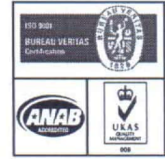




Sri

SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)
Sai Leo Nagar, West Tambaram, Chennai – 44.



INTERNAL QUALITY ASSURANCE CELL

SEC/ Circular/IQAC/2014-15/Meeting 7

Date: 22. 04. 2015

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 30th April 2015 at 02.30 p.m. in the A. V. Hall, Sri Sairam Engineering College. The members are requested to make it convenient to attend the meeting.

Agenda:

- Academic schedule for the odd semester 2015-2016
- Remedial classes for lateral entry students
- To initiate Placements from core companies
- Subscription to e-journals in the library
- Any other matter

Thanking you,

Yours sincerely,


IQAC Coordinator

Copy to: CEO
Principal
All members



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Internal Quality Assurance Cell

Minutes of the Meeting

Meeting No: 07

Date: 30/04/2015

Members present:

Dr.C.V.Jayakumar, Chairperson

Mr.J. Saiprakash, Management Member

Mr. A. Veeraiyan

Ms. S.Lakshmi

Mr.N.Lakshmi Narasimhan

Mr. Udhay Shankar

Dr.K.Maran

Dr.A. Rajendra Prasad

Dr. T. Sheela

Mr. S.Ramakrishnan

Dr. K.Renganathan

Mr. U.Thamilarasan

Dr. B. Latha

Ms.T.Porselvi

Ms.T.Mangayarkarasi

Mr.S. Kandasamy

Ms.J.Vijayalakshmi

Ms.A.R. Rajini

Mr. Srivatsan Sridharan

Dr.J.Raja, IQAC Coordinator

The following members could not be present for the meeting due to some unavoidable reasons.

Ms.V.Prasitha

The minutes of the meeting held on **30/04/2015** at 2.30 p.m in AV hall.

The IQAC coordinator introduced the new members and welcomed the members. The minutes of the meeting held on **11/12/14** were confirmed.

| S.No | Subject / Issue | Outcome of Discussion | Responsibility |
|-------------|---|--|---|
| 1. | Academic activities for the odd semester 2015-2016. | <ul style="list-style-type: none">• The committee reviewed the academic planner prepared by the college for the odd semester and suggested that all activities to go as per schedule including the holidays.• The committee suggested that more number of students may be involved in community services through NSS and NCC activities and they also appreciated the activities of the NSS and NCC.• It was also decided to conduct more number of workshops, seminars and Industrial visit to students as a part of academic curriculum. | The Principal and the Heads of all Departments, NSS and NCC coordinators. |
| 2. | Remedial classes for lateral entry students | <ul style="list-style-type: none">• The team reviewed the results of the lateral entry students of the previous academic year and suggested remedial classes for them.• It was decided to conduct classes exclusively for lateral entry students on all Saturdays. | The Principal, the Heads of all Departments and staff members. |
| 3. | Core company placements | <ul style="list-style-type: none">• The committee members suggested the TAP cell to identify the teaching staff with industrial experience and they may visit the core companies regarding | The Principal, Dean, TAP cell and Heads of all Departments |

| | | | |
|----|--|--|----------------------------------|
| | | <p>placement activities.</p> <ul style="list-style-type: none"> • The principal informed the head of the departments to identify a member from their department and they may interact with the TAP cell. • The management asked the TAP cell to take initiative for giving necessary extra training to students as per industry requirement for core company placements. | |
| 4. | Upgradation of library with e-journals | <ul style="list-style-type: none"> • Apart from the DELNET facilities available in the library the IQAC members recommended to subscribe for more number of e-journals for quality research in the institution. • They also suggested having a separate spacious block for the library. | The Principal and the Librarian. |

In general the committee suggested that the faculty members create more avenues for students to focus on research and submit more quality and socially relevant project proposals through IEDC and to concentrate more on pre final year projects. The committee also welcomed the suggestion of nominating Dr. K.Parvatham as an ISO coordinator to carry out the ISO activities.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of December 2015.



IQAC Coordinator



PRINCIPAL