

# **IQAC Minutes of Meeting**

**2017-18**

**SSM COLLEGE OF ENGINEERING, PATTAN**



## **SSM COLLEGE OF ENGINEERING**

Internal Quality Assurance Cell (IQAC)

Academic Year 2017-2018

### **Meeting -1**

Date: 06-09-2017

Venue: Committee Room

Time: 1:30pm

#### **Agenda Items:**

1. Review of minutes of previous IQAC meeting viz- a viz progress achieved.
2. Analysis of result of academic year 2016-2017
3. ERP system

**Agenda 1:** Review of minutes of previous IQAC meeting

**Agenda2:** Analysis of results of academic year 2016-2017. Detailed analysis of the exam results was conducted during the course of the meeting. While the result percentage was found satisfactory. However it was stresses to strive for further improvement.

#### **Agenda3:**

ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities etc. All the Head of Departments also emphasized on digitization to improve the student's database such as attendance, etc. IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities.

#### **Present in the meeting:**

1. Principal
2. Controller of Examinations.
3. HOD Civil Engineering
4. HOD Computer Science Engineering
5. HOD Electrical Engineering
6. HOD Mechanical Engineering
7. HOD MCA
8. HOD Business School

*Nashale*  
Principal



# **SSM COLLEGE OF ENGINEERING**

Internal Quality Assurance Cell (IQAC)

Academic Year 2017-2018

## **Meeting -1**

Meeting Agenda

Date: 20/12/2017

Venue: Committee Room

Time: 11:00am

### **Present in the meeting:**

1. Principal
2. Controller of Examinations.
3. HOD Civil Engineering
4. HOD Computer Science Engineering
5. HOD E&C
6. HOD Mechanical Engineering
7. HOD Electrical
8. HOD Business School

### **Agenda Items:**

1. Review of minutes of previous IQAC meeting.
2. To focus on Improving Teaching learning skills of the faculties
3. Work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic activities.
4. Setting up of Research Committee to organize/supervise research related activities in the college involving and benefitting both students and faculty.
5. Upgradation of Library collections/services to facilitate self – learning of students & encourage knowledge acquisition & life-long learning on their own.
6. Guidance/counselling facilities for students to be made proactive and training/placement activities strengthened to benefit them in a bigger way

### **Agenda 1:**

The previous IQAC meeting was held on 06/09/2017. The minutes of meeting were read out by chairperson and discussed by all IQAC members. These minutes of meeting were confirmed by the IQAC committee.



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### **Agenda 2:**

The Coordinator of IQAC raised the issue about strengthening of activities related to teaching learning enhancement. To arrange the workshop/ Seminar for improving Teaching Learning Skills. All the HOD's agreed to conduct various Faculty and Staff Development Programs at regular intervals.

### **Agenda 3:**

In order to ensure timely completion of theory as well as practical classes, it was resolved to strictly adhere to the academic calendar and in case of some laxity conduct compensatory classes.

### **Agenda 4:**

The issue of setting up of a research committee came up for discussion and it was resolved to set up a research committee to supervise minor research related activities involving the students and the faculty.

### **Agenda 5:**

Upgradation of library services was felt necessary to inculcate reading habit in the students by providing more access to the reference books.

### **Agenda 6:**

Need was felt by the committee to have a proactive industry institute interaction cell (IIIC) with coordinators for training and placement from every department for better liaison with industry.

*Nachal*  
Principal



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Academic Year 2017-2018

### Meeting - 3

Date: 05-03-2018

Time: 02:00 pm

Venue: Committee Room

Present in the meeting:

1. Dr. N A Shah (Principal)
2. Dean Academics
3. Controller of Examinations
4. Dean Development.
5. HOD Computer Engineering
6. HOD Civil Engineering
7. HOD Electronics & Communication Engineering
8. HOD Electrical Engineering
9. HOD Mechanical Engineering
10. HOD MBA
11. HOD MCA

Proceedings of third IQAC meeting of the session 2017-18 held on 05-03-2018, chaired by the chairperson IQAC. After detailed deliberation the following decisions were taken

1. Confirmation of minutes of previous IQAC meeting held on 20/12/17.
2. To arrange the workshop/seminars for improving teaching learning skills.
3. To make regular follow up of activity conducted under Centre for Innovation Incubation and Entrepreneurship (CIIE)  
To take regular follow up of activity conducted under Incubation Centre Mr. Nayeem HOD Mechanical Engineering raised the point regarding research activities to be initiated under Incubation centre. It was decided to conduct various activities under Incubation centre to enhance Multidisciplinary activities.
4. To work out the mechanism for ensuring timely, efficient and effective performance of academic activities on regular basis, it was decided by the chair that the IQAC members (Faculty) shall be conducting the Internal Audits of all the Departments. Following guidelines were discussed on the basis of which the academic audit would be conducted and records checked:-
  - i) Meeting Records
  - ii) Mentorship Week Data



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- iii) Weekly modular program
  - iv) Academic Calendar
  - v) Details of FDP/Seminars/Lectures organized, convened and attended
  - vi) Teaching innovative method
  - vii) Resources added during the academic year
  - viii) Publications
  - ix) Teacher's contribution in Committees/Cells/Societies
  - x) Individual Profile of Faculty
  - xi) Workload Allocation
  - xii) Student teacher ratio in theory and practical's/tutorials
  - xiii) Mentor/Mentee records.
  - xiv) Extra-curricular activities
  - xv) Details of Examination related Work a) Head Examiner b) Superintendent/Deputy Superintendent/Additional superintendent c) Evaluation work d) Paper setting e) External and internal examiner for practical's
5. Different time slots were decided to be allotted to all the Departments wherein they were expected to make a power-point presentation of their department's strengths, achievements, best practices and future plans.

*Nashaly*  
**Principal**



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### Meeting – 4

Date: 19/07/2018

Time: 01:30pm

Venue: Committee Room (SSM College of Engineering)

Record note of proceedings of 4<sup>th</sup> IQAC meeting held on 19-07-2018

1. Confirmation of minutes of previous IQAC meeting.
2. Review on preparation for NAAC.
3. The overall academic plan and progress of students was reviewed. Result analysis team as formed to analyse the previous year results.
4. To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy
5. After taking rigorous review of existing ERP Module, all HOD's expressed need to go for Institute level designed ERP Module as all institute requirements are not met with existing ERP. So, it is proposed self-designed ERP Module for integrating all academic and administrative activities. IQAC Committee members supported the idea as a positive step.
6. As a step towards green technology, to have rain water harvesting and solar power system in place in a phased manner.

Present in the meeting:

12. Principal
13. Dean Academics
14. Director (M&C)
15. Dean Development.
16. HOD Computer Engineering
17. HOD Civil Engineering
18. HOD Electronics & Communication Engineering
19. HOD Electrical Engineering
20. HOD Mechanical Engineering
21. HOD MBA
22. HOD MCA

*Nashaly*

**Principal**