

MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the _____

18th day of November 2023 at Shri Lakshmi Board Room (Sri Sairam Engg. College)

QUORUM

1	Shri. Sai Prakash Leo Muthu	CEO / Management
2	Mr. R. Sathish Kumar	CSO / Management
3	Mr. K. Naresh Raj	CIO / Management
4	Dr. K. Perikumar	Principal / Member Secretary
5	Dr. A. Rajendra Prasad	Dean - Student Affairs

6
7
8
9
10

22/11/23
R. Sathish Kumar
K. Naresh Raj
Dr. K. Perikumar
A. Rajendra Prasad

Proceeding & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

6) Dr. K. Maran

Director, SIMS

7) Dr. J. Raja

Dean - Academics & HOD / ECE

8) Dr. C. R. Rene Robin

Dean - Innovation

9) Dr. L. Arunachalam

Dean - TAP cell

10) Mr. P. Balasubramanian

Administrative officer - Trustee

11) Ms. N. Shiraani Varsha

Assoc. Prof / ECE

12) Ms. K. Mohanraj

Asst. Prof / ICE

13) Dr. R. Uma

Prof. CSE

14) Mr. R. Devakandhan

Asst. Prof / CIVIL

22/11/23
Dr. K. Maran
Dr. J. Raja
Dr. C. R. Rene Robin
Dr. L. Arunachalam
Mr. P. Balasubramanian
Ms. N. Shiraani Varsha
Ms. K. Mohanraj
Dr. R. Uma
Mr. R. Devakandhan

Could not be present

15) Dr. M. Nithya	Prof & HOD / M.Tech (CSE)	Nithya
16) Dr. A. Sanjeevi Gandhi	Assoc. Prof IEEG	Sanjeevi
17) Mr. L. Ravikumar	Asst. Prof / MECH	L. Rajesh
18) Mr. V. Prabhu	Asst. Prof. / MECH	V.P
19) Dr. S. Susila Sakthi	Assoc. Prof. / IT	Susila
20) Ms. T. Sathya	Asst. Prof / CBS	Sathya
21) Mr. S. Sivamurugan	Asst. Prof / AIDS	Soma
22) Dr. J. Vimal Kannan	Asst. Prof / Mech & Automation	J. Sankar
23) Dr. B. Keerthana	Asst. Prof / MBA	Bheetha
24) Ms. R. Gayathri	Asst. prof. / EIE	Gayathri
25) Dr. P. Nataraj	Asst. Prof / Mathematics	Could not be present
26) Dr. N. Srinivasan @ Arunasankar	Assoc. Prof / Physics	Nishu
27) Dr. Valaamathiy G	Asst. Prof / CSE (IOT)	G. Valaamathiy
28) Dr. K. Shri Dhingra Krishnan	Asst. Prof / CSE (AIMC)	Shri
29) Dr. P. K. Kumari	Physical Director	P.K.
30) Ms. T. G. Nagarajan	Ward member - Poontrandalam (Local Society)	T.G. Nagarajan
31) Ms. V. Annapurani	Alumi member	Annapurani V

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
32) Mr. R. Selvam	Industry Expert member - Secretary TIEMA & Director, Chennai Auto Ancillary Industrial Infrastructure upgradation company, Chennai	S. Selvam
33) Mr. Balaji CR	Industry Expert member - Senior Manager QAI ESAB India Limited, Chennai	Balaji CR
34) Dr. G. Sai Narayanan	Industry Expert member - DGM, R&D, HCL	G. Sai Narayanan
35) Vishal N	Student - CSE	Vishal N
36) Dr. K. Nirmala	Parent (Ms. V. Sakara / ECE Dept. prof. / Dept. of Biomedical Engg SSN College of Engineering	K. Nirmala
37. Dr. K. Parvatham	prof / Mathe - Coordinator.	K. Parvatham
38. Dr. S. Durgadevi	Assoc. prof / EIE - Co-coordinator.	S. Durgadevi



SRI 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 MHRD NIRF ranked institution

Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairam.edu.in



28th IQAC – Meeting

Minutes of the 28th IQAC Meeting held on 18.11.2023 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. Mr. R. Selvam, Industry Expert Member
6. Mr. Balaji CR, Industry Expert Member
7. Dr. G. Sai Narayanan, Industry Expert Member
8. Vishal N, Student/CSE
9. Dr. K. Nirmala, Parent (Ms. V. Sahana/ECE Dept.), Prof./Dept. of Biomedical Engineering, SSN College of Engineering
10. Mr. T. G. Nagarajan, Ward member - Poonthandalam (Local Society)
11. Ms. V. Annapurani, Alumni Member
12. Dr. K. Parvatham, Prof./Mathematics - Coordinator
13. Dr. S. Durgadevi, Assoc. Prof./EIE - Co-coordinator
14. Dr. A. Rajendra Prasad, Dean, Student affairs
15. Dr. K. Maran, Director, SIMS
16. Dr. J. Raja, Dean, Academics & Head-ECE
17. Dr. C.R. Rene Robin, Dean, Innovation
18. Mr. P. Balasubramanian, Administrative Office - Trustee
19. Ms. N. Shivani Varsha, Assoc. Prof. /ECE
20. Mr. K. Mohanraj, Member, Asst. Prof./ICE
21. Dr. R. Uma, Prof./CSE
22. Mr. R. Devakandhan, Asst. Prof./CIVIL

23. Dr. M. Nithya, Prof. & HoD/M.Tech.(CSE)
24. Dr. A. Sanjeevi Gandhi, Assoc. Prof./EEE
25. Mr. L. Ravikumar, Asst. Prof./Mechanical
26. Mr. V. Prabhu, Asst. Prof./Mechanical
27. Dr. S. Susila Sakthy, Assoc. Prof./IT
28. Ms. T. Sathya, Asst. Prof./ CSBS
29. Mr. S. Sivamurugan, Asst. Prof./AI&DS
30. Dr. I. Vimal Kannan, Assoc. Prof./ Mech.& Automation
31. Dr. B. Keerthana, Asst. Prof./MBA
32. Ms. R. Gayathiri, Asst. Prof./EIE
33. Dr. N. Srinivasan @ Arunsankar, Assoc. Prof/Physics
34. Dr. Valarmathy G, Asst. Prof./ CSE (IoT)
35. Dr. K. Shri Dhivya Krishnan, Asst. Prof./CSE (AIML)
36. Dr. P. K. Kumar, Physical Director

The following members could not be present:

1. Dr. L. Arunachalam, Dean, TAP Cell
2. Dr. P. Nataraj, Asst. Prof./Mathematics

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/2023.28.01	<p>The Minutes of 27th meeting (11th May, 2022) and Action Taken Report (ATR) is placed before the members for approval.</p> <p>RESOLVED to approve the minutes of the 27th IQAC meeting and the ATR.</p>
IQAC/2023.28.02	<p>Discussion on Curricular aspects</p> <p>(i) Preparation of 2024 regulations</p>

	<p>A committee shall be formed for the preparation of regulations 2024 and include the following points</p> <p>Inclusion of NEP 2020 clauses as applicable to our institution</p> <p>Inclusion of UGC, AICTE guidelines</p> <p>Inclusion of Anna university guidelines</p> <p>Inclusion of 5 point-scale for mandatory non credit courses (Excellent, very good, good, Fair, RA)</p> <p>RESOLVED to approve the preparation of 2024 Regulations and the modifications.</p> <p>(ii) Preparation of curriculum and syllabus for 2024 regulations</p> <p>The BoS chairman of the respective departments will form a committee to prepare the curriculum and syllabus of 2024 regulations</p> <p>Dr. Selvam suggested that all departments shall first fix the verticals of their department before framing the curriculum and syllabus. He also added that there can be domain specific labs.</p> <p>RESOLVED to approve the formation of a committee to prepare the curriculum and syllabus of 2024 regulations.</p> <p>(iii) Feedback on curricular aspects</p> <p>The feedback on curriculum obtained as hard copy from the students has been submitted for approval.</p> <p>RESOLVED to approve the feedback obtained from the students on curricular aspects.</p>
IQAC/2023.28.03	<p>Discussion on Teaching Learning & Evaluation</p> <p>(i) Reforms in teaching learning process</p>

The visit to SIRD as an initiative of Social awareness Learning and introduction of skill courses in the curriculum were explained to the members.

RESOLVED to accept the appreciation of the members for the Reforms in teaching learning process.

(ii) Change in Internal marks component for 2023 admitted students

It was suggested to conduct one MCQ (Question from all five units) through SAIL APP and the marks obtained shall be weighted to 10 Marks for continuous assessment. It was also suggested that assignment(s) shall be conducted as per the Course Outcome (CO) distribution table of the Course concerned. This shall be conducted through the respective Google Classroom (GCR). The marks obtained shall be weighted to 10 marks.

RESOLVED to approve the change in internal mark components by the committee members.

(iii) Online Courses for Credit transfer

The department shall identify a set of courses offered by NPTEL and an equivalence mapping shall be done with the Open and professional elective courses listed in the curriculum. Three continuous assessment tests will be conducted for the course which will be considered as internal marks and the marks obtained through NPTEL online examination will be taken as end semester marks.

RESOLVED to accept the decision taken on online courses for credit transfer

(iv) Change in question paper pattern for 2024 regulations

It was decided to change the question paper pattern for the continuous assessment test and end semester examination from the academic year 2024-25 onwards.

Mr. Vishal, a student member, suggested that inclusion of objective type questions will enhance the knowledge gained by the students.

RESOLVED to approve the decision taken on change in question paper pattern

	<p>(v) Question wise mark entry in EDUMATE</p> <p>For calculation of CO, PO attainment it was suggested to enter the CO wise (question wise) mark by the course handling faculty in the LMS portal (EDUMATE) instead of entering in excel sheet.</p> <p>RESOLVED to approve the question wise mark entry in EDUMATE</p> <p>(vi) Implementation of OBE -TIER I format-CO distribution</p> <p>Resolved to accept the appreciation of the members for implementation of NBA Tier-1 format</p> <p>(vii) Grade sheets of students available in Digilocker</p> <p>Resolved to accept the appreciation of the members for registering in National academic depository (NAD), www.abc.gov.in and for uploading the marksheets of each students</p>
IQAC/2023.28.04	<p>Activities carried out on Research, Innovation and Extension</p> <p>(i) Progress on Research and development</p> <p>Members were informed about the progress of the ongoing projects and the newly applied projects. Also the members were informed about the publications in SCI/SCOPUS/WoS journals and patents published and granted.</p> <p>Dr. Sai Narayanan said that the number of research paper publications is commendable and more full time research scholars have to be attracted from premier institutions. Dr. K. Nirmala suggested that publications by students in the conference shall also be presented so that students will get self motivation.</p> <p>Mr. C.R Balaji said that students' involvement in the research projects shall be captured.</p> <p>Resolved to accept the appreciation of the members about the Progress on Research and development</p>

(ii) Research Fellowship for full time Ph.D. scholars

The members were informed about the increase in research fellowship amount for full time research scholars (Rs. 25000/- per Month for full time Scholars with M.E/M.Tech Qualification and Rs. 20000/- per Month for full time Scholars with M.Sc., Qualification)

Resolved to accept the congratulation of the members for the increase in Research Fellowship for full time Ph.D. scholars

(iii) Seed money for Research

The name of the projects with the amount of seed money sanctioned were informed to the members.

Dr. K. Nirmala suggested that seed money shall be provided for the internally funded projects.

Resolved to accept the appreciation of the members for the grant of seed money

(iv) Collaborative activities for Research

The members were informed about the new collaborative research activity with Universiti Teknologi Petronas, Universidad Tecnologica Metropolitana & Universidad de Chile, Santiago, Chile., Northeast Forestry University, Heilongjiang, PR China and King Saud University, Riyadh

Resolved to accept the appreciation of the members for the research collaborative activities

(v) Innovation Ecosystem of Sri Sairam Engineering College

The Innovation Ecosystem activities were explained to the members and the winners of Solveathon 2.0 and the winners of Innovathon 1.0 were presented to the members.

	<p>Resolved to accept the appreciation of the members for the Innovation Ecosystem activities</p> <p>(vi) Extension and outreach activities</p> <p>The projects granted from IEEE-SIGHT and IEEE- EPICS with the amount of funding for the Extension and Outreach Activities were presented to the members.</p> <p>Resolved to accept the congratulation of the members for the Extension and outreach activities</p> <p>(vii) Industry institute linkages</p> <p>As a part of Industry institute linkages the four courses offered by HCL Technologies Limited were presented to the members. The initiation process on L&T EduTech courses were also explained to the members</p> <p>Resolved to accept the appreciation of the members for the Industry Institute linkages initiated.</p>
IQAC/2023.28.05	<p>Discussion on Infrastructure and Learning Resources</p> <p>(i) Feedback on facilities</p> <p>The feedback taken on facilities from the students were shared with the members</p> <p>Resolved to approve the feedback taken on facilities and the analysis done</p> <p>(ii) Class rooms with ICT enabled facility</p> <p>The members were informed about the installation of SMART TV in all second year and third classrooms. They were also informed about the proposal for SMART classrooms for the first year from the academic year 2024-25 onwards.</p> <p>Resolved to accept the appreciation of the members for the installation of SMART TV in the classrooms.</p>

	<p>(iii) e-content development by faculty</p> <p>The members were informed about the e-content developed by our faculty for Edwisely-a start up for AI Driven hybrid learning and career platform for Engineering students.</p> <p>The Chairman and CEO of Sairam Institutions suggested that the faculty members should explore the IEEE learning platform for content creation.</p> <p>Resolved to accept the appreciation and the suggestions given by the member on e-content development by the faculty.</p>
IQAC/2023.28.06	<p>Discussion on Student support and Progression</p> <p>(i) Outcome of Performance Grade Point Average(PGPA)</p> <p>The components of PGPA were explained to the members and the list of students benefited for PEGA & AWS were shared to the members. A minimum of Rs. 8000 to a maximum of Rs. 32000 were offered to students as part of fee payment for PEGA course and a total of Rs. 3,32,500 for AWS course.</p> <p>Resolved to accept the appreciation of the members for the implementation of PGPA and the fee concession.</p> <p>(ii) Sponsorship to students for Hackathons and other activities</p> <p>The participation of students in various hackathons was presented and our management appreciated two student teams with a cash award of Rs. 3,20,000 for the students who won 750 USD & 250 USD in the international hackathon SEATECH23, organised by UTP, Malaysia. Dr. G. Sai Narayanan enquired about the selection criteria for students to participate in hackathons. The conduct of internal hackathons to select the participants were explained.</p> <p>Resolved to accept the congratulation of the members for the cash award sponsored by the management to the students.</p> <p>(iii) Students benefited by Scholarships and freeships</p> <p>The total amount and the number of students benefited by freeships and scholarships were presented to the members.</p>

Resolved to accept the congratulation of the members for the scholarship amount

(iv) Number of students enrolled for GATE 2024

The department wise list of students enrolled for GATE 2024 were presented to the members.

Mr. R. Selvam suggested improving the number of students enrolling for GATE in future and also explained about the importance of GATE for entering into NAVARATNA companies.

Resolved to accept the suggestions given by the members.

(v) Placement details

A comparison on the three year placement statistics were explained to the members. The chairman and CEO suggested improving the core company placements and identifying specific training for core company placement.

Resolved to accept the suggestions given by the members.

(vi) Sports activities

The sports achievements of the students were presented to the members.

Resolved to accept the congratulations of the members for being the zonal champions for the academic year 2022-23.

(vii) Alumni Engagement

The alumni talk conducted by all the departments were informed to the members. The plan to felicitate Dr. P. Veera Muthuvel, our illustrious alumni and project director of Chandrayaan 3 on 03-10-2024 were informed to the members.

	<p>Resolved to accept the congratulations of the members for the alumni engagements.</p>
IQAC/2023.28.07	<p>Discussion on Governance, Leadership and Management</p> <p>(i) Strategic plan – Vision 2025</p> <p>Vision - 2025- The strategic plan to achieve vision 2025 was presented to the members.</p> <p>Resolved to accept the wishes of the members for achieving Vision 2025</p> <p>(ii) Financial support to teachers for conferences/workshops</p> <p>The financial support to faculty members for attending conferences was presented. Dr. Azhagu Murugan/HoD EEE was financially supported with an amount of Rs. 50,140 for attending a conference in UTP, Malaysia.</p> <p>Resolved to accept the congratulations of the members for the sponsorship provided.</p> <p>(iii) Alumni Contribution</p> <p>The financial contributions by Dr. P. Veeramuthuval were proudly presented to the members.</p> <p>Resolved to accept the congratulations of the members for producing such a proud alumni.</p> <p>(iv) Academic audit by external auditors</p> <p>The plan to conduct an academic audit was informed to the members.</p> <p>Mr. C. R. Balaji said that a complete audit done for all the processes from scratch to the end will give continual improvement.</p> <p>Resolved to accept the approval of the members for conducting the audit.</p>
IQAC/2023.28.08	Discussion on Institutional Values and Best Practices

	<p>(i) Mapping of IEEE societies with Departments</p> <p>The members were informed about the various IEEE societies in which our faculty and students are members and the mapping of the IEEE societies with the departments.</p> <p>The CEO suggested to conduct activities through IEEE societies and that has to be mapped with the SDG.</p> <p>Resolved to accept the congratulations of the members for the Mapping of IEEE societies with Departments.</p>
IQAC/2023.28.09	<p>Discussion on Quality Initiatives by IQAC</p> <p>(i) EOMS certification by BIS</p> <p>The members were informed about the Educational Organisation Management System (EOMS) Certification in accordance with IS/ISO 21001: 2018 granted by the Bureau of Indian Standards after stage I and stage II audit.</p> <p>Resolved to accept the congratulations of the members for the new certification received.</p> <p>(ii) II surveillance audit – ISO 9001:2015</p> <p>The members were informed about the forthcoming II surveillance audit for ISO 9001:2015 scheduled on 28-11-2023.</p> <p>Resolved to accept the wishes from the members for the successful conduct of II surveillance audit.</p> <p>(iii) Assigning event ID for the events conducted</p> <p>As so many events are conducted in the college by all the departments, tracking and accountability of the events and getting the data after completion was difficult. The IQAC suggested assigning event ID for the events conducted in the college.</p> <p>It was decided that the IQAC will assign the event ID for the events and all the brochures, posters prepared by the event organisers shall contain the event ID .</p>

Resolved to accept the approval of the members to assign event ID for the technical, curricular & co-curricular events organised.

(iv) Dissemination of ISTE standards for students through Standard Club

Under the initiative of BIS, Standards Clubs have been created in Sri Sai Ram Engineering College and through the Standards Clubs the awareness sessions on ISTE Standards were presented to students.

Resolved to accept the congratulations of the members for the awareness session conducted.

(v) THE impact rankings 2023 & 2024

Our Institution submitted the data for THE impact rankings 2023 for the SDG Quality Education (SDG 4), Gender Equality (SDG 5), Affordable and Clean Energy (SDG 7), Partnership for the goals (SDG 17) and Climate action (SDG13). Our Institution was ranked among the top 50th position in India. The members were informed about the data submitted for THE rankings 2024.

Resolved to accept the congratulations of the members for THE impact rankings.

(vi) QS-I GAUGE college ratings interim report

The members were informed about the interim report received for QS I - GAUGE college ratings.

Resolved to accept the best wishes from the members for the awaited QS I-GAUGE college ratings.

(vii) Draft Copy of AQAR

The draft copy of the AQAR for the academic year 2022-23 was submitted before the members for the approval.

Resolved to approve the draft copy of the AQAR prepared for submission.

IQAC/2023.28.10	<p>Any other matter with the permission of the chair</p> <p>Dr. Sai Narayanan suggested that for increase in core company placements domain specific brochures shall be prepared and given to the industries.</p> <p>Ms. Annapurani, the alumni member, suggested that we should explore whether we have started implementing the SDG in society. She was informed of a team of students named as "Influencers" registered in my government portal and exploring the various Government of India schemes to be taken to the villages.</p> <p>Dr. K. Nirmla , the parent member, said that the wards are fully engaged and she is happy about the 360 degree learning of students.</p> <p>Mr. C. R. Balaji suggested that in the present scenario it is important to monitor the mental health of the faculty and students. He was informed that a psychometric survey was conducted by W. E matter for faculty and the result was 87% positive and for students counseling by mentors is very effective.</p> <p>All the members appreciated the entire team work and 360 degrees growth.</p>
-----------------	--

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



IQAC Coordinator



PRINCIPAL