



**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: 17.10.2023**

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

This is to inform that meeting for IQAC team has been scheduled on 18.10.2023 at 4.45 pm in Principal's chamber. All IQAC members are requested to attend the meeting.

**Agenda:**

- Action follow up of previous meeting held on 10.10.2023
- Review on preparation of AQAR 2022-2023.

  
**IQAC chairman**





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## Minutes of meeting

**Venue: IQAC Cell**

**Date: 18/10/2023**

The IQAC meeting was held on 18/10/2023 at 4.45 am at Conference Hall, IQAC Cell.

### **Agenda:**

- AQAR 2022-2023 Preparation Follow up Meeting

The following members were present in the meeting.

### **IQAC Members:**

<b>SI.No</b>	<b>Name of the Faculty</b>	<b>Chairman/Members</b>
1.	Dr. R. Vijayan, Principal	Chairman
2.	Dr. S. Sivalakshmi, Associate Professor / Mechanical	<b>IQAC - Coordinator</b>
3.	Prof. P. Deepthi, Assistant Professor/ ECE	Co-coordinator
4.	Dr. P. Anitha, Assistant Professor/ Chemistry	Member
5.	Dr. P. Tharani, Assistant Professor/ CSE	Member
6.	Dr. D. Amali, Assistant Professor/ Civil	Member
7.	Dr. S. Dhanalakshmi, Assistant Professor/ Metallurgy	Member
8.	Prof. K. Uma, Assistant Professor/ Mechanical	Member
9.	Dr. I. Kalpana, Assistant Professor/ ECE	Member
10.	Dr. A. Ramachandran, Assistant Professor/ Chemistry	Member
11.	Dr. P. Marudhupandi, Associate Professor / EEE	Member
12.	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

The following members were absent.

### **Internal Members**

1. Dr.N.K.Vivekanandhan, AP/English
2. Prof.M.Raffikbasha, AP/ Civil
3. Prof.R.Vinothbabu, AP/ Metallurgy
4. Dr.T.R.Sumitra, AP/EEE

### **External Members:**

1. Er. P. Chinnusamy, Director, Vinayaka Electro Alloys (I) Private Limited, Erode.



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2. Mr. Vasanth Murugan, Chief Executive officer,  
Salem Material Technology and Company, Salem

3. Mr. P. Gokulanathan, Trustee  
Rajeswari Ponnusamy Educational and Charitable Trust, Tiruchengode.

4. Mr. G. Vivekanandhan, Assistant General Manager (SMS Operation), Steel  
Authority of India Limited, Salem Steel Plant, Salem

## **AQAR 2022-2023 Preparation Follow up Meeting:**

### **Discussion Regarding Part A – Data of the Institution and Extended Profile:**

- In Part A - Data of the Institution, the previous AQAR link has to be added.
- Data for Part A items 4, 5, 6, 7, and 8 were sourced from the administrative office.
- While items 11 and 12 in Part A have been completed, item 12 requires further review.
- Write-ups for items 16, 17, and 18 in Part A are completed but require review by the NAAC coordinator.
- Documentation proving seat allocation for out-of-state students, such as Government Orders, was sought from DOTE.
- Data on sanctioned full-time faculty posts needs to be collected.

### **Discussion Regarding Part B**

#### **Criteria 1 – Curricular Aspects:**

- For Criteria 1, it is required to gather details from a few Departments.
- Information regarding student enrollment in subject-related certificate courses, along with supporting evidence, is still pending.
- The details about internships have been collected.
- It is requested to upload Regulation 2022 on the college website.
- Minutes from the BOS and Academic Council meetings need to be retrieved from their respective departments.
- Writeups for the criteria 1 has to be collected from Departments.
- Feedbacks Analysis and action taken reports are to be submitted by 26.10.2023.



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### **Criteria 2 – Teaching Learning Evaluation:**

- Criteria 2 encompasses the collection of student details, while the acquisition of faculty information, including transferred professors, remains pending.
- Gathering mentor-mentee information is currently in the process.
- Data pertaining to full-time PhD students, compliance, and grievances has to be collected.
- It is essential to keep a sample for CO- PO attainment available for uploading.
- Email addresses for the student satisfaction survey have been compiled, and students need to be notified to complete the survey.
- The Teaching-Learning feedback report must be submitted no later than October 26, 2023 (Thursday).

### **Criteria 3 – Research, Innovations and Extension:**

- All information for Criteria 3 has been gathered and awaits consolidation and uploading.
- Under Criteria 3, Collaboration details are currently marked as NIL; this necessitates re-evaluation.
- Research Publication details are to be reviewed.

### **Criteria 4 – Infrastructure and Learning Resources:**

- Regarding Criteria 4, we need to upload geo-tagged photos. ICT-enabled hall proof has been taken and needs to be reviewed.
- Proof from the library, i.e., bills, is yet to be collected. The count of computers in the college needs to be reviewed and compared with the information given in Part A to avoid discrepancies.
- Expenditure details need to be verified and reviewed. A write-up on additional facilities is yet to be completed.

### **Criteria 5 – Student Support and Progression:**

- In Criteria 5, scholarship data, including both government and private scholarships, has been collected and consolidated.
- In the realm of soft skills and life skills, induction program data can be included.
- Data regarding grievances and empowerment needs to be collected.
- Appointment Orders for all students who have been placed need to be collected from all departments.
- For Criteria 5.2.4, the number of students qualifying in state/national/international level examinations needs to be collected from all Departments.
- For Criteria 5.2.3, exam qualification data must be collected from all Departments.



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- In Criteria 5.3.1, team event certificates need to be collected, with only one entry per team.
- In Criteria 5.3.3, data related to all clubs in cultural and sports events needs to be collected from all the Departments.

**Criteria 6 – Governance Leadership and Management:**

- For Criteria 6, BOG approval for e-governance is required. Welfare measures have been recorded, but further review is necessary before uploading the data.
- In the context of Criteria 6, courses conducted for Professional Development, such as Fab-Lab and state-funded GCT, Coimbatore sponsored workshops, can be added.
- In the case of FDPs, extensive data collection, inclusive of Naan Mudhalvan courses for faculties, must be included.
- Regarding Alumni fund entries, since the data is requested in multiple criteria, it is crucial to ensure a single entry for each fund.
- Criteria 6.3.3 – professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff and 6.3.4 Financial support and Privileges given to teaching and non-teaching need to be reviewed.
- Criteria 6.3.5 regarding career development needs CR and CAS to be included.

  
18/10/23  
**IQAC Chairman**

  
18/10/23