



Sri

SAIRAM ENGINEERING COLLEGE

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



INTERNAL QUALITY ASSURANCE CELL

SEC/Circular/IQAC/2017-18/Meeting 12

Date: 02/01/2018

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 11th January 2018 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 2017-2018.
- Conduct of college day, culturals, sports day, project exhibition.
- Review of IIQA submission to NAAC.
- Review of club activities
- Skill rack classes and video schedule
- Any other matter

Thanking you,

Yours faithfully,


02/01/18
IQAC Coordinator

Copy to : CEO

Principal

All members



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Sai Leo Nagar, West Tambaram, Chennai – 44



INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

Meeting No.:12

Date:11.01.2018

Members present:

Dr.C.V.Jayakumar, Chair Person
Mr.Saiprakash LeoMuthu, Management Member
Mr. Thambidurai
Mr.N.Lakshmi Narasimhan
Mr.P.Thirunavukkarasu
Mr. A. Veeraiyan
Dr.K.Maran
Dr. L. Arunachalam
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
Ms.K.Rajeshwari
Dr.J.Raja, IQAC Coordinator

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

Mr. Srivatsan Sridharan

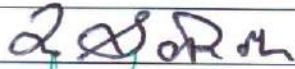

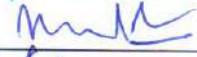


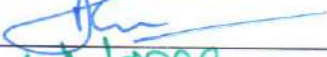










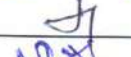




The minutes of the meeting held on 11/01/2018 at 11.00 a.m in the A.V hall.

The IQAC coordinator welcomed the members and the minutes of the meeting held on 08/06/2017 were confirmed.

S.No	Subject / Issue	Outcome of Discussion	Action to be taken
1	Even semester 2017-18 Activities	<ul style="list-style-type: none"> It was decided to stick on to the schedule in the calendar for unit tests and model exams, Faculties to plan for completion of syllabus effectively since the duration of the semester is short, 	The Principal, Head of all the Departments and faculty members
2	Conduct of college functions-cultural, college day, sports day and project exhibition.	<ul style="list-style-type: none"> All college functions to be conducted even though there may be deviations in the schedule mentioned in the academic calendar. 	The principal and all coordinators of the respective events.
3	IIQA submission to NAAC	<ul style="list-style-type: none"> The IIQA submitted to NAAC was briefed and the committee members clarified their queries and suggested that all necessary backup to be kept ready. 	The Principal, Head of all Departments and NAAC criteria coordinators.
4	Review of club activities	<ul style="list-style-type: none"> The overall coordinator of the various clubs presented a brief report on the activities. The committee members gave their suggestion that the activities of the clubs can generate income to the club and every club should have a statement of purpose 	The Principal, Overall coordinator of the club HODs and faculty members.
5	Skill rack schedule and video class.	<ul style="list-style-type: none"> The committee appreciated for skill rack training and suggested that importance may be given to python programming. The committee appreciated the videos screened for students and to identify videos that fill the curriculum gap so that the students get benefited. Department Placement in charges to decide the suitable slot for their department students. 	Placement Dean and Department placement coordinators.

The committee appreciated the Management for disbursing an amount of Rs.32,35,000/- (Rupees thirty two lakhs and thirty five Thousand) to 281 UG students and Rs.1,40,000/- for PG students as merit scholarship for the academic year 2016-17. The committee members suggested for more core company placements and to give training to students as per industry requirements.

The Chair Person concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of July 2018.

S.No.	Name	Signature
1.	Mr. Saiprakash LeoMuthu	
2.	Dr.C.V.Jayakumar	
3.	Mr. Thambidurai	
4.	Mr.N.Lakshmi Narasimhan	
5.	Mr.P.Thirunavukkarasu	
6.	Mr. A. Veeraiyan	
7.	Dr.K.Maran	
8.	Dr. L. Arunachalam	
9.	Dr.A. Rajendra Prasad	
10.	Dr. T. Sheela	
11.	Dr. S.Ramakrishnan	
12.	Dr. K.Renganathan	
13.	Dr. U.Tamilarasan	
14.	Dr. B. Latha	
15.	Dr.T.Porselvi	
16.	Ms.T.Mangayarkarasi	
17.	Mr.S. Kandasamy	
18.	Ms.J.Vijayalakshmi	
19.	Ms.A.R. Rajini	
20.	Ms.K.Rajeshwari	
21.	Dr.J.Raja	


11/01/18
IQAC Coordinator


PRINCIPAL