



Sri

# SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)

Sai Leo Nagar, West Tambaram, Chennai – 44.



## INTERNAL QUALITY ASSURANCE CELL

SEC/ Circular/IQAC/2014-15/Meeting 6

Date: 02. 12. 2014

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 11<sup>th</sup> December 2014 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.
- Discussion on the conduct of TIES 2015
- Counseling for slow learners
- Consultancy projects
- 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: 6

Date: 11/12/2014

#### Members present:

Dr. C. V. Jayakumar, Chairperson

Mr. J. Saiprakash, Management Member

Mr. A. Veeraiyan

Mr. N. Lakshmi Narasimhan

Dr. K. Maran

Dr. L. Arunachalam

Dr. A. Rajendra Prasad

Dr. T. Sheela

Mr. S. Ramakrishnan

Dr. K. Renganathan

Mr. U. Tamilarasan

Dr. B. Latha

Ms. T. Porselvi

Ms. T. Mangayarkarasi

Mr. S. Kandasamy

Ms. J. Vijayalakshmi

Ms. A. R. Rajini

Ms. V. Prasitha

Dr. J. Raja, IQAC Coordinator

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

**Mr. Udhay Shankar**

**Mr. Srivatsan Sridharan**

The minutes of the meeting held on 11/12/2014 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 15/05 2014 were confirmed.

The Committee members expressed their heartfelt condolences for the sudden demise of Dr. S. Seetharaman, CSO (Former Principal) and Ms. S. Lakshmi, Special Officer.

The convener of the meeting briefed about TIES 2015 a mega sports event that is to be conducted in our college from 29<sup>th</sup> January 2015 to 12<sup>th</sup> February 2015. He also informed that the class work will be suspended from 29<sup>th</sup> January 2015 to 12<sup>th</sup> February 2015

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	Planning of activities for the even semester 2015-2016.	<ul style="list-style-type: none"><li>Academic schedule to be planned in such a way to cope up with the suspension of class work during TIES 2015.</li><li>The committee emphasized that the completion of syllabus and continuous evaluation tests is not affected because of the class work suspension for students.</li><li>The Principal said that all Saturdays are made as working days and time table scheduled for Saturday.</li></ul>	The Principal, Heads of all the Departments and Teaching staff
2	Conduct of TIES 2015.	<ul style="list-style-type: none"><li>The various committees framed for the conduct of TIES 2015 were discussed and the committee wished for the smooth conduct of TIES 2015.</li></ul>	The Principal, Heads of all the Departments and Teaching staff
3	Counseling session for slow learners	<ul style="list-style-type: none"><li>To improve the performance of slow learners and to meet the needs of various category of students the committee recommended to arrange counseling session for students through their mentors.</li><li>It was also decided to call the parents and talk to them if needed.</li></ul>	The Principal, Heads of all Departments and Mentors

4	To opt for consultancy projects	<ul style="list-style-type: none"> <li>• To improve the Industry Institute interaction, the faculty who has skill sets needed for the Industry can take up consultancy projects.</li> <li>• The committee also recommended that students with high calibre may also be involved in consultancy projects which will enhance their quality of skills to analyse and investigate specific challenges.</li> </ul>	The Principal, Heads of all Departments and R&D team
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In general, the IQAC members suggested that the management conducts training programs for teaching staff with regard to writing research proposals for funded projects for government and non Government bodies. For non teaching staff training programs on skill development was recommended. The committee suggested that Sairam should set its benchmark in terms of quality in this competent scenario as more Deemed Universities are emerging.

A report on the Certificate Courses and Value Added Courses conducted for the students was presented to the Committee and Committee suggested to conduct more such courses that imparts additional knowledge apart from the syllabus.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of May 2015.

IQAC Coordinator

PRINCIPAL