



Sri

SAIRAM ENGINEERING COLLEGE

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



INTERNAL QUALITY ASSURANCE CELL

SEC/ Circular/IQAC/2015-16/Meeting 9

Date: 04. 05. 2016

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 12th May 2016 at 10.30 a.m. in the IEDC Cell, Sri Sairam Engineering College. The members are requested to make it convenient to attend the meeting.

Agenda:

- Reopening date for academic year 2016-2017
- Conduct of departmental symposiums
- Introduction of online registration on Induction day
- Activities of placement cell
- R and D activities
- Academic Achievements
- 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: 09

Date: 12/05/2016

Members present:

Dr.C.V.Jayakumar, Chairperson

Mr.J. Saiprakash, Management Member

Mr. A. Veeraiyan

Mr. Thambidurai

Mr.P.Thirunavukkarasu

Dr.K.Maran

Dr.A. Rajendra Prasad

Dr. T. Sheela

Mr. S.Ramakrishnan

Dr. K.Renganathan

Mr. U.Tamilarasan

Dr. B. Latha

Dr.T.Porselvi

Ms.T.Mangayarkarasi

Mr.S. Kandasamy

Ms.J.Vijayalakshmi

Ms.A.R. Rajini

Ms.K.Rajeshwari

Dr.J.Raja, IQAC Coordinator

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

Mr.N.Lakshmi Narasimhan

Mr. Srivatsan Sridharan

The minutes of the meeting held on 12/05/2016 at 10.30 a.m in the conference hall of the Innovation and Entrepreneurship Development Center (IEDC).

The IQAC coordinator introduced the new members and welcomed the members. The minutes of the meeting held on 26/11/2015 were confirmed.

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1.	Reopening date and academic plan for the academic year 2016-2017.	<ul style="list-style-type: none"> Reopening date fixed as 23/06/2016 for II,III and Final years .and for I years in the last week of July tentatively. Unit Test-I to be scheduled a month after reopening date and thereafter Unit Test –II and model exams in the subsequent months. The last working day is tentatively fixed as 30th September 2016. Academic planner to include all the details indicating specific dates of the conduct of events 	<p>The Principal and the Heads of all Departments.</p> <p>Dr. A. Rajendra Prasad-Co-ordinator Academic Planner Committee</p>
2.	Planning the dates for one day symposium of various departments.	<ul style="list-style-type: none"> The department heads to decide the dates such that no two department dates coincide and all departments to conduct the symposium before August 2016. The timing for the symposium to be followed strictly (9.30 a.m to 4.00p.m) . Because of time constraint chief guest for valedictory function can be avoided and no PPT presentations in the symposia. 	<p>Heads of all the Departments</p>
3.	Induction day activities	<ul style="list-style-type: none"> Award of Leo Muthu Scholarship on Induction Day It is also decided to issue the books and notebooks on the day of Induction itself. 	<p>Heads of all Departments</p> <p>The Principal, Head, Department of Science and Humanities.</p>
4.	Schedule of training and online test to students for Training and Placement	<ul style="list-style-type: none"> Training and Placement Cell to concentrate more on the coding skill of the students. 	


		<ul style="list-style-type: none"> • The students can be encouraged to take the online test conducted by TCS named as TCS-CODE VITA • To establish centre of excellence in the areas of Big Data, Cloud Computing and IoT in collaboration with TCS • To arrange for company specific training for III and II year students in the month of August 2016. • Number of systems required for Online test and Venue of the test for TCS placement to be planned well in advance. 	The Principal, Dean, TAP cell and Heads of all Departments
5.	To improve the quality of R and D	<ul style="list-style-type: none"> • Staff to publish their research work in quality journals, viz Scopus Indexed, Anna University Annexure I etc. • To encourage students to submit proposals for funded projects with the help of their project guide • Students and Staff to participate and present papers in more number of National and International Conferences. 	The Principal, Dean R and D and the Head of all Departments.
6.	Academic achievements	<ul style="list-style-type: none"> • Committee members expressed their appreciations for achieving 170 University ranks with two gold medals and being the first among all engineering colleges in Tamil Nadu for the 2015 passed out batch. • The committee also recommended to improve the quality of ranks so that more number of ranks lies within the top 20th position • The committee also suggested getting accredited by NAAC and renewing the NBA for the departments for which the accreditation period is getting over by the academic year 2017-2018. 	The Principal, Heads of the Departments and Staff.

In general the IQAC congratulated the various Departments for signing MoUs and submitting project proposals during the academic year 2015-2016.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of December 2016.



IQAC Coordinator



PRINCIPAL