



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Government College of Engineering, Salem – 636 011**

*(An Autonomous Institution, Affiliated to Anna University, Chennai)*

Ph: 0427-2346102/57, E-mail: iqacgces@gmail.com, gcesalem.edu@gmail.com

**Circular**

**Date: 07.08.2023**

Ref No: GCE Salem/IQAC/2023/ meeting/August

This is to inform that meeting for IQAC team has been scheduled on 08.08.2023 at 03.30 pm in Principal's Chamber. All IQAC members are requested to attend the meeting.

**Agenda:**

1. Action follow up of previous meeting
2. Review about preparedness of AQAR 2022-2023 submission
3. Action plan for 2023-24
4. Discussion on readiness of IIAQ and SSR for 2<sup>nd</sup> cycle of Accreditation

**IQAC chairman**  
GOVT. COLLEGE OF ENGG.,  
SALEM-636 011



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**Minutes of IQAC meeting**

**Venue:** Principal's Chamber

**Date:** 08/08/2023

Ref No: GCESalem/IQAC/2023/meeting/August/dt:07.08.2023

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1. Action follow up of previous meeting
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With respect to above cited reference, the meeting was held on 08.08.2023 at 03.30 pm in Conference Hall to discuss the points mentioned in the agenda. The following members were present.

SI.No	Name of the Faculty	Chairman/Members
1.	Dr. R. Malayalamurthi	Principal/IQAC Chairman
2.	Dr. V. Geetha	Professor & HOD/EEE/
3.	Dr. D. Shoba Rajkumar	Professor & HOD/Civil
4.	Prof. D. Noorullah	HOD/Metallurgy
5.	Dr. A.M. Kalpana	HOD/CSE & ECE
6.	Dr. T. Balusamy	HOD/Mechanical
7.	Dr. S. Sivalakshmi	Associate Professor/Mechanical IQAC Coordinator
8.	Prof. P. Deepthi	Assistant Professor/ECE IQAC Co-Coordinator
9.	Dr. D. Amali	Assistant Professor /Civil
10.	Dr. P. Anitha	Assistant Professor /Chemistry
11.	Dr. P. Tharani	Assistant Professor /CSE
12.	Prof.K.Uma	Assistant Professor/ Mechanical
13.	Dr. S. Dhanalakshmi	Assistant Professor /Metallurgy
14.	Dr. I. Kalpana,	Assistant Professor /ECE
15.	Dr. A. Ramachandran	Assistant Professor /Chemistry
16.	Dr. P. Marudhupandi	Associate Professor/EEE
17.	Mr. R. Murugan, PA to Principal	Member (Administration)

**Department Coordinators for Preparation of AQAR**

1. Prof.K.Manimala, AP/CSE
2. Dr.D.Lavanya, AP/Mechanical
3. Prof.K.Jayanthi, AP/ECE
4. Dr.N.K.Vivekanandhan, AP/English



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5. Dr.T.R.Sumitra, AP/EEE
6. Prof.R.Vinothbabu, AP/ Metallurgy
7. Prof.M.Raffikbasha, AP/ Civil

The meeting started with a welcome address by IQAC chairman.

**1. Action follow up of previous meeting**

The minutes of previous meeting was confirmed.

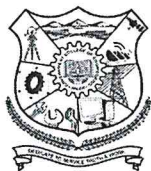
**2. Review about preparedness of AQAR 2022-2023 submission:**

It has been informed that criterion 1, 2, 3, 4 and 5 has been revised in AQAR for 2022-2023. IQAC chairman informed IQAC team to update the revised format and submit of AQAR by 30.10.2023.

IQAC Coordinator reported that Internal/External Audit form can be revised as required in AQAR and will be submitted by 16.10.2023 when asked about the conduct of Internal Audit.

**3. Action plan for 2023-24**

<b>1. Institutional Level</b>		
<b>1.1 COE</b>		
Implementation of Automation in data collection of students across the institution.		Start by Nov 2023-Finish by Jun 2024
<b>1.2 IQAC</b>		
1. IQAC team has to collect and consolidate the data in the preparation of	AQAR 2021-2022	Aug 2023
	AQAR 2022-2023	Oct 2023
2. Updating IQAC documents in Institution website	Manuals for AQAR and SSR, Circulars, Minutes and AQAR	Oct 2023
3. Conduct of Internal/ External Audit	Even Sem of 2022-2023	Nov 2023
4. Preparation of SSR for next cycle of Accreditation	Last 5 years data collection & consolidation	Dec 2023
5. Orientation Program	Orientation Program on Research Methodology along with ethics for PG Students	Nov-Dec 2023 (Min 5 days)
	Orientation Program on OBE	Third week in Nov 2023
<b>1.3 IIC</b>		
Industry-Institution collaborative activities		Nov 2023



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Capacity Development and Skill Enhancement Programmes	Soft skills – Personality Development, Leadership Behaviour	Last week of Nov 2023 & First Week of Jan 2024
	Language and Communication skills	
	Life Skills – Yoga,	
	Awareness of trends in technology	
Awareness programmes/workshops	Entrepreneurship Program for students	Jan 2024
	IPR and filing of Patents for Faculty	Last week of Jan 2024
	Technical staff and Ministerial staff	Second week of Feb 2024
<b>1.4 Women Empowerment Cell</b>		
Activities through Women Empowerment Cell:	Awareness program on Health issues	Nov 2023
	Awareness program on Breast Cancer	Jan 2024
	Gender Audit and its Measures	Dec 2023
	Submission of Annual Report of the activities and number of grievances along with action taken report with proof.	Mar 2024
<b>1.5 Discipline Committee</b>		
Activities through Vigilance Committee:	Orientation program on Code of Conduct	Nov 2023
	Gender Audit and Measures	
	Submission of Annual Report of the activities and number of grievances along with action taken report with proof.	Mar 2024
<b>1.6 NCC/NSS/YRC etc</b>		
Extension Activities	Skill Development Program	Feb 2024
	Personality development Programmes	
	Career opportunities-Govt School	Dec 2023
	Swachh Bharat Cleaning	
	Green Initiatives	Nov 2023





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	Blood Donation/Eye checkup/Health check up Awareness	First week of Jan 2024(Unit 1)
	Plantations	First week of Jan 2024 (Unit 2)
<b>1.6 Environmental Consciousness and Sustainability</b>		
Environmental Consciousness and Sustainability	Alternate sources of energy – ✓ Solar energy ✓ Biogas Plant ✓ Wheeling to the grid ✓ Sensor based energy consumption ✓ Use of LED bulbs/power efficient equipment ✓ Wind mill or any other green energy	Dec 2023
	Water conservation: ✓ Rainwater harvesting ✓ Borewell/open well recharge ✓ Construction of tanks ✓ Waste water recycling ✓ Maintenance of water bodies and distribution system in the campus	Dec 2023-Feb 2024
	Management of degradable and non-degradable waste: ✓ Solid waste management ✓ Liquid waste management ✓ e-waste management ✓ Waste recycling system ✓ Hazardous chemicals and waste management	Jan 2023
	Green Campus initiative	Jan 2024



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	<ul style="list-style-type: none"> <li>✓ Quality audit on Environment and Energy</li> <li>✓ Green Audit/Environmental</li> <li>✓ Energy Audit</li> <li>✓ Clean and Green Energy Campus recognition/awards</li> <li>✓ Beyond the campus environmental promotion and sustainability</li> </ul>	Mar 2024
<b>Departmental Level</b>		
i. Implementation of Value added/Certificate courses	List of Courses for even Sem	Dec 2023
ii. Collection of Student biodata form, Course file for all courses with CO-PO and PSO attainment.	2022-2023 Course File	Nov 2023
iii. Conduct department level meeting based on responses received from feed back from stakeholders in Curricular Aspects.		Nov 2023-1st Mar 2024 - 2nd
iv. Conduct BOS meeting periodically based on the action taken in the department level meeting.		
v. Details for Mentor- Mentee – Circular, Action Taken Report		
vi. Maintenance of Already Existing Equipment		Dec 2023
vii. Proposal for New Equipment		
FDP	1. Orientation Program on Use of Modern Tools in Teaching-Learning Process	First week of Dec 2023
	2. One day workshop on “How to submit research proposal for funding”	Second week of Dec 2023
	3. Seminar on “Exam Reforms”	First Week of Jan 2024



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	4. Awareness of trends in technology	Last week of Dec 2023
	5. Training Program for Non-teaching and Administrative Staff	Jan 2024

**4. Discussion on readiness of IIAQ and SSR for 2nd cycle of Accreditation**

IQAC team replied that the preparation for SSR of 2nd cycle of Accreditation was in process when IQAC chairman asked the status.

IQAC chairman informed the team to present SSR by 30.10.2023.

The IQAC chairman thanked all the members and the meeting ended at 05.00 PM.

  
**IQAC Coordinator**

  
**PRINCIPAL**  
**GOV. COL. OF ENGINEERING**  
**SALEM-636 011**  
**IQAC chairman**