



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University
Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

IQAC/ 2018 – 19/ Odd / CR - 01

Date: 17.07.2018

INTERNAL QUALITY ASSURANCE CELL

Circular

The first meeting is scheduled on 20.07.2018 in the board room at 10.00 a.m. All the members are informed to attend the meeting.

Agenda:

- NAAC accreditation
- Establishment of IQAC
- Vision, Objectives & Functions of IQAC
- Meeting frequency
- Initiatives by IQAC
- Academic and Administrative audit
AAA Committee
Course Delivery Audit
- Academic Calendar and Department Plan
- Professional development & administrative Training
- Certificate & Value-added Courses
- Feed Back Policy
- Extension and Outreach Programs
- Discussion on Teaching Learning Outcome
- General discussion if any

G. R. [Signature]
17/7/18
Coordinator

[Signature]
Chair-Person

Copy to:

Chairman & Vice – Chairman for kind information

All heads of department

Office – in Charge



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

IQAC/ 2018 – 19/ Odd/ MOM - 01

Date: 20.07.2018

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Time: 10.00 A.M
Venue: Board Room
Chairperson: Dr. S Manoharan, Principal
Convener: G.K. Manikandan (IQAC- Cordinator)

Members:

1. Director
2. Dean Academic
3. Heads of Departments
4. Placement Cell - In charge
5. Administrative officer
6. Industry Expert
7. Parent
8. Students
9. Alumni

The Chairperson called the meeting to order

NAAC ACCREDITATION

- He elaborated on the significance in assessing and accrediting higher education institutions by National Assessment and Accreditation Council (NAAC)



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

- **Discussion on the Establishment and Functions of IQAC:**

The IQAC Coordinator informed that the cell has been established on 16.07.2018 and further provided an overview of its role in ensuring quality enhancement and sustenance in the institution.

VISION, OBJECTIVES & FUNCTIONS OF IQAC

Vision

The Chairperson presented the drafted vision statement, objective and functions of IQAC for review and acknowledgment.

VISION: To attain holistic excellence in the institution's performance

Objectives of IQAC

- **To adhere to quality functioning and foster a culture of excellence across all activities.**
- To enhance the performance of the operational process by identifying and correcting deficiencies and implementing continuous improvement measures

Functions of IQAC

- **Firmly establishing quality in academic and administrative activities.**
- Regularly monitoring and evaluating the quality of academic teaching-learning processes, and administrative functions.
- Implementing a feedback mechanism to assess the satisfaction of stakeholders including students, faculty, alumni, and employers
- Identifying lacunas based on feedback analysis and implementing strategies to enhance bridge the gap.
- Directing the students, faculty and staff members to attend /conduct workshops, seminars, and training programs to enhance their technical and academic skills, procedures and best practices in higher education.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

- Documenting records pertaining to quality assurance activities, including development programs, value added programs, feedback data, analysis, minutes of meetings and action plans and so on for continuous improvement
- Assisting the institution in preparing for accreditation and assessment processes by ensuring compliance with quality standards set by accrediting bodies.
- **Identifying the** best practices within the institution and encouraging their continuous practicing.
- **Initiating** industry and institution interaction through Industrial visits, guest lectures, faculty consultancy service, setting up incubation centre and so on.

The drafted statement has been acknowledged by the members

MEETING FREQUENCY

- IQAC will meet twice in each semester thereby four in an academic year.
- At the beginning of every academic year a plan is devised to enhance the academic performance followed by the analysis and evaluation of execution of the plan at the end of the year.

INITIATIVES BY IQAC

Academic and Administrative audit

- Audit will be conducted by the internal Academic and Administrative auditors at the end of the academic year to examine various aspects of the institution's academic, administrative processes, policies, and resources to identify strengths, weaknesses, and areas for improvement.
- The report will be presented in the IQAC meeting for discussion and further action



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University
Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

AAA Committee

- An audit committee is constituted by the IQAC. The committee will audit the academic and administrative process and submit the report to the IQAC.

Course Delivery Audit

- The course delivery, assessment and evaluation records of the departments will be audited twice in an academic year by the internal auditors.

EXTERNAL MEMBERS				
Dr. J. Mohanraj	Principal	SSM School of Management and Computer Applications		
Dr. M. Indhumathi	Professor/ HoD	SSM School of Management and Computer Applications		
INTERNAL MEMBERS				
S.No	Name	Department	Designation	Signature
1.	Dr.D.K. Kawethaa Shree	MBA	Professor	
2.	Prof.J. JaganPradeep	ECE	Associate Professor	
3.	Dr.N. Gokarneshan	TC	HOD	
4.	Dr. Baby Vennila	CSE	Professor	
5.	Prof. M. Ezhilarasi	Civil	Associate Professor	
6.	Dr. M. Sarathamani	ENGLISH	Associate Professor	
7.	Dr. K. Balaji	IT	HOD	

Professional Development & Administrative Training

- Participation in professional development and administrative activities including faculty development programs, conferences, seminars, workshops etc., , to enhance their skills,



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

knowledge, and competencies has been made mandatory for both teaching and non-teaching faculty

- Resolved that financial aid will be provided for faculties to attend the development of programs

Certificate & Value-added Courses

- Resolved to conduct Value added and certificate courses for students

Feed Back Policy

- A policy for obtaining the feedback of stake holders including students, faculties, alumni and employer will be framed.
- Action will be taken if the feedback is fair and poor above 25%.

Extension and Outreach Programs

- The practice of extension and outreach programs through NSS, NCC is existing and the same should be continued

MoUs

- All the departments are informed to update the MoUs.

Placement & Higher studies(Even)

- Reviewed the percentage of students placed/higher studies

Discussion on Teaching Learning Outcome

- The academic coordinator will present the following to the IQAC forum
 1. Course plan and delivery
 2. Internal assessment and evaluation
 3. Result analysis semester wise
 4. Result analysis – Outgoing Students



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

Attendees:

S.No	Name	Department	Designation	Signature
1	Dr. S. Balamohan	Academic & Administration	Director	
2.	Dr. K. Gopalakrishnan	COE /HOD / S&H	Dean	
3.	Prof. P. Senthil Kumar	ECE	HOD	
4.	Prof. A. Raja	EEE	HOD	
5.	Prof. K. Baskar	MECH	HOD	
6.	Mr.K. Jaffar Ali Khan	Office	Administrative officer	
7.	Mr.M. Muruganandham	Office	Finance Officer	
8.	Mr. Sasikumar	TVS – Hosur	R& D - Manager	
9.	Dr, K.Kamaraj	Parent	Professor/ SSMCAS	
10.	Student	K.Megavarshini	ECE Student	

Coordinator

Chairperson



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

IQAC/ 2018 – 19/Odd/ CR - 02

Date: 26.11.2018

INTERNAL QUALITY ASSURANCE CELL

Circular

The Second meeting is scheduled on 28.11.2018 in the board room at 10.00 a.m. All the members are informed to attend the meeting.

Agenda

- Review of initiatives by IQAC
- Academic Schedule
- Professional development & administrative Training
- Value-added Courses
- Extension and Outreach Programs
- Discussion on Teaching Learning Outcome
- General discussion if any

G. K. Puliyil
26.11.2018
Coordinator


Chair-Person

Copy to:

Chairman & Vice – Chairman for kind information

All heads of department

Office – in Charge



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

IQAC/ 2018 – 19/ ODD/ MOM - 02

Date: 28.11.2018

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Time: 10.00 A.M
Venue: Board Room
Chairperson: Dr. S. Manoharan, Principal
Convener: G.K. Manikandan (IQAC- Cordinator)

Members:

1. Director
2. Dean Academic
3. Heads of Departments
4. Placement Cell - In charge
5. Administrative officer
6. Industry Expert
7. Parent
8. Students
9. Alumni

The Chairperson called the meeting to order

The IQAC coordinator reviewed the minutes of the previous meeting.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

Academic Shedule

- Departments have followed and implemented the academic schedule as planned .

Professional Development & Administrative Training:

- Reviewed the number of Professional Development & Administrative Training program organized by the departments and attended by faculty members at other institutions.

Value-added Courses:

- Reviewed the number of Value added courses conducted for students by each department.

Extension and Outreach Programs

- Extension and Outreach Programs are being carried out.

Teaching Learning Outcome:

- Attainment of POs & COs were analysed.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

Attendees:

S.No	Name	Department	Designation	Signature
1	Dr. S. Balamohan	Academic & Administration	Director	
2.	Dr. K. Gopalakrishnan	COE /HOD / S&H	Dean	
3.	Prof. P. Senthil Kumar	ECE	HOD	
4.	Prof. A. Raja	EEE	HOD	
5.	Prof. K. Baskar	MECH	HOD	
6.	Mr.K. Jaffar Ali Khan	Office	Administrative officer	
7.	Mr.M. Muruganandham	Office	Finance Officer	
8.	Mr. Sasikumar	TVS – Hosur	R& D - Manager	
9.	Dr, K.Kamaraj	Parent	Professor/ SSMCAS	
10.	Student	K.Megavarshini	ECE Student	

Coordinator

Chairperson



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

IQAC/ 2018 – 19/ Even / CR - 03

Date: 20.12.2018

INTERNAL QUALITY ASSURANCE CELL

Circular

The meeting is scheduled on 27.12.2018 in the board room at 10.00 a.m. All the members are informed to attend the meeting.

Agenda:

- University Result Analysis
- Professional development & administrative Training
- Value-added Courses
- Extension and Outreach Programs
- Discussion on Teaching Learning Outcome
- Career Guidance
- General discussion if any

G. K. Manoj
20/12/2018 ✓
Coordinator


Chair-Person

Copy to:

Chairman & Vice – Chairman for kind information

All heads of department

Office – in Charge



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

IQAC/ 2018 – 19/ Even / CR – 03

Date: 27.012.2018

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Time: 10.00 A.M
Venue: Board Room
Chairperson: Dr. S Manoharan, Principal
Convener: G.K. Manikandan (IQAC- Coordinator)

Members:

1. Director
2. Dean Academic
3. Heads of Departments
4. Placement Cell - In charge
5. Administrative officer
6. Industry Expert
7. Parent
8. Students
9. Alumni

The Chairperson called the meeting to order
Minutes of the previous meeting was reviewed.

Result Analysis

- Academic Dean presented the University result of each department.
- Suggested to spot the areas of lacunae, Ways and means were discussed to improve the results.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

- It has been suggested to counsel the slow learners and provide special coaching to get better result.

Professional development & administrative Training

- Faculty Development program, Conference, workshop and seminar attended during odd semester were reviewed, further faculties were encouraged to attend conference and workshop by providing financial support.
- Faculty members were encouraged to publish Research papers to enrich their profile.

Value-added Courses

- It is noted that Value-added Courses have good response from students, hence departments have been instructed to conduct more number of value added / certificate courses in the upcoming semester as well.

Extension and Outreach Programs

- NSS coordinator selected volunteers from first year and initiated the activities.. Extension and outreach programs were carried out by NSS volunteers in and around the college campus.
- NCC coordinator selected interested students and completed the registration process and the cadets were briefed about NCC.

Discussion on Teaching Learning Outcome

- Attainment of POs & COs for all the courses were carried out.

Career Guidance

- Departments have been instructed to conduct career guidance programmes.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

Attendees:

S.No	Name	Department	Designation	Signature
1.	Dr. S. Balamohan	Academic & Administration	Director	
2.	Dr. K.Gopalakrishnan	COE – HOD / S&H	Dean	
3.	Prof. P. Senthil Kumar	ECE	HOD	
4.	Prof. A. Raja	EEE	HOD	
5.	Prof. K. Baskar	MECH	HOD	
6.	Mr.K. Jaffar Ali Khan	Office	Administrative officer	
7.	Mr. M.Muruganandham	Office	Finance Officer	
8.	Mr. Sasikumar	TVS – Hosur	R & D - Manager	
9.	Dr, K.Kamaraj	Parent	Professor/ SSMCAS	
10.	Student	K.Megavarshini	ECE Student	

Coordinator

Chairperson



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

IQAC/ 2018 – 19/ Even / CR - 04

Date: 22.04.2019

INTERNAL QUALITY ASSURANCE CELL

Circular

The Fourth meeting is scheduled on 24.04.2019 in the board room at 11.00 a.m. All the members are informed to attend the meeting.

Agenda:

1. Certificate and Value Added Course
2. Feed Back from Stake holders
3. Attainment of POs and COs
4. Grants Received
5. Publication of Research papers and books
6. Development Programs (Conference, Workshops, Seminars and FDPs)
7. Value-added Courses
8. Extension outreach program (NSS & NCC)
9. MoUs
10. Infrastructure and Maintenance
11. Placement
12. AAA Audit
13. Course Delivery Audit
14. General if any

G.K. Palani
22/04/19
Coordinator

[Signature]
Chair-Person

Copy to:

Chairman & Vice – Chairman for kind information

All heads of department

Office – in Charge



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

IQAC/ 2018 – 19/ Even / CR – 04

Date: 24.04.2019

INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting

Time: 11.00 A.M
Venue: Board Room
Chairperson: Dr. S Manoharan, Principal
Convener: G.K. Manikandan (IQAC Coordinator)

Members:

1. Director
2. Dean Academic
3. Heads of Departments
4. Placement Cell - In charge
5. Administrative officer
6. Industry Expert
7. Parent
8. Students
9. Alumni

The Chairperson called the meeting to order
Minutes of the previous meeting was reviewed.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

Certificate and Value Added Course

- It has been suggested to focus on Value Added courses that would enhance the employability skills.

Feed Back from Stake holders

- Consolidated Feedback report from stake holders have been reviewed and discussed the relevant actions to be taken.

Attainment of POs and COs

- The outcome based evaluation of the teaching learning process is continued by the assessment of the attainment of POs & COs.

Grants Received

- The IQAC asked the departments to take initiatives to receive grants both from Government and non-governmental agencies.

Publication of Research papers and books

- The IQAC registered its appreciation for the faculty members who have published papers and books.

Development Programs

- IQAC reviewed the number of development programs attended by faculty members department wise. To enhance the teaching and learning process faculty members have been insisted to participate in FDPS, Conference, Workshops and seminars.

Value-added Courses

- It is found that Value added course has good response from students. During the academic year 2018-2019. 21 Value added courses were conducted, 1271 students completed successfully and benefitted out of it.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

Development Programs (Conference, Workshops, Seminars and FDPs)

- No. of Teaching & Non-Teaching Staff Participation in FDP, MDPs, Professional development /Administrative training program & Financial support provided.

S. No	Name of the Event	Total no of faculty and staff attended the program	Financial support provided
1	Professional Development	79	66
2	Administrative Training	30	Nil

Extension outreach program (NSS & NCC)

- IQAC is satisfied with the number of programs conducted by NSS.
- It is noted that NCC cadets are actively taking part in training programs and camps

MoUs

- It is found that all departments have signed MoU with companies in order to facilitate the institution and industry relationship. Further this will help students to get internship and industrial visit.

Infrastructure and Maintenance

- Departments have been directed to complete the maintenance process of laboratories and stock verification.

Placement

- Placement report was reviewed and suggested to conduct more number of placement training with specific focus on language skills. Placement coordinator of each department should take initiatives to identify the specific areas to be improved and must work on.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

Academic and Administrative Audit

- IQAC has initiated AAA audit and prepared checklist and presented in the meeting. Discussion has been carried out to schedule AAA audit. Departments have been advised to complete the files pertain to NAAC criteria. Appointed AAA auditors will audit the files on scheduled dates between 27.05.2019 - 31.05.2019

Course Delivery Audit

- General course delivery audit will be carried out by the academic coordinator and the report has to be consolidated and reported to IQAC.



SSM COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to Anna University

Recognized by UGC Under Section 2 (f) of 12 (B)

NH-544, Salem Main Road, Komarapalayam: 638 183, Namakkal (Dist.), Tamil Nadu, India.

www.ssmce.ac.in, 9894026708.

Attendees:

S.No	Name	Department	Designation	Signature
1.	Dr. S. Balamohan	Academic & Administration	Director	
2.	Dr. K.Gopalakrishnan	COE – HOD / S&H	Dean	
3.	Prof. P. Senthil Kumar	ECE	HOD	
4.	Prof. A. Raja	EEE	HOD	
5.	Prof. K. Baskar	MECH	HOD	
6.	Mr.K. Jaffar Ali Khan	Office	Administrative officer	
7.	Mr. M.Muruganandham	Office	Finance Officer	
8.	Mr. Sasikumar	TVS – Hosur	R & D - Manager	
9.	Dr, K.Kamaraj	Parent	Professor/ SSMCAS	
10	Student	K.Megavarshini	ECE Student	

Coordinator

Chairperson