

# MINUTES BOOK

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

13<sup>th</sup> day of May 2024

at Sri Lakshmi Board room (Sri Sairam Engineering College)

QUORUM

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










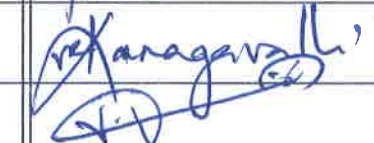


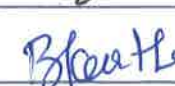
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- 10 A. Rajendra Prasad

Proceeding & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

6. Mr. P. Balasubramanian	Administrative officers - Trustee	<u>[Signature]</u>
7. Dr. K. Maran	Director, SIMS	<u>[Signature]</u>
8. Dr. J. Raja	Dean, Academics & HoD/ECE	<u>[Signature]</u>
9. Dr. C. R. Rene Robin	Dean, Innovation	<u>[Signature]</u>
10. Dr. L. Arunachalam	Dean, TAP cell	<u>[Signature]</u>
11. Dr. K. Pawatham	Prof. / Mathematics - Coordinator	<u>[Signature]</u>
12. Dr. S. Durgadevi	Prof. / IETE - Co-coordinators	<u>[Signature]</u>
13. Dr. P. Nataraj	Asst. Prof. / Mathematics	<u>[Signature]</u>
14. Ms. N. Shivani Varsha	Assoc. Prof. / ECE	<u>[Signature]</u>

15. Mr. K. Mohansaj	Asst. Prof. / IRE	
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. / IEEE	
20. Mr. L. Ravikumar	Asst. Prof. / Mechanical	
21. Dr. S. Susila Sakthy	Assoc. Prof. / IT	
22. Dr. T. Vimal Kannan	Assoc. Prof. / Mech & Automation	
23. Ms. R. Gayathiri	Asst. Prof. / EIE	
24. Dr. N. Srinivasan @ Arunankas	Assoc. Prof. / Physics	
25. Dr. Valarmathy G.	Asst. Prof. / CSE (IoT)	G. Valarmathy.
26. Dr. K. Sri Divya Krishnan	Asst. Prof. / CSE (AIML)	for EM
27. Dr. V. R. Kanagavalli	Prof. / Mathematics	
28. Mr. V. Prabhu	Asst. Prof. / Mechanical	
29. Mr. T. Sathya	Asst. Prof. / CSBS	
30. Dr. P. K. Kumar	Physical Director	
31. Dr. B. Keethara	Asst. Prof / MBA	B. Keethara





# Sai 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](http://www.sairam.edu.in)



## 30<sup>th</sup> IQAC – Meeting

Minutes of the 30<sup>th</sup> IQAC Meeting held on 13.05.2024 at Sri Lakshmi Board Room, Sri Sairam Engineering College.

### Members Present:

1. Dr. Sai Prakash LeoMuthu, 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
- 11 6. Dr. K. Parvatham, Prof./Mathematics - Coordinator
- 12 7. Dr. S. Durgadevi, Prof./EIE - Co-coordinator
- 7 8. Dr. K. Maran, Director, SIMS
- 8 9. Dr. J. Raja, Dean, Academics & HoD/ECE
- 9 10. Dr. C.R. Rene Robin, Dean, Innovation
- 6 11. Mr. P. Balasubramanian, Trustee
- 10 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. Mr. V. Prabhu, Asst. Prof./Mechanical
29. Ms. T. Sathya, Asst. Prof./ CSBS
30. Dr. P. K. Kumar, Physical Director
31. Dr. B. Keerthana, Asst. Prof./MBA

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/2024.30.01	<p>The Minutes of 29<sup>th</sup> meeting (06th February 2024) and Action Taken Report (ATR) is placed before the members for approval.</p> <p><b>RESOLVED to approve the minutes of the 29<sup>th</sup> IQAC meeting and the ATR.</b></p>
IQAC/2024.30.02	<p>Discussion on Curricular aspects</p> <p>(i) Inclusion of Delphi TVS courses for Mechanical &amp; Mechanical and Automation programmes</p> <p>The Inclusion of Delphi TVS courses for Mechanical &amp; Mechanical and Automation programmes from the academic year 2024-25 were discussed</p> <p><b>RESOLVED to approve the inclusion for industry supported courses.</b></p>



	<p>(ii) Regulations 2024 , curriculum and syllabus - draft copy for approval</p> <p>The draft copy of Regulations 2024, curriculum and syllabus for Semester I and Semester II were presented to the members</p> <p><b>RESOLVED to approve Regulations 2024, Curriculum &amp; Syllabus.</b></p>
IQAC/2024.30.03	<p>Discussion on Teaching Learning &amp; Evaluation</p> <p>(i) NPTEL Result analysis for January - April 2024</p> <p>The results of January 2024 to April 2024 NPTEL were discussed and the performance of students and faculty were highlighted . The Principal Dr. K. Porkumaran informed the SPOC of NPTEL, Dr. N. Sivakami to convene a detailed meeting to review the performance of students in NPTEL examinations. The committee appreciated the STAR performers of January - April 2024 .</p> <p><b>Resolved to accept the congratulations of the members for NPTEL results</b></p> <p>(ii) Academic Schedule for the ODD semester 2024-25</p> <p>The planning of the academic Schedule for the ODD semester 2024-25 was proposed.</p> <p><b>Resolved to accept the approval of the members for the academic schedule.</b></p>
IQAC/2024.30.04	<p>Activities carried out on Research, Innovation and Extension</p> <p>(i) Research Project proposals submitted to BIS(Phase II) and other government funding agencies</p> <p>Three proposals were submitted to the BIS(phase II) and Dr. A. Rajendra Prasad informed the members that there will be a call for research proposals in the month of September 2024 and to get</p>

	<p>prepared for that. The other proposals submitted to DST were also presented.</p> <p><b>Resolved to accept the appreciation of the members about the Progress on Research and development</b></p>
IQAC/2024.30.05	<p>Discussion on Infrastructure and Learning Resources</p> <p>(i) Activities of National Digital Library of India (NDLI) club</p> <p>The events conducted by the NDLI club of Sri Sai Ram Engineering college were informed to the members. Dr. K. Maran, Director SIMS suggested to create awareness among students on the utilisation of NDLI resources. Dr. N. Sivakami said that an awareness program shall be organised for the NDLI club members. The principal said that the library usage has to be increased by the students and faculty.</p> <p><b>Resolved to accept the suggestion of conducting an awareness program on the available NDLI resources.</b></p> <p>(ii) Facilities on the Incubation centre</p> <p>The list of start up's by the students and faculty were showcased in front of the committee. The principal suggested that faculty and students can visit the incubation centre and gain knowledge on the ongoing projects during their free time.</p> <p><b>Resolved to accept the appreciation of the members about the Progress on Incubation centre</b></p>
IQAC/2024.30.06	<p>Discussion on Student support and Progression</p> <p>(i) Preparation for SIH 2024</p> <p>The SCOPE team of SIH have been informed to prepare the plan for SIH 2024. It was decided to encourage more hardware and software projects to register. The Chairman and CEO suggested the SCOPE team set a target for the number of participation teams and the teams selected for participation have to be trained well. He also suggested preparing a roadmap to SAI HACK FEST 2024.</p>



	<p><b>Resolved to accept the suggestions put forth towards SIH preparation.</b></p> <p>(ii) Strengthening the Training and Placement activities  Dr. L. Arunachalam, Dean/Training and Placement suggested the Heads of the Departments to identify students based on their skills and special training shall be arranged by the TAP for those students. Dr. K. Maran said that the skill enhancement hours in the timetable should be utilised properly. The Director said that analysis to be done on AMCAT performance of students to identify their skills.</p> <p><b>Resolved to accept the suggestions for Strengthening the Training and Placement activities</b></p>
IQAC/2024.30.07	<p>Discussion on Governance, Leadership and Management</p> <p>(i) Academic audit scheduled on 16th and 17th May 2024 and the audit checklist for approval.</p> <p>It was informed that the academic audit is scheduled on 16th and 17th May 2024. The list of auditors and the audit checklist was submitted for approval.</p> <p><b>Resolved to accept the approval of the members for the conduct of academic audit.</b></p>
IQAC/2024.30.08	<p>Discussion on Institutional Values and Best Practices</p> <p>(i) Revised Mentor book including PGPA</p> <p>The changes in the mentor book with regards to PGPA inclusion were proposed for approval.</p> <p><b>Resolved to accept the approval of the members for the proposal of mentor book revision</b></p>
IQAC/2024.30.09	<p>Discussion on Quality Initiatives by IQAC</p> <p>(i) 22nd MMA award for managerial Excellence</p>

	<p>(ii) R world Institutional ranking-OBE rankings 2024</p> <p>The submission of application for 22nd MMA award for managerial Excellence and R world Institutional ranking-OBE rankings 2024 were proposed.</p> <p><b>Resolved to accept the wishes of the members for the prestigious MMA Award and OBE award.</b></p>
IQAC/2024.30.10	<p>Members appreciated the entire team for achieving excellence in Research publications, patent filing and involvement in Innovation Ecosystem.</p>

Dr. J Raja (Dean/academics) proposed the vote of thanks.

  
 IQAC Coordinator

  
 PRINCIPAL