



Sri

# SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)

Sai Leo Nagar, West Tambaram, Chennai – 44.



## INTERNAL QUALITY ASSURANCE CELL

SEC/ Circular/IQAC/2016-17/Meeting 10

Date: 15. 12. 2016

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 22<sup>nd</sup> December 2016 at 02.00 p.m. in the IEDC Cell, Sri Sairam Engineering College. The members are requested to make it convenient to attend the meeting.

### Agenda:

- Activities for the even semester 2016-2017.
- Conduct of college day, culturals, sports day, project exhibition and Graduation day
- Conduct of Abdul Kalam Innovative Eco-System
- Conduct of coaching classes for GRE, TOEFL, GATE and IAS in Sairam campus
- Training to students By Zoho
- Any other matter

Thanking you,

Yours sincerely,

IQAC Coordinator

Copy to: CEO  
Principal  
All members



*Sri*

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Sai Leo Nagar, West Tambaram, Chennai – 44.



## **Internal Quality Assurance Cell**

### **Minutes of the Meeting**

**Meeting No: 10**

**Date: 22/12/2016**

**Members present:**

**Dr. C. V. Jayakumar, Chairperson**

**Mr. J. Saiprakash, Management Member**

**Mr. Thambidurai**

**Mr.N.Lakshmi Narasimhan**

**Dr.K.Maran**

**Dr.A. Rajendra Prasad**

**Dr. T. Sheela**

**Dr. S. Ramakrishnan**

**Dr. K. Renganathan**

**Dr. U. Tamilarasan**

**Dr. B. Latha**

**Dr. 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.

**Mr. A. Veeraiyan**

**Mr. P. Thirunavukkarasu**

**Ms. K. Rajeshwari**

The minutes of the meeting held on 22/12/2016 at 2.00 p.m in the conference hall of the Innovation and Entrepreneurship Development Center (IEDC).

The IQAC coordinator welcomed the members and the minutes of the meeting held on 12/05/2016 were confirmed.

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	Postponement in the reopening date of even semester	<ul style="list-style-type: none"> <li>• Due to natural calamities the reopening date got postponed</li> <li>• The unit tests and model exam dates tentatively scheduled in the academic calendar cannot be followed and the revised dates were discussed.</li> </ul>	The Principal, Heads of all the Departments
2	Conduct of college functions-cultural, college day, sports day, TEDx, project exhibition and Graduation day.	<ul style="list-style-type: none"> <li>• All college functions to be conducted even though the semester is a very short one.</li> <li>• There may be deviations in the schedule mentioned in the academic calendar.</li> </ul>	The Principal and all coordinators of the respective events.
3	Abdul Kalam Innovative Eco-system	<ul style="list-style-type: none"> <li>• A national level students' project contest in collaboration with ICT Academy of Tamil Nadu to be hosted in Sri Sairam Institutions.</li> <li>• The tentative dates of the event are fixed as 26<sup>th</sup> and 26<sup>th</sup>, March 2017 or 1<sup>st</sup> and 2<sup>nd</sup> April 2017 or 8<sup>th</sup> and 9<sup>th</sup> April 2017.</li> <li>• Five categories decided for the contest:               <ol style="list-style-type: none"> <li>1) Manufacturing and Technology</li> <li>2) Energy</li> <li>3) Agriculture</li> <li>4) Water and Environment</li> <li>5) Infrastructure.                   <ul style="list-style-type: none"> <li>• 25 projects to be scrutinized in each category and three best projects will be selected by jury members on the</li> </ul> </li> </ol> </li> </ul>	The Principal, Heads of all Departments and all staff members.

		<p>day of the contest. The total prize amount is Rs.8,75,000 with Rs. one lakh, Rs.50,000 and Rs, 25000 for I,II and III prize respectively.</p> <ul style="list-style-type: none"> <li>The faculties in charge for all the five categories were identified and they were asked to have a discussion with ICTAT.</li> </ul>	
4	Conduct of coaching classes to students for GRE, TOEFL, GATE and IAS examinations.	<ul style="list-style-type: none"> <li>As the hostel students spend more time to reach the coaching centre for various classes it has been decided to conduct the coaching classes, within the Sairam campus.</li> <li>Day scholars can also enroll for the classes. Students of II year and III year can enroll for the classes through their mentors.</li> </ul>	The Principal, Heads of all Departments and Mentors.
5	Conduct of training to II and III year students by ZOHO.	<ul style="list-style-type: none"> <li>TAP cell to arrange the "Creator Training" organized by ZOHO to all branches of II and III years.</li> <li>The training activities to be arranged in the month of Feb'2017 to March'2017.</li> <li>Department Placement Coordinators to decide the suitable slot for their department students.</li> </ul>	Placement Dean and Department Placement Coordinators.

The result analysis of May-June 2016 has been presented by the HOD's. The committee congratulated the Management for disbursing an amount of Rs. 6,34,000/- (Rupees Six Lakhs Thirty Four Thousand only) to 217 teaching staff members for producing 100% results.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of June 2017.

  
IQAC Coordinator

  
PRINCIPAL