



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 8

Date: 18. 11. 2015

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 26th November 2015 at 10.00 a.m. in the A. V. Hall, Sri Sairam Engineering College. The members are requested to make it convenient to attend the meeting.

Agenda:

- Activities for the even semester 2015-2016.
- Up gradation of website and usage of EDUMATE portal by staff members
- Recruitment for academic year 2016-2017
- ISTE and TCS best student award
- Ph. D progress of faculty members
- Training and placement for pre final year students
- Conduct of Skill Rack training
- Any other matter

Thanking you,

Yours sincerely,

IQAC Coordinator

Copy to: CEO
Principal
All members

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

Mr. Srivatsan Sridharan

The minutes of the meeting held on 26-11-2015 at 10.00 a.m in Audio Visual hall (AV hall).

The IQAC coordinator welcomed the members and the minutes of the meeting held on 30 / 04 /2015 were confirmed.

The Committee members expressed their heartfelt condolences for the sudden demise of the Founder and Chairman of SAPTHAGIRI EDUCATIONAL TRUST Thiru M. JOTHIPRAKASAM on 10. 07. 2015.

The IQAC coordinator shared the information to the members present that our college has been chosen for SEED award and MMA award for the academic year 2015-2016. Our college has also been ranked in the 53rd place among 100 best professional colleges in Tamil Nadu, 2nd place in Chennai region and 6th place among top 10 self financing Engineering colleges. He also presented the rank list released by the Anna University.

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	Planning of activities for the even semester 2016-2017.	<ul style="list-style-type: none"> The unit tests and model exam dates tentatively scheduled in par with the Anna University academic schedule. The project and mini project exhibition to be planned in the month of April 2016 and judges are to be fixed well in advance. 	<p>The Principal, Heads of all the Departments and Teaching staff</p> <p>The Principal, HODs and Department project coordinators.</p>
2	Website up gradation Edumate portal entry	<ul style="list-style-type: none"> The college website to be updated and all faculties to give the necessary details. All staff members to enter the attendance in Edumate web portal after every class and test marks after unit tests. The Principal to review the name list of staff members with incomplete attendance entry in Edumate portal every day. 	<p>The Principal, HODs and Dean – Networking.</p> <p>The Principal, Heads of all the Departments and Teaching staff</p> <p>The Principal</p>
3	Recruitment of Staff members for the academic year 2016-2017.	<ul style="list-style-type: none"> The staff recruitment process for the academic year 2016-2017 to be completed by April 2015 and all HODs to give their 	The Principal, Heads of all Departments.

		<p>requirement well in advance.</p> <ul style="list-style-type: none"> • The HODs to prepare the requirements in such a way that it matches the staff-student ratio of AICTE and NBA. • All faculty members to update their PAN number in college office. 	The Principal, Heads of all the Departments and Teaching staff
4	ISTE and TCS award for best outgoing students.	<ul style="list-style-type: none"> • The committee recommended that the HODs can nominate their students for ISTE best student award and TCS-best outgoing student award. • The recommended students to give a presentation before a committee, one boy and one girl to be selected for the final award. 	The Principal, Heads of all Departments.
5	Progress of faculty members pursuing higher studies	<ul style="list-style-type: none"> • It is decided to review of the progress of the staff members pursuing Ph.D and PG degree. • The faculty members to submit a report with necessary supporting documents to the principal. 	The Principal and Staff members
6	Training and placement for pre-final year students.	<ul style="list-style-type: none"> • Placement training for pre-final year students to be completed by January 2016 so that their academic schedule is not affected. 	The Principal, Heads of all Departments and TAP cell.
7	Skill Rack online programming test for students	<ul style="list-style-type: none"> • For second and third year students skill rack hour to be introduced in the time table. • Mrs. M. Ananthi/Asst. Prof., Department of IT is to co-ordinate the Skill Rack programming test for its effective utilization. 	The Principal, Heads of all Departments and Skill rack co-ordinator.

The external committee members appreciated and congratulated the management and staff for securing Gold medals in the Department of Civil and ICE and for bagging 130 University ranks for the rating by OUTLOOK and for SEED, MMA awards. They also suggested that the team should work to improve the quality of ranks and not the quantity alone.

The committee emphasized that all college functions and events to be conducted as per the academic schedule and there may be deviations in case of unavoidable circumstances.

To meet the global standards and to compete in the digital world the committee suggested the management to go for digitalization in all key areas.

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



IQAC Coordinator



PRINCIPAL