"> <li>• Include the ORCHID ID</li> <li>• Provide the space for online course</li> </ul>
Cell/Club Activity	In order to give co-curricular and extra-curricular activities effectively to the students, various cells/clubs/committees are needed. By this activity students can able to get training, awareness, etc. The IQAC coordinators briefly discussed the roles and responsibilities of existing and newly introduced cell/clubs.	The external members have instructed to plan periodical assessment of cell/club/committee activities.
Others	-	It is generally instructed that all the faculties must concentrate on research and funded projects.

  
 IQAC Coordinators

  
 Chair person / Principal

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IQAC Coordinators

Chair person / Principal



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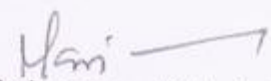
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACTION TAKEN REPORT**

The following action has been taken for the IQAC meeting conducted on 23/08/21 at Board Room

Points Discussed	Action Taken
Faculty profile	It has been given provision to enter ORCHID ID and online course.
Periodical assessment of cell/club/committee activities	It has been mentioned in the duties & Responsibilities section
Research & Funded Projects	Initially we planned to conduct Workshop/Seminar for faculties to promote research activities

  
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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 08.01.2019 at Board Room

Points Discussed	Action Taken
Association activities	<ul style="list-style-type: none"><li>All the department associations were inaugurated and seminars and workshops for the benefit of students were conducted</li></ul>
Value added courses for Even Semester	<ul style="list-style-type: none"><li>Value added courses along with certificates were planned by each department</li></ul>
Staff enrichment activities - Journal	<ul style="list-style-type: none"><li>Staff members and students published in journals and more than 40 journals were published in the academic year</li></ul>
Conference	<ul style="list-style-type: none"><li>Conference was conducted in the month of march</li></ul>
Annual day, Sports day and Pongal Celebration	<ul style="list-style-type: none"><li>Annual day and Sports day was conducted in the month of March</li><li>Pongal Celebration was held in January</li></ul>
EDC activities	<ul style="list-style-type: none"><li>Workshops and guest lectures for awareness of Entrepreneurship was conducted</li></ul>

  
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:

3. File of Joint Secretary
4. HOD's & 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.