



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 11

Dt.02.06.2017


It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 8<sup>th</sup> June 2017 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 odd semester 2017-2018.
- Objectives and functions of various clubs
- Effective utilisation of SSR Hall
- Enrolment of staff and students in NPTEL courses.
- Number of students enrolled for GRE, TOEFL, GATE and IAS in Sairam campus
- Review of NAAC committee
- Any other matter

Thanking you,

Yours sincerely,

  
02/06/17  
IQAC Coordinator

Copy to: CEO  
Principal  
All members



*Sri*

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## Internal Quality Assurance Cell

### Minutes of the Meeting

Meeting No: 11

Date: 08/06/2017

Members present:

Dr.C.V.Jayakumar, Chairperson

Mr.Saiprakash LeoMuthu, Management Member

Mr. A. Veeraiyan

Mr. Thambidurai

Mr.N.Lakshmi Narasimhan

Dr. L. Arunachalam

Dr.K.Maran

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

Mr. Srivatsan Sridharan

Ms.K.Rajeshwari

Dr.J.Raja, IQAC Coordinator

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

Mr. P.Thirunavukkarasu

The minutes of the meeting held on 08/06/2017 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 22/12/2016 were confirmed.

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	Planning of activities for the odd semester 2017-2018.	<ul style="list-style-type: none"> <li>The unit tests and model exam dates tentatively scheduled and Blooms Taxonomy to be followed by staff while setting the Question paper.</li> <li>It is decided to have only technical events in the department symposiums and the maximum number of events in each symposium is restricted to five.</li> <li>For first years the reopening date may get postponed and the schedule to be planned accordingly in advance to complete the syllabus..</li> </ul>	<p>The Principal, Heads of all the Departments and Teaching staff</p> <p>The Principal, HODs and Department coordinators of symposium.</p> <p>The Principal, Head(S&amp;H)</p>
2	Objectives and functions of clubs	<ul style="list-style-type: none"> <li>Apart from technical associations, Principal listed out the various clubs formed and the team leads.</li> <li>The team leads were asked to frame the objectives of the club with the help of the staff and student members.</li> <li>Three activities can be conducted for a club in each semester and a staff to be the treasurer for each club.</li> <li>Budget proposal to be submitted for the club at the beginning of the academic year.</li> <li>Each student can enroll themselves in a maximum of three clubs and if they wish they can swap the clubs in the next academic year.</li> <li>Students can enroll through the mentors and the mentors to update the list in Edumate.</li> </ul>	<p>The Principal, Team leads of various clubs and mentors.</p>

3	Utilisation of SSR Hall for video presentations	<ul style="list-style-type: none"> <li>• The topics for video classes to be decided well in advance and it should be in the chosen domain of technological excellence.</li> <li>• The topics should be such that the students gain good knowledge and create an interest towards their field.</li> <li>• A time table to be prepared at the beginning of every semester indicating the branch of study, year of study, date and time for effective utilisation of video theatres.</li> <li>• It is good to have a brain storming discussion after the video sessions.</li> </ul>	The Principal, Head of all Departments.
4	Enrolment of student and staff for NPTEL courses.	<ul style="list-style-type: none"> <li>• The committee recommended the student and staff to maximum utilize the NPTEL online courses by IISc and IIT's.</li> <li>• The examination fee for each course is Rs.1000 and Rs 500 will be repaid by NPTEL if they successfully complete the course.</li> <li>• The committee recommended that the management bears the fees of Rs.500 if they clear the exams with a score of 80% and above. If the candidate scores above 90%, Rs.1000 be reimbursed.</li> <li>• The management representative readily agreed to the recommendations.</li> </ul>	The Principal, Head of all Departments and Librarian.
5.	Enrolment of students for GRE, TOEFL, GATE and IAS coaching classes.	<ul style="list-style-type: none"> <li>• Out sourcing is done for the conduct of GRE, TOEFL, GATE and IAS coaching classes in our campus.</li> <li>• It is decided to conduct the classes on friday afternoon session and full day on saturday of every week.</li> <li>• The concerned HOD's to provide OD for the</li> </ul>	The Principal, HOD's and Time table Incharges.

		<p>enrolled students.</p> <ul style="list-style-type: none"> <li>As far as possible time table on Friday afternoon sessions are framed without lab classes.</li> </ul>	
6	Coordinator for NAAC and NBA activities.	<ul style="list-style-type: none"> <li>Even though the college is working towards the different criteria of NAAC, it is proposed to have an overall staff coordinator for NAAC and NBA.</li> <li>Dr.J.Raja is selected as the overall coordinator for NAAC and NBA.</li> <li>Various staff members were selected as criterion heads for NAAC and NBA to complete the ongoing work.</li> </ul>	The Principal, Head of all Departments and staff.

The external committee members appreciated and congratulated the management and staff for successfully completing the Dr.APJ Abdul Kalam Innovation Eco System.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of December 2017.

IQAC Coordinator

PRINCIPAL