



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI,
COIMBATORE - 641 104

MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

Circular

Ref. No: SSEC/IAAC/2025-2026/01

Date: 29.07.2025

Constitution of Institute Academic Affairs Committee (IAAC)

In accordance with the regulations of the Parent University and with the objective of ensuring effective planning, monitoring, and continuous improvement of academic activities, the Institute Academic Affairs Committee (IAAC) is hereby constituted for the academic session 2025-2026.

The Committee shall function to uphold academic excellence, integrity, transparency, and student support, and shall monitor academic progress, recommend remedial measures, and facilitate effective academic administration.

Composition of IAAC

Sl. No.	Name	Designation / Department	Role
1	Dr.G.Jayaprakash	Head of the Institution	Chairperson
2	Dr. M. Maniraj	Professor	Member Secretary
3	Dr.M.Karthikeyan	HoD / ECE	Member
4	Dr.M.Vijayakumar	HoD / MECH	Member
5	Dr.S.Gokuldev	HoD / CSE	Member
6	Dr.E.Nandakumar	HoD/EEE	Member
7	Dr.P.Loganathan	HoD / CIVIL	Member
8	Ms.RViji	Student	Member
9	Ms.S.Pavithra	Student	Member
10	Ms.R.Harini	Student	Member
11	Mr.T.Akash	Student	Member

This circular comes into force with immediate effect.




Principal
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MEETING CIRCULAR

Ref. No: SSEC/IAAC/2025-2026/01

Date: 01.08.2025

All members of the **Institute Academic Affairs Committee (IAAC)** are requested to attend a meeting as per the details given below:

Meeting No: 01

Date: 06.08.2025

Time: 2.00 p.m.

Venue: Board Room

Agenda:

1. Review of previous IAAC meeting Minutes of Meeting (MoM).
2. Analysis of students' academic performance after assessment tests.
3. Identification of academic difficulties faced by students in classrooms and laboratories.
4. Planning of remedial measures, academic support, and improvement strategies.
5. Any other matter with the permission of the Chair.




Chairperson – IAAC



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Minutes of Meeting – Institute Academic Affairs Committee (IAAC)

Meeting No: 01

Date: 06.08.2025

Time: 2.00 p.m.

Venue: Board Room

Points Discussed:

- ❖ The committee reviewed the difficulties faced by students in classrooms and laboratories and recommended suitable measures to improve the teaching–learning process.
- ❖ Student performance in internal assessment tests was analyzed, and corrective actions were proposed to enhance academic outcomes.
- ❖ Academic support requirements were identified, and remedial measures were recommended to improve student performance.
- ❖ The committee reaffirmed its commitment to maintaining the highest standards of academic integrity and transparency in academic and assessment processes.
- ❖ The Minutes of the Meeting shall be recorded and communicated to all stakeholders. Issues requiring policy decisions or approvals shall be placed before the appropriate statutory bodies of the autonomous college, such as the Academic Council or Board of Studies, through the Head of the Institution for necessary action.

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Members Present:

Sl. No.	Name	Designation / Department	Role	Signature
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3	Dr.M.Karthikeyan	HoD / ECE	Member	
4	Dr.M.Vijayakumar	HoD / MECH	Member	
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6	Dr.E.Nandakumar	HoD/EEE	Member	
7	Dr.P.Loganathan	HoD / CIVIL	Member	
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Institute Academic Affairs Committee (IAAC) – Action Taken Report

Meeting No: 01

Date: 06.08.2025

Time: 2.00 p.m.

Venue: Board Room

Action Taken:

S.No	Agenda / MoM Point	Decision / Recommendation	Action Taken / Status
1	Classroom and laboratory difficulties	Review of issues faced by students	Identified issues were addressed and corrective measures were implemented by faculty members
2	Analysis of academic performance	Performance review after internal assessments	Performance gaps were analyzed and improvement strategies were initiated
3	Academic support and remedial measures	Identification of students requiring support	Remedial classes, mentoring, and tutorial sessions were conducted
4	Academic integrity and transparency	Emphasis on ethical academic practices	Assessment and evaluation processes were carried out as per institutional guidelines
5	Recording and communication of MoM	Circulation and escalation of issues	Minutes were circulated to stakeholders; policy matters were placed before statutory bodies through the Head of the Institution


Chairperson – IAAC


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MEETING CIRCULAR

Ref. No: SSEC/IAAC/2025–2026/03

Date: 04.10.2025

All members of the **Institute Academic Affairs Committee (IAAC)** are requested to attend a meeting as per the details given below:

Meeting No: 02

Date: 07.10.2025

Time: 2.00 p.m.

Venue: Board Room

Agenda:

1. Review of previous IAAC meeting Minutes of Meeting (MoM).
2. Analysis of students' academic performance after assessment tests.
3. Identification of academic difficulties faced by students in classrooms and laboratories.
4. Planning of remedial measures, academic support, and improvement strategies.
5. Any other matter with the permission of the Chair.




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Minutes of Meeting – Institute Academic Affairs Committee (IAAC)

Meeting No: 02

Date: 07.10.2025

Time: 2.00 p.m.

Venue: Board Room

Points Discussed:

1. The Chairperson welcomed all members and outlined the purpose of the meeting following the IAAC policy.
2. The Committee reviewed the outcomes of the first internal assessments and discussed overall student performance.
3. Departments presented a report on student progress, highlighting areas of improvement and subjects where students required additional support.
4. Remedial measures were proposed, including extra tutorials, mentoring sessions, and remedial classes for academically weaker students.
5. Methods to ensure fairness, transparency, and integrity in evaluations were reviewed and confirmed.
6. Documentation and communication practices were reinforced: minutes of meetings, performance reports, and academic interventions to be shared with faculty and students.
7. Any discrepancies in internal assessment records were identified and corrective actions approved.
8. Responsibilities for monitoring, mentoring, and follow-up of academic interventions were assigned to faculty members.
9. The meeting concluded with the Chairperson emphasizing adherence to IAAC policy and institutional academic standards, and appreciating the members for their active participation


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Institute Academic Affairs Committee (IAAC) – Action Taken Report

Meeting No: 02

Date: 07.10.2025

Time: 2.00 p.m.

Venue: Board Room

Action Taken:

No.	Action Point	Action Taken	Status
1	Review of internal assessments	Outcomes analyzed; overall student performance discussed	Completed
2	Department reports on student progress	Departments submitted reports highlighting areas needing support	Completed
3	Remedial measures	Extra tutorials, mentoring sessions, and remedial classes planned and scheduled	In Progress
4	Evaluation methods	Procedures to ensure fairness, transparency, and integrity reviewed and confirmed	Completed
5	Documentation and communication	Minutes of meetings, performance reports, and academic interventions prepared and circulated	In Progress
6	Internal assessment discrepancies	Discrepancies identified and corrective actions approved	Completed
7	Faculty responsibilities	Monitoring, mentoring, and follow-up responsibilities assigned	In Progress


Chairperson – IAAC


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MEETING CIRCULAR

Ref. No: SSEC/IAAC/2025–2026/04

Date: 02.12.2025

All members of the **Institute Academic Affairs Committee (IAAC)** are requested to attend a meeting as per the details given below:

Meeting No: 03

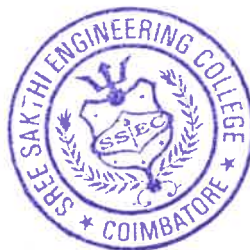
Date: 05.12.2025

Time: 2.00 p.m.

Venue: Board Room

Agenda:

1. Review of previous IAAC meeting Minutes of Meeting (MoM).
2. Analysis of students' academic performance after assessment tests.
3. Identification of academic difficulties faced by students in classrooms and laboratories.
4. Planning of remedial measures, academic support, and improvement strategies.
5. Any other matter with the permission of the Chair.




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Minutes of Meeting – Institute Academic Affairs Committee (IAAC)

Meeting No: 03

Date: 05.12.2025

Time: 2.00 p.m.

Venue: Board Room

Points Discussed:

- ❖ The Chairperson welcomed the members and outlined the agenda for the meeting, focusing on end-of-session academic review and preparations for concluding the semester.
- ❖ The Committee reviewed the performance of students across departments in the second internal assessment and overall semester progress.
- ❖ Departments submitted final academic reports, highlighting achievements, low-performing areas, and completion of remedial measures.
- ❖ The Committee evaluated the effectiveness of interventions such as tutorials, mentoring sessions, and remedial classes conducted during the semester.
- ❖ Recommendations were made for improving evaluation methods, feedback mechanisms, and student support in future academic sessions.
- ❖ The Committee discussed academic discrepancies, if any, in assessment records and approved corrective measures.
- ❖ Planning for end-semester examinations, final grading, and documentation of academic records was reviewed and responsibilities assigned to faculty members.
- ❖ The importance of maintaining proper records, reports, and MoMs for institutional compliance and future reference was reiterated.
- ❖ The Chairperson concluded the meeting by appreciating the active involvement of all members and emphasized adherence to IAAC policy and academic standards.


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Members Present:

Sl. No.	Name	Designation / Department	Role	Signature
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3	Dr.M.Karthikeyan	HoD / ECE	Member	
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Institute Academic Affairs Committee (IAAC) – Action Taken Report

Meeting No: 03

Date: 05.12.2025

Time: 2.00 p.m.

Venue: Board Room

Action Taken:

- ❖ Student performance across departments in the second internal assessment and overall semester progress was analyzed.
- ❖ Departments submitted final academic reports highlighting achievements and areas requiring improvement.
- ❖ Effectiveness of interventions such as tutorials, mentoring sessions, and remedial classes conducted during the semester was evaluated.
- ❖ Recommendations were made to improve evaluation methods, feedback mechanisms, and student support in future sessions.
- ❖ Discrepancies in assessment records, if any, were identified and corrective measures approved.
- ❖ Planning and responsibilities for end-semester examinations, final grading, and documentation of academic records were assigned to faculty members.
- ❖ Emphasis was placed on maintaining proper records, reports, and MoMs for compliance and future reference.


Chairperson – IAAC


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MEETING CIRCULAR

Ref. No: SSEC/IAAC/2025–2026/06

Date: 20.01.2026

All members of the **Institute Academic Affairs Committee (IAAC)** are requested to attend a meeting as per the details given below:

Meeting No: 04

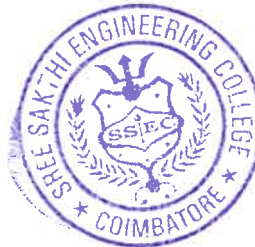
Date: 27.01.2026

Time: 2.00 p.m.

Venue: Board Room

Agenda:

1. Review of previous IAAC meeting Minutes of Meeting (MoM).
2. Analysis of students' academic performance after assessment tests.
3. Identification of academic difficulties faced by students in classrooms and laboratories.
4. Planning of remedial measures, academic support, and improvement strategies.
5. Any other matter with the permission of the Chair.



Chairperson – IAAC



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Minutes of Meeting – Institute Academic Affairs Committee (IAAC)

Meeting No: 04

Date: 27.01.2026

Time: 2.00 p.m.

Venue: Board Room

Points Discussed:

- ❖ Chairperson welcomed members and explained IAAC purpose and functions.
- ❖ Committee roles, responsibilities, and policy guidelines were briefed.
- ❖ Academic calendar, session plan, and internal assessment schedule were reviewed.
- ❖ Department Heads presented course plans and teaching schedules.
- ❖ Strategies for academic support, mentoring, and remedial measures were discussed.
- ❖ Procedures for fairness, transparency, and accountability in assessments were reviewed.
- ❖ Documentation and communication practices for MoMs, reports, and student feedback were established.
- ❖ Matters requiring liaison with Parent University were identified and reporting procedures clarified.
- ❖ Faculty responsibilities for monitoring student progress and interventions were assigned.
- ❖ Chairperson concluded with emphasis on IAAC policy compliance and academic standards.


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Institute Academic Affairs Committee (IAAC) – Action Taken Report

Meeting No: 04

Date: 27.01.2026

Time: 2.00 p.m.

Venue: Board Room

Action Taken:

No.	Action Point	Action Taken	Status
1	Academic calendar and internal assessment schedule	Reviewed and communicated	Completed
2	Department course plans	Submitted and discussed	Completed
3	Academic support measures	Strategies for mentoring and remedial classes planned	In Progress
4	Assessment fairness and transparency	Procedures established	Completed
5	Documentation and communication	MoMs, reports, and feedback processes defined	In Progress
6	Liaison with Parent University	Matters noted and reporting process clarified	Completed
7	Faculty responsibilities	Assigned for monitoring student progress	In Progress
8	Policy compliance and standards	Emphasized by Chairperson	Completed

Chairperson – IAAC

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Circular

Ref. No: SSEC/IAAC/2025-2026/05

Date: 05.01.2026

Constitution of Institute Academic Affairs Committee (IAAC)

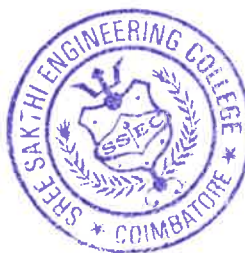
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MEETING CIRCULAR

Ref. No: SSEC/IAAC/2025–2026/05

Date: 04.02.2026

All members of the **Institute Academic Affairs Committee (IAAC)** are requested to attend a meeting as per the details given below:

Meeting No: 05

Date: 09.02.2026

Time: 2.00 p.m.

Venue: Board Room

Agenda:

1. Review of previous IAAC meeting Minutes of Meeting (MoM).
2. Analysis of students' academic performance after assessment tests.
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5. Any other matter with the permission of the Chair.

Chairperson – IAAC





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Minutes of Meeting – Institute Academic Affairs Committee (IAAC)

Meeting No: 05

Date: 09.02.2026

Time: 2.00 p.m.

Venue: Board Room

Points Discussed:

- The Chairperson welcomed all members and briefed the Committee on the objectives of the meeting in line with the Institute Academic Affairs Committee policy.
- The Committee reviewed the academic calendar and discussed the smooth conduct of academic activities for the current semester.
- The status of syllabus coverage, course delivery, and adherence to the teaching plan across all departments was reviewed.
- Student attendance, academic performance, and measures to improve learning outcomes were discussed.
- The Committee reviewed the implementation of mentoring, remedial coaching, bridge courses, and other student support initiatives.
- Faculty members discussed the effective use of innovative teaching–learning methods, ICT tools, and outcome-based education practices.
- Academic regulations, examination schedules, and continuous assessment procedures were reviewed to ensure compliance with university norms.
- The Committee discussed strategies to enhance Course Outcomes (COs), Program Outcomes (POs), and overall academic quality.
- The Chairperson emphasized timely completion of academic activities, proper maintenance of academic records, and continuous monitoring of academic performance before concluding the meeting.


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Institute Academic Affairs Committee (IAAC) – Action Taken Report

Meeting No: 05

Date: 09.02.2026

Time: 2.00 p.m.

Venue: Board Room

Action Taken:

No.	Action Point	Action Taken	Status
1	Academic Calendar	Academic calendar approved and circulated to all departments for implementation.	Completed
2	Curriculum Delivery	Departments reviewed syllabus coverage and ensured adherence to lesson plans.	In Progress
3	Student Attendance & Performance	Attendance and academic performance were monitored; corrective measures initiated for slow learners.	In Progress
4	Teaching–Learning Process	ICT-enabled teaching, experiential learning, and OBE practices were strengthened.	In Progress
5	Mentoring & Student Support	Mentoring, bridge courses, and remedial coaching were conducted for identified students.	In Progress
6	Examination & Assessment	Internal assessment schedule and evaluation process reviewed to ensure compliance with university regulations.	Completed
7	CO–PO Attainment	CO attainment was analyzed and departments were instructed to implement measures for improving PO attainment.	In Progress
8	Academic Audit & Documentation	Academic records, course files, and teaching documents were verified and updated.	Completed
9	Action Plan for Quality Improvement	Department-wise action plans were prepared to enhance academic quality and student outcomes.	Ongoing

Chairperson – IAAC

Principal

PRINCIPAL
SREE SAKTHI ENGINEERING COLLEGE
COIMBATORE - 641104



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

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COIMBATORE - 641 104

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Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

MEETING CIRCULAR

Ref. No: SSEC/IAAC/2025–2026/06

Date: 27.03.2026

All members of the **Institute Academic Affairs Committee (IAAC)** are requested to attend a meeting as per the details given below:

Meeting No: 06

Date: 01.04.2026

Time :2.00 p.m.

Venue:Board Room

Agenda:

1. Review of previous IAAC meeting Minutes of Meeting (MoM).
2. Analysis of students' academic performance after assessment tests.
3. Identification of academic difficulties faced by students in classrooms and laboratories.
4. Planning of remedial measures, academic support, and improvement strategies.
5. Any other matter with the permission of the Chair.


Chairperson – IAAC





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Minutes of Meeting – Institute Academic Affairs Committee (IAAC)

Meeting No: 06

Date: 01.04.2026

Time: 2.00 p.m.

Venue: Board Room

Points Discussed:

- The Chairperson welcomed all members and presented the agenda for the annual review of academic activities and closure of the academic year.
- The Committee reviewed the implementation of academic plans and evaluated the achievement of the objectives set at the beginning of the academic year.
- Department-wise annual academic performance, including student results, progression, and academic achievements, was presented and reviewed.
- The Committee analyzed the effectiveness of teaching-learning practices, student engagement activities, and innovative pedagogical initiatives implemented during the year.
- The status of curriculum enrichment activities such as value-added courses, certification programmes, industrial visits, guest lectures, and workshops was reviewed.
- Feedback received from students, faculty, alumni, and employers on academic processes was discussed, and suggestions for improvement were recorded.
- The Committee reviewed the implementation of Outcome-Based Education (OBE), including Course Outcome (CO) and Program Outcome (PO) attainment, and recommended measures for continuous improvement.
- Academic documentation, departmental records, course files, and committee reports were reviewed to ensure readiness for institutional audits and accreditation requirements.
- The Committee finalized recommendations and an academic action plan for the upcoming academic year, focusing on quality enhancement, curriculum delivery, and student success.
- The Chairperson thanked all members for their contributions throughout the academic year and declared the meeting closed.


Principal

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Members Present:

Sl. No.	Name	Designation / Department	Role	Signature
1	Dr.G.Jayaprakash	Head of the Institution	Chairperson	
2	Dr.M.Maniraj	Professor	Member Secretary	
3	Dr.M.Karthikeyan	HoD / ECE	Member	
4	Dr.M.Vijayakumar	HoD / MECH	Member	
5	Dr.S.Gokuldev	HoD / CSE	Member	
6	Dr.E.Nandakumar	HoD/EEE	Member	
7	Dr.P.Loganathan	HoD / CIVIL	Member	
8	Ms.R.Viji	Student	Member	
9	Ms.S.Pavithra	Student	Member	
10	Ms.R.Harini	Student	Member	
11	Ms.T.Akash	Student	Member	


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Institute Academic Affairs Committee (IAAC) – Action Taken Report

Meeting No: 06

Date: 01.04.2026

Time: 2.00 p.m.

Venue: Board Room

Action Taken:

No.	Action Point	Action Taken	Status
1	Annual academic review	Annual academic review completed and key observations documented.	Completed
2	Review of academic objectives	Achievement of academic objectives evaluated and recommendations recorded.	Completed
3	Department-wise academic performance	Annual academic reports submitted by all departments and reviewed.	Completed
4	Teaching-learning practices	Best teaching practices identified and recommendations shared for wider implementation.	Completed
5	Curriculum enrichment activities	Value-added courses, workshops, and other enrichment activities reviewed and documented.	Completed
6	Stakeholder feedback	Feedback analysis completed and improvement measures recommended for the next academic year.	Completed
7	OBE implementation	CO-PO attainment analyzed and department-wise improvement plans prepared.	Completed
8	Academic documentation	Course files, academic records, and committee documents verified and archived.	Completed
9	Academic action plan	Action plan for the forthcoming academic year finalized and communicated to all departments.	Completed


Chairperson – IAAC


Principal

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