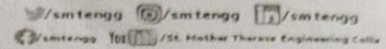




# St. MOTHER THERESA ENGINEERING COLLEGE

**Final Ranking of Institutions on Innovation Achievements**  
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Ref.No : SMTEC/IQAC/2024-2025/001

Date : 23.08.24

## CIRCULAR

This is to inform that our college IQAC team has decided to conduct the first IQAC meeting for the academic year 2024-2025 on 27.08.24 at 3.00 pm in the board room to discuss the following points. The meeting will be chaired by Dr.A.George Klington, Principal and co-ordinated by Mrs.A.Cordelia Sumathy IQAC Co-ordinator.

### Agenda

1. Confirmation of IQAC Composition.
2. Preparation of NAAC documents.
3. Proposal and discussion on new quality initiatives relating to Academics, Skill, Placement, Research and Club Activities.

The following faculty members are requested to make it convenient to attend the meeting and contribute to the discussion.

- ◆ All M Team Members
- ◆ All Hods
- ◆ All NAAC Attribute Incharges
- ◆ Mr.Y.Palin Visu , VH- Skill
- ◆ Ms.Vidhyalakshmi, AP/CSE
- ◆ Mr.Nanthakumar ,AP/Civil

*Sumathy*  
24/8/24  
IQAC Co-ordinator

*[Signature]*  
Principal

St. Mother Theresa Engineering College  
Vagaikulam, Thoothukudi-628102

ATTENDANCE SHEET

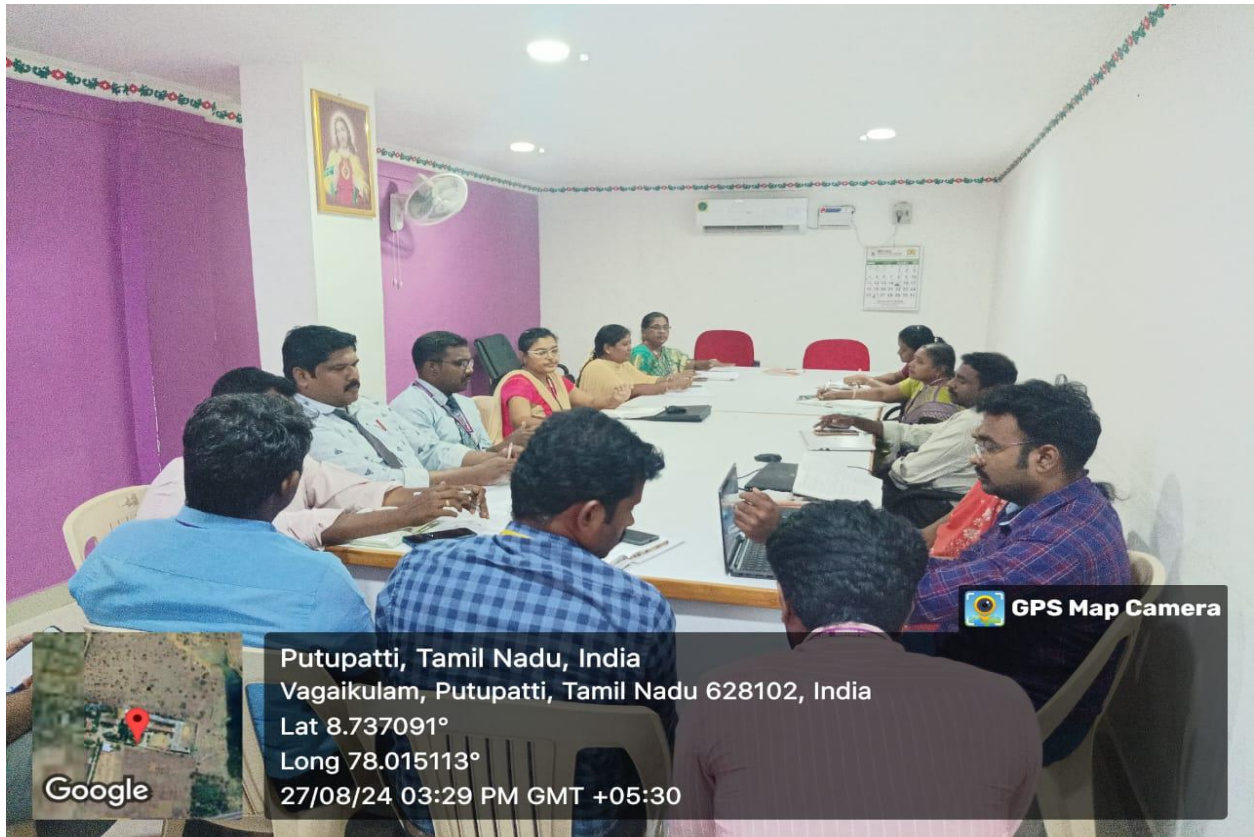
Nature of the Meeting: IQAC

Venue: Board room

Date: 27/8/24

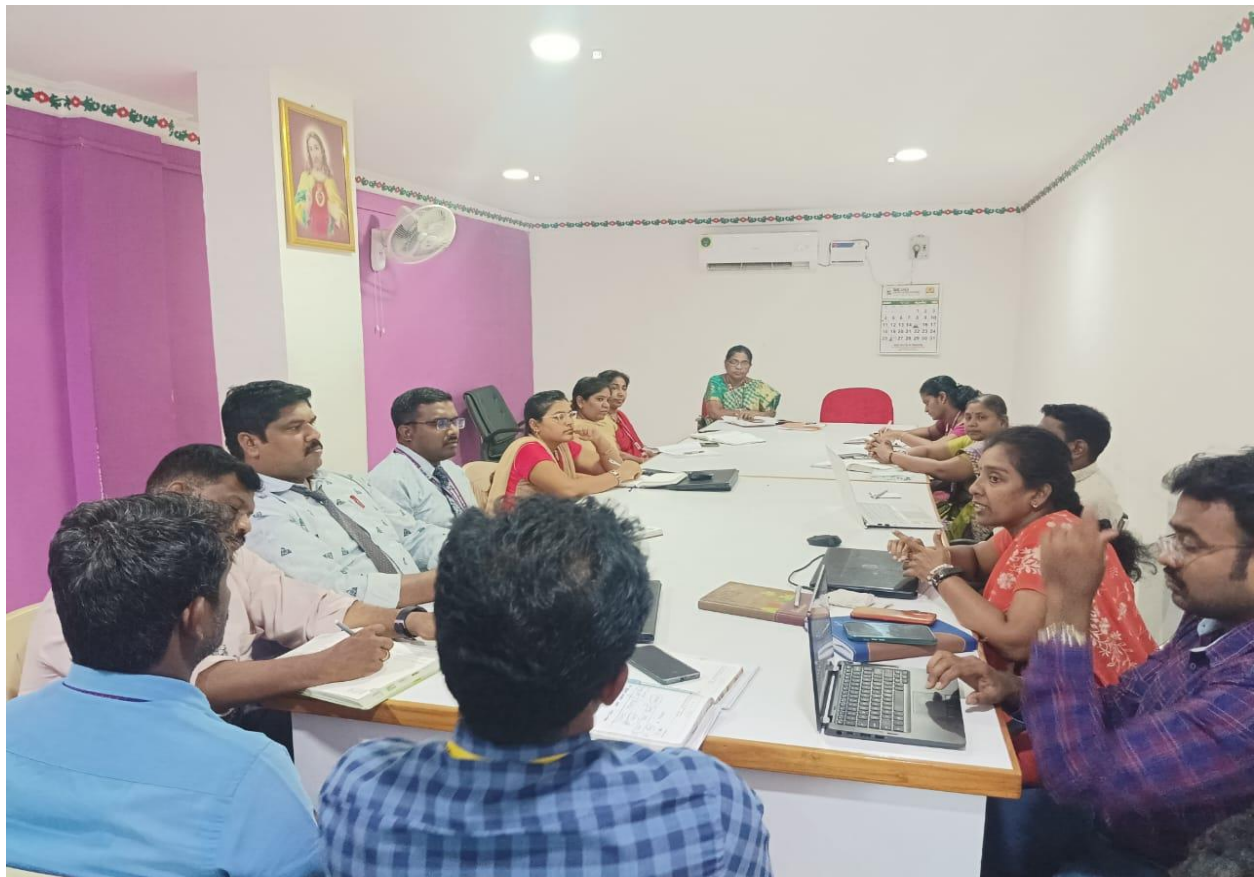
S.NO	NAME OF THE STAFF/ DESIGNATION	DEPT	SIGNATURE
1	Dr. S. KAVITHA, AP/MATHS	S & H	<i>[Signature]</i>
2	Dr. J. Vanithana, AP/chem	S & H	<i>[Signature]</i>
3	P. Vidhya Lakshmi AP	CSE	<i>[Signature]</i>
4	S. EBANEZAR PRAVIN	EEE	<i>[Signature]</i>
5	G. Dinesh	EEE	<i>[Signature]</i>
6	J. Reegan	ECE	<i>[Signature]</i>
7	R. Samuel	Mech	<i>[Signature]</i>
8	Dr. K. M. Muthukrishnan	Mech	<i>[Signature]</i> 27/8/24
9	S. Nandha Kumar	CIVIL	<i>[Signature]</i>
10	Y. Poun Visu	ECE	<i>[Signature]</i>
11	B. ARUL RAJAN	ECE	<i>[Signature]</i>
12	Meluref	MECH	<i>[Signature]</i>
13	Sathya. S	CIVIL	<i>[Signature]</i>
14			
15	Dr. V. VIGNESH	MECH	<i>[Signature]</i>
16	S. Joe Patney	Mech.	<i>[Signature]</i>
17	Dr. S. Vathana	S & H	<i>[Signature]</i>
18			
19			
20			





Putupatti, Tamil Nadu, India  
Vagaikulam, Putupatti, Tamil Nadu 628102, India  
Lat 8.737091°  
Long 78.015113°  
27/08/24 03:29 PM GMT +05:30

GPS Map Camera



## Minutes of the Meeting

**Date:** 27.08.24

**Time:** 3.00 pm

**Venue:** Board Room

**Chairperson:** Dr.A.George Klinton

### Members Present:

1. Dr.A.George Klinton
  2. Mrs.A.Cordelia Sumathy ,IQAC Co – ordinator
  3. Dr.V.Vignesh , M team Member
  4. Dr.Muthukrishnan , M team Member
  5. Dr.S.Joe Patrick Gnanaraj , M team Member
  6. Mr.J.Reegan , M team Member
  7. Mrs.McLuret, M team Member
  8. Mrs.S.Sathiya, HOD/ Civil
  9. Mrs.Beemajan Shaheen, HOD/CSE
  10. Mr.S.Ebanazer Pravin,HOD/EEE
  11. Mr.S.Nandhakumar , AP/Civil
  12. Ms.P.Vidhyalakshmi, AP/CSE
  13. Mr.Y.Palin Visu, AP/ECE
  14. Dr.S.Kavitha , AP/ Maths
  15. Mr.Samuel Sanjay Raja ,AP/Mech
  16. Ms.Vandhana, AP/Chemistry
  17. Mrs.Arul Vathana, AP/ Physics
  18. Mr.G.Dinesh, AP/EEE
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### Agenda of the Meeting:

1. Introduction to the Purpose of IQAC Reconstitution
  2. Nomination and Selection of New Members
  3. Discussion on Role and Responsibilities
  4. Future Action Plan and Timeline for IQAC
  5. Preparation of NAAC documents
  6. Action plan and Action taken report.
- 

### Proceedings of the Meeting:

#### 1. Welcome and Introduction:

The Chairperson Dr.A.George Klinton, welcomed all the members and explained the purpose of reconstituting the Internal Quality Assurance Cell (IQAC). The importance of ensuring continuous improvement in academic and administrative activities was emphasized.

## 2. Nomination and Selection of New Members:

The Chairperson proposed a list of potential members for the reconstituted IQAC, which includes representatives from the teaching faculty, administration, students, and external stakeholders. The following new members were unanimously approved:

The term of the new members will be for a period of 2 years.

Chairperson	Dr.A.George Klinton , Principal
Management Representative	Dr.K.Jeyakumar GM – Development (SCAD group)
Administrative Representatives	Mrs.S. Sathiya HOD/Civil
	Mrs.Beemajan Shaheen,HOD/CSE
	Mr.S.Ebanazer Pravin,HOD/EEE
	Mr.J.Reegan , HOD / ECE
	Dr.S.Joe Patrick Gnanaraj, HOD/Mech
Faculty members	Mr.S.Nandhakumar AP/Civil
	Ms.P.Vidhyalakshmi AP/CSE
	Mrs.M.Faustino Adlinde AP/EEE
	Mr. Y.Palin Visu , AP/ECE
	Mrs.Mcluret , AP/Mech
	Dr.S.Kavitha ,Prof / Maths
Nominee from local society	Mr. Velraj, Pudukottai
Student Member	Ms.Selva Madathi , III CSE
Alumni member	Ms.Syed Ali Fatima
Employer	Mr.Rex, SSSS Construction

Industrialist	Mr.Charles Godwin, Zoho Corporation
Stakeholder(Parent)	Mr.Rathnaraj Rayen
IQAC Coordinator	Mrs.A.Cordelia Sumathy, AP /EEE

### 3. Discussion on Role and Responsibilities:

The roles and responsibilities of the newly reconstituted IQAC were discussed. It was agreed that the cell would work on areas such as:

- Developing a quality assurance framework.
- Organizing seminars and workshops on quality improvement.
- Conducting internal audits of various departments.
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### 4. Future Action Plan and Timeline:

The newly reconstituted IQAC will meet once in a fortnight to ensure the effective implementation of quality improvement measures.

### 5. Preparation of NAAC documents

Mrs. Mc Luret , emphasized the importance of timely submission of all necessary documents for NAAC accreditation. She reminded the team that delays in document submission could negatively affect the accreditation process and overall institutional documentation process.

### 6. Action plan and Action taken report.

Action Plan and Action taken report formats were framed and the heads of Academics,Skill & Training,Research and Placement were asked to submit the same during the forth coming meeting.

## St.Mother Theresa Engineering College

### Action plan -Academics(2024-2025)

From 28.8.24 to 10.9.24

Task	Description	Target students	Responsible Person/Team	Timeline	Expected Outcome


**St.Mother Theresa Engineering College**

**Action taken report - Skill training (2024-2025)**

From 28.8.24 to 10.9.24

<b>Task</b>	<b>Action Taken</b>	<b>Target Students</b>	<b>Responsible Person/Team</b>	<b>Completion Date</b>	<b>Outcome/Results</b>

This Action Plan and Action taken report formats given above outlines each step clearly, assigns responsibility, and sets a timeline, which helps in tracking progress and achieving the desired outcomes

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**Conclusion**

The Chairperson thanked the members for their participation and cooperation. The meeting concluded with a resolution to finalize the reconstitution and initiate the next steps promptly.

**Meeting Adjourned: 4.10 p.m**  
**Next Meeting Scheduled for: 12.09.24**

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Co - ordinator

Mrs.A.Cordelia Sumathy

Chairperson

Dr.A.George Klington