

MINUTES BOOK

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

06th day of February 2024

at Sri Lakshmi Board room (Sri Sairam Engineering College)

QUORUM

1	Dr. Sai Prakash Leo Muthu	CEO/Management	6	
2	Mr. R. Sathish Kumar	CBO/Management	7	
3	Mr. K. Nareesh Raj	CFO/Management	8	
4	Dr. K. Porkumaran	Principal / Member Secretary		
5	Dr. A. Rajendra Prasad	Dean - Student Affairs	10	

Proceeding & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

6) Mr. P. Balaseubramanian	Administrative Office - Trustee	
7) Dr. K. Muran	Director, SIMS	
8) Dr. S. Raja	Dean, Academics & HoD / ECE	
9) Dr. C. R. Rene Robin	Dean, Innovation	
10) Dr. L. Arunachalam	Dean, TAP cell	
11) Dr. K. Parvatham	Prof. / Mathematics - Coordinator	
12) Dr. S. Durgadevi	Prof. / EIE - Co-coordinator	
13) Dr. P. Nataraj	Asst. Prof. / Mathematics	
14) Ms. N. Shirani Varsha	Assoc. Prof. / ECE	

15) Mr. K. Mohanraj	Asst. Prof. / ICE	blukhat
16) Dr. R. Uma	Prof. / CSE	thase
17) Mr. R. Devakanthan	Asst. Prof. (CIVIL	R. De... Ney
18) Dr. M. Nithya	Prof. & HOD / M.Tech. (CSE)	thase
19) Dr. A. Sanjevi Gandhi	Assoc. Prof. / EEE	thase
20) Dr. S. Susila Sakthy	Assoc. Prof. / IT	J. S...
21) Dr. I Vimal Kannan	Assoc. Prof. / Mech. & Automation	K. Raj...
22) Mr. L. Ravikumar	Asst. Prof. / Mechanical	M. S...
23) Ms. R. Gayathiri	Asst. Prof. / EIE	N. S...
24) Dr. N. Srinivasan @ Arunsankar	Assoc. Prof. / Physics	G. Vala...
25) Dr. Valarmathy G	Asst. Prof. / CSE (IoT)	for E.M. -
26) Dr. K. Shri Divya Krishnan	Asst. Prof. / CSE (AIML)	M. Nagarath...
27) Dr. V. R. Kanagavalli	Prof. / Mathematics	B. K...
28) Dr. B. Keethana	Asst. Prof. MBA	



Sri SAI RAM ENGINEERING COLLEGE

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi
Accredited by NBA and NAAC 'A+' | BIS/EOMS ISO 21001 : 2018 and BVQI 9001 : 2015 Certified and NIRF ranked institution
Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairam.edu.in



29th IQAC – Meeting

Minutes of the 29th IQAC Meeting held on 06.02.2024 at Sri Lakshmi Board Room, Sri Sairam Engineering College. (Internal Members Only)

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. Parvatham, Prof./Mathematics - Coordinator
7. Dr. S. Durgadevi, Prof./EIE - Co-coordinator
8. Dr. K. Maran, Director, SIMS
9. Dr. J. Raja, Dean, Academics & Head-ECE
10. Dr. C.R. Rene Robin, Dean, Innovation
11. Mr. P. Balasubramanian, Administrative Office - Trustee
12. Dr. L. Arunachalam, Dean, TAP Cell
13. Dr. P. Nataraj, Asst. Prof./Mathematics
14. Ms. N. Shivani Varsha, Assoc. Prof./ECE
15. Mr. K. Mohanraj, Member, Asst. Prof./ICE
16. Dr. R. Uma, Prof./CSE
17. Mr. R. Devakandhan, Asst. Prof./CIVIL
18. Dr. M. Nithya, Prof. & HoD/M.Tech.(CSE)
19. Dr. A. Sanjeevi Gandhi, Assoc. Prof./EEE
20. Mr. L. Ravikumar, Asst. Prof./Mechanical
21. Dr. S. Susila Sakthy, Assoc. Prof./IT
22. Dr. I. Vimal Kannan, Assoc. Prof./ Mech.& Automation
23. Ms. R. Gayathiri, Asst. Prof./EIE

24. Dr. N. Srinivasan @ Arunsankar, Assoc. Prof./Physics
25. Dr. Valarmathy G, Asst. Prof./ CSE (IoT)
26. Dr. K. Shri Dhivya Krishnan, Asst. Prof./CSE (AIML)
27. Dr. V. R. Kanagavalli, Special Invitee
28. Dr. B. Keerthana, Asst. Prof./MBA

The following members could not be present:

1. Vishal N, Student/CSE
2. Mr. V. Prabhu, Asst. Prof./Mechanical
3. Ms. T. Sathya, Asst. Prof./ CSBS
4. Dr. P. K. Kumar, Physical Director

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/2024.29.01	<p>The Minutes of 28th meeting (18th November 2023) and Action Taken Report (ATR) is placed before the members for approval.</p> <p>RESOLVED to approve the minutes of the 28th IQAC meeting and the ATR.</p>
IQAC/2024.29.02	<p>Discussion on Curricular aspects</p> <p>Syllabus revision for 2024 regulations to be based on NPTEL domains</p> <p>The BoS chairman of the respective departments will form a committee to prepare the curriculum and syllabus of 2024 regulations</p> <p>It is suggested that all departments shall first fix the verticals of their department based on the NPTEL domain. It is also recommended to establish domain specific labs.</p> <p>RESOLVED to approve the preparation of 2024 Regulations and the modifications.</p>

<p>IQAC/2024.29.03</p>	<p>Discussion on Teaching Learning & Evaluation</p> <p>(i) To conduct Central valuation for Continuous Assessment Test (CAT)</p> <p>The proposal for central valuation for CAT was submitted</p> <p>RESOLVED to accept the approval of the members for the Central valuation for Continuous Assessment Test .</p> <p>(ii) To get students feedback on teaching learning process through SAIL APP</p> <p>It was informed that the students feedback on the teaching learning process will be collected through SAIL Application for the even semester 2023-24 and henceforth.</p> <p>RESOLVED to accept the appreciation of the members for the feedback collection through SAIL app.</p> <p>(iii) To propose notebooks for Continuous Assessment Tests instead of answer sheets.</p> <p>It is proposed to issue single answer booklet for continuous assessment tests instead of separate answer sheets for easy access of documentation</p> <p>RESOLVED to approve the decision taken on change in answer booklet</p> <p>(iv) Academic schedule for the even semester</p> <p>The academic schedule prepared for Even semester of the academic year 2023-24 was discussed</p> <p>RESOLVED to accept the appreciation of the members for the planning of academic calendar</p>
<p>IQAC/2024.29.04</p>	<p>Activities carried out on Research, Innovation and Extension</p> <p>R&D project proposal submission to Bureau of Indian Standards. meeting with BIS officials conducted on 09-01-2024</p> <p>Dean student affairs explained, As a part MoU activity with BIS, 18</p>

	<p>R&D Project proposals were submitted to BIS. In this regard a meeting was conducted with BIS Officials in our campus on 09.01.2024. We are awaiting the results of the proposal submitted.</p> <p>Resolved to accept the appreciation of the members about the Progress on Research and development</p>
IQAC/2024.29.05	<p>Discussion on Infrastructure and Learning Resources Facilities available in the Incubation centre</p> <p>The resources and other facilities available in the Incubation centre were explained by the Incubation team. The students and faculty members were highly encouraged to take up more projects and start ups and make use of available resources.</p> <p>Resolved to accept the appreciation of the members about the Progress on Incubation centre</p>
IQAC/2024.29.06	<p>Discussion on Student support and Progression</p> <p>(i) Mock test for GATE aspirant</p> <p>It was informed to the members about the steps taken to encourage the GATE aspirants. (i) Doubt clearing sessions were conducted for GATE aspirants (ii) Mock test was conducted on 06-01-2024.</p> <p>Resolved to accept the appreciation of the members about the Initiatives towards GATE exams</p> <p>(ii) Conduct of Innovathon 2.0</p> <p>The proposal for conducting Innovathon 2.0 for III year students on 20.03.2024 was submitted by Dean Innovation Dr. C. R. Rene Robin</p> <p>Resolved to accept the appreciation of the members for conducting Innovathon 2.0</p>
IQAC/2024.29.07	<p>Discussion on Governance, Leadership and Management</p> <p>(i) Conduct of performance Review meeting for all departments</p> <p>It was informed that the department performance review meeting will be conducted for all the departments based on department</p>

	<p>objective parameters. The schedule will be prepared for conducting the same .</p> <p>Resolved to accept the appreciation of the members for conducting department performance meeting</p> <p>(ii) Discussion on the outcome of the BVQI Surveillance audit II</p> <p>1 NCR raised for the department of Mechanical & Automation was discussed and closed</p> <p>(iii) Preparation of mandatory disclosure</p> <p>It was suggested that the IQAC members of all the departments shall collect the data for the preparation of mandatory disclosure.</p>
IQAC/2024.29.08	<p>Discussion on Institutional Values and Best Practices</p> <p>Formation of MAGIC members for IEEE Societies</p> <p>It was informed that a team of students had been elected as MAGIC members for monitoring and conducting IEEE Society activities.</p> <p>Resolved to accept the appreciation of the members for the formation of MAGIC team</p>
IQAC/2024.29.09	<p>Discussion on Quality Initiatives by IQAC</p> <p>(i) Plan for Institute level recognised research centre</p> <p>It was proposed to apply for institute level research centre recognition which will facilitate all the recognized research supervisors in the college to guide ph.d scholars</p> <p>Resolved to accept the approval of the members for the proposal of institute level research centre .</p> <p>(ii) NBA SAR Tier I Preparation</p> <p>It was informed to all the departments to prepare and submit NBA SAR Tier-1 documents .</p> <p>Resolved to accept the appreciation of the members for the quality initiatives of IQAC</p>

IQAC/2024.29.10	All the members appreciated the entire team work and 360 degrees growth. Our Principal Dr. K. Porkumaran said that all faculty having Anna university supervisor recognition can utilize the opportunity if we get Institute level Research Centre recognition. Our Chairman and CEO said that "Research" is in the areas of improvement of Sri Sai Ram Engineering College. He also added that this is an important parameter for NIRF also. Our CIO Mr. K. Naresh Raj said that projects have to be converted to products and that should be the vision of the Innovation EcoSystem. He also added that patent filing has to increase and to plan for the conduct of IP clinics.
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Dr. A. Rajendra Prasad (Dean/Student Affairs) proposed the vote of thanks.



IQAC Coordinator


PRINCIPAL