

# MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the \_\_\_\_\_

10<sup>th</sup> day of December 2022.

at Shri Lakshmi Annual Board Room

QUORUM

1	Mr. Sai Prakash Leo Muthu	CEO/Management	6	<i>[Signature]</i>
2	Mr. R. Sathish Kumar	CBD/Management	7	<i>[Signature]</i>
3	Mr. K. Naveesh Raj	CIO/Management	8	<i>[Signature]</i>
4	Dr. K. Porkumar	Principal/Member Secretary	9	<i>[Signature]</i>
5	Dr. A. Rajendra Prasad	Dean, Student Affairs	10	<i>[Signature]</i>

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring
6) Dr. K. Haran	Director, SIMS	<i>[Signature]</i>
7) Dr. J. Raja	Dean, Academics & Head - ECE	<i>[Signature]</i>
8) Mr. Vedamoorthy	Placement Officer, Training & Placement	<i>[Signature]</i>
9) Dr. C.R. Rene Robin	Dean, Innovation	<i>[Signature]</i>
10) Dr. K. Parvatham	Prof - Maths	<i>[Signature]</i>
11) Ms. N. Shivani Varsha	Assoc. Prof. /ECE	<i>[Signature]</i>
12) Dr. R. Uma	Prof. /CSE	<i>[Signature]</i>
13) Dr. M. Nithya	Assoc. Prof /CSE	<i>[Signature]</i>
14) Dr. Sanjeevi Gandhi	AP /EEE	<i>[Signature]</i>
15) Mr. K. Mohanraj	Member, AP /ICE	<i>[Signature]</i>
16) Dr. S. Ganapathy	AP / Mechanical	<i>[Signature]</i>
17) Dr. S. Durga Devi	Assoc. Prof / E&I	<i>[Signature]</i>
18) Dr. S. Susila Sakthy	AP / IT	<i>[Signature]</i>
19) Mr. V. Prabhu	AP / Production	<i>[Signature]</i>
20) Dr. N. Srinivasan @ Arunankar	Assoc - Prof / Physics	<i>[Signature]</i>
21) Mr. K. Murugan	AP / MBA	<i>[Signature]</i>
22) Mr. K. Rajkumar	AP / English	<i>[Signature]</i>
23) Dr. J. Vimal Kannan	Assoc. Prof / Mech & Automation	<i>[Signature]</i>
24) Mr. T. Satya	Asst. Prof / CSBS	<i>[Signature]</i>
25) Mr. S. Sivamurugan	Asst - Prof / AI & DS	<i>[Signature]</i>
26) Dr. P.K. Kumar	Physical Director	<i>[Signature]</i>
27) Dr. K. Mohankrishnan	Professor, Government Arts & Science College (Parent)	<i>[Signature]</i>
28) Ms. C. Annapurani	Alumni member	<i>[Signature]</i>
29) Mr. SR. Aauthithige Barathwaj	Student member	<i>[Signature]</i>
The following members could not be present :-		
1) Mr. N. Panjatcharam	VAO, Poonthandalam (Local Society)	could not be present.
2) Mr. C.R. Balaji	Senior manger, BA, ESAB, Chennai (Industry member)	could not be present.





# Sai SAI RAM ENGINEERING COLLEGE

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi  
Accredited by NBA and NAAC 'A+' | An ISO 9001:2015 Certified and WIRD NIRF ranked institution  
Sai Leo Nagar, West Tambaram, Chennai - 600 044. [www.sairam.edu.in](http://www.sairam.edu.in)



## 26<sup>th</sup> IQAC – Meeting

Minutes of the 26<sup>th</sup> IQAC Meeting held on 10-12 -2022 at Sri Lakshmi Board Room, Sri Sairam Engineering College.

### Members Present:

1. Mr. Sai Prakash Leo Muthu, CEO and Chairman, Sairam Institutions
2. Mr. R. Sathish Kumar, CBO, Sairam Institutions
3. Mr.K. Naresh Raj, CIO, Sairam Institutions
4. Dr. K. Porkumaran, Principal, Sri Sairam Engineering College
5. Dr. A. Rajendra Prasad, Dean, Student affairs
6. Dr. K. Maran, Director, SIMS
7. Dr. J. Raja, Dean, Academics &Head-ECE
8. Mr. Vedamoorthy , Placement officer, Training & Placement
9. Dr. C.R. Rene Robin, Dean, Innovation
10. Dr. K. Parvatham, Prof- Maths
11. Ms. N. Shivani Varsha, Assoc. Prof. /ECE
12. Dr. R.Uma, Prof./CSE
13. Dr.M. Nithya, Asso. Prof/CSE
14. Dr. Sanjeevi Gandhi AP/EEE
15. Mr. K. Mohanraj, Member, AP/ ICE
16. Dr. S. Durga Devi, Assoc. Prof/E&I
17. Mr. S. Ganapathy, AP/Mechanical
18. Dr. S. Susila Sakthy, Ap/IT
19. Mr. V. Prabhu, AP/Production
20. Dr. N. Srinivasan @Arunsanakar, Assoc. Prof/Physics
21. Mr. K. Murugan, AP/MBA
22. Mr. K. Rajkumar, AP/English
23. Dr. I. Vimal Kannan, Asst. Prof/ Mech.& Automation

24. Ms. T. Sathya, Asst. Prof./ CSBS
25. Mr. S. Sivamurugan, Asst. Prof/AI&DS
26. Dr. P.K. Kumar, Physical Director
27. Dr. K. MohanKrishnan, Professor, Government Arts & Science College,(Parent)
28. Ms. C. Annapurani, (Alumni member)
29. Mr. SR. Aouthithiye Barathwaj, (Student Member)

**The following members could not be present:**

1. Mr. N. Panjatcharam, VAO, Poonthandalam (Local Society)
2. Mr. C. R. Balaji, Senior Manager, QA, ESAB, Chennai (Industry Member)

Dr. K. Porkumaran, Principal/Member Secretary welcomed the members and Dr. K. Parvatham, Coordinator -IQAC presented the agenda to the members.

The following points were discussed based on the agenda.

Agenda Number	Details
IQAC/2022.26.01	<p>Approval of the Minutes of 25<sup>th</sup> meeting (held on 22<sup>nd</sup> September 2022) and Action Taken Report (ATR) is placed before the members for approval.</p> <p><b>RESOLVED to approve the minutes of the 25<sup>th</sup> IQAC meeting and the ATR.</b></p>
IQAC/2022.26.02	<p>Curricular aspects</p> <p>(i) Introduction of UHV course as per UGC guidelines (ii) Introduction of Tamil Course as per Government of Tamil Nadu</p> <p><b>RESOLVED to approve the academic calendar prepared for the ODD semester of the academic year 2022-23.</b></p> <p>The members were informed about the tentative schedule of the BoS, Academic Council and Budget Committee meetings.</p> <p>Mr. C. R. Balaji suggested to prepare and present the deviation if any in the academic calendar of the academic year 2021-22 regarding Internal Assessment tests and End Semester Examinations.</p>

	<p>It was informed that Internal Assessment tests and End Semester Examinations will be schedules as per the academic calendar unless or otherwise there are any natural calamities.</p>
IQAC/2022.25.03	<p><b>Teaching Learning &amp; Evaluation</b></p> <ul style="list-style-type: none"> <li>(i) The Standard Operating Procedure (SOP) for usage of SAIL app has to be followed by the entire faculty</li> <li>(ii) The monthly meeting for students enrolled in NPTEL courses</li> </ul> <p>The members were explained about the Standard Operating Procedure (SOP) for usage of SAIL app. Each faculty handling the course has to compulsorily conduct two teats for each unit through SAIL app and the report has to be generated.</p> <p>The members were informed about the allocation of faculty mentors for courses enrolled in NPTEL by students.</p> <p><b>RESOLVED to accept the appreciations for the SOP and allocation of faculty mentors.</b></p>
IQAC/2022.25.04	<p><b>Research, Innovation and Extension</b></p> <ul style="list-style-type: none"> <li>(i) Conduct of Global Innovation Leadership Program (GELP)&amp; MoU Signing between Sairam Institutions, Chennai &amp; GELP, Canada in the month of November, 2022.</li> <li>(ii) IEEE membership Drive</li> <li>(iii) Sairam Defence Innovation Hackathon 2.0</li> </ul> <p>The members were explained about the leadership program and the benefits of signing the MoU.</p> <p>The proposed IEEE membership drive and the benefits of faculty becoming members were clearly explained to the members.</p> <p>The preparation of students to participate in Defence Innovation Hackathon and other defence related problems were informed to the members.</p> <p><b>RESOLVED to accept the appreciations of the members for the activities conducted on Research, Innovation and Extension.</b></p>
IQAC/2022.25.05	<p><b>Infrastructure and Learning Resources</b></p> <ul style="list-style-type: none"> <li>(i) Commencement of German Classes</li> <li>(ii) Subscription to Turnitin - Anti Plagiarism software</li> </ul>

	<p>As an initiative of the Placement and Foreign Language Club the arrangement for the commencement of German language Classes from 28-09-2022 was informed to the members. Mr. K. Naresh Raj, CIO of Sairam Institutions suggested to start Japanese language classes. The Dean, TAP said that it is also in the pipeline. The members were informed about the subscription to Turnitin - Anti Plagiarism software for the benefits of faculty and students.</p> <p><b>RESOLVED to accept the appreciations of the members for the commencements of the German language classes and the subscription to the software.</b></p>
IQAC/2022.25.06	<p><b>Student support and Progression</b></p> <ul style="list-style-type: none"> <li>(i) PGPA Passing board meeting</li> <li>(ii) IEEEExtreme online global program</li> <li>(iii) National Level Sairam SDG Internal Hackathon 2022.</li> </ul> <p>The metrics for the 13 PGPA components was and the proposed meeting for PGPA passing board in the first week of November, 2022 were informed to the members. The participation of students in IEEEExtreme competition that is going on in our campus was informed to the members. As an implementation of SDG, the proposed plan to conduct National level Sairam SDG Hackathon was informed to the members.</p> <p><b>RESOLVED to accept the congratulations from the members for the activities on students support.</b></p>
IQAC/2022.25.07	<p><b>Governance, Leadership and Management</b></p> <ul style="list-style-type: none"> <li>(i) I surveillance audit – ISO 9001:2015</li> <li>(ii) To apply for SDH Times Impact ranking</li> <li>(iii) To apply for QS - I GAUGE college ratings</li> <li>(iv) Draft Copy of AQAR</li> </ul> <p>The members were informed about the conduct of internal audit and the readiness for the upcoming I surveillance audit in the month of November, 2022 were explained to the members. The proposed plan to apply for SDH Times Impact ranking and for QS I GAUGE college ratings were informed to the members. The draft copy of AQAR 2021-22 were placed before the members for the approval.</p> <p><b>RESOLVED to accept the appreciations from the members.</b></p>



IQAC/2022.25.08	<p>Institutional Values and Best Practices (i) Implementation of EOMS in EDUMATE</p> <p>The members were informed about the meeting conducted with EDUMATE team for Criteria 4 and Criteria 5 of EOMS. It will be in EDUMATE portal very shortly and faculty can upload their publication, FDP details etc.,</p> <p><b>RESOLVED to accept the congratulations from the members</b></p>
IQAC/2022.25.09	<p>Quality Initiatives by IQAC (i) Bureau Veritas certification course on Management system auditing and Educational Organisation Management System</p> <p>The members were informed about the technical workshop on Management system auditing and Internal Auditor training for Educational Organisation Management System conducted by Bureau Veritas certification for the auditing team of Sri Sairam Engineering College.</p> <p><b>RESOLVED to accept the congratulations from the members for the quality initiatives by IQAC.</b></p>
IQAC/2022.25.10	<p>Any other matter with the permission of the chair.</p> <p>The Chairman and CEO of Sairam Institutions, Shri Sai Prakash LeoMuthu welcomed the suggestion to apply for QS - I GAUGE college ratings and asked the IQAC team to proceed officially.</p>

Dr. A. Rajendra Prasad (Dean/Student Affairs) proposed the vote of thanks.



IQAC Coordinator



PRINCIPAL