

MINUTES BOOK

IQAC Meeting NO : 19

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

10th day _____ day of March 2020 at Sri Sainam Engineering College

QUORUM

1. Dr. A. Rajendra prasad, principal / Member Sec. IQAC
2. Dr. K. Maran, Director / Management Studies, Co-ordinator, IQAC
3. Dr. J. Raja, Dean Academics / HOD, ECE / Co-ordinator, IQAC
4. Dr. T. K. Subramaniam, prof. / Physics, Member
5. Dr. K. Parvatham, prof / Maths, Member

Proceeding & Discussion

Conclusion & Resolutions

Name of dissenting and / or not concurring Directors

6. Dr. B. Meenakshi, prof / EEE, Member
7. Dr. V. R. Kanagavalli, Assoc. prof / Maths, Member
8. Ms. V. Kavitha, Assoc. prof. / CSE, Member
9. Mr. V. Raviraj, Assoc. prof / Mech. Member
10. Mr. S. Arun Prasad, Assoc. prof / production, Member
11. Ms. V. K. G. Kalaiselvi, Asst. prof / IT, Member
12. Mr. K. Mohanraj, Asst. prof. / ICE, Member
13. Dr. L. Arunachalam, Dean / TAP cell, Senior Admin officer
14. Dr. N. Sivakami, Librarian, Senior Admin officer

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| 14. | Dr. N. Sivakami, Librarian, Senior Admin Officer. | <u>stb</u> |
| 15. | Mr. R. Thambidurai, Manager, Senior Admin Officer. | <u>m</u> |
| 16. | Dr. P. K. Kumar, Senior PD, Senior Admin Officer. | <u>10/2</u> |
| 17. | Dr. S. Durga Devi, Asst. prof./E&I, Member. | <u>9/2</u> |

The minutes of the IQAC meeting held on 10/03/2020 at AV hall in Sri Sarsam Engineering College, Chennai - 44.

The IQAC Co-ordinator Dr. T. Raja welcomed the members and made a ppt presentation related to the specified agenda.

IQAC/2020.19.01
Approval of the minutes of 18th meeting (held

RESOLVED to approve the minutes of the 18th IQAC



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



Meeting No.:19

Date: 10-03-2020

Minutes of the IQAC Meeting held on 10-03-2020 at AV hall in Sri Sai Ram Engineering College, Chennai –44.

Members Present:

1. Dr. A. Rajendra Prasad Member Secretary/ Principal
2. Dr. K. Maran, Coordinator/ Director
3. Dr. J. Raja, Co-Coordinator/ Prof – ECE
4. Dr. T. K. Subramaniam, Member/ Prof-Physics
5. Dr. K. Parvatham, Member / Prof- Maths
6. Dr. B. Meenakshi, Member / Prof-EEE
7. Dr. V. R. Kanagavalli, Member /Asso. Prof- S&H
8. Mrs. V. Kavitha, Member/ Asso. Prof-CSE
9. Mr. V. Raviraj, Member /AP-Mechanical Engg
10. Mr. S. Arunprasad, Member/ Asso. Prof- Production
11. Mrs. V. K. G. KalaiSelvi, Member/ AP- IT
12. Mr. K. Mohanraj, Member, AP/ ICE
13. Dr. L. Arunachalam, Senior Admin Officer/ Dean – TAP Cell
14. Dr. N. Sivakami, Senior Admin Officer/ Librarian
15. Mr. R. Thambidurai, Senior Admin Officer/ Manager, SSEC
16. Dr. P. K. Kumar, Senior Admin Officer/
17. Mrs. S. Durga Devi, Member, AP/E&I

The IQAC Co-coordinator Dr. J. Raja welcomed the members and made a PPT presentation related to the specified Agenda.

Agenda Number	Details
IQAC/2020.19.01	<p>Approval of the Minutes of 18th meeting (held on 24th December, 2019) and ATR is placed before the members for the approval.</p> <p>Minutes of 18th Meeting and ATR is placed before the council for confirmation.</p> <p>RESOLVED to approve the minutes of the 18th IQAC meeting and the ATR.</p>
IQAC/2020.19.02	<p>Review of curriculum and syllabi of all departments</p> <p>The draft copy of the curriculum prepared for all departments was presented and it was suggested to include the value-added courses from semester I and live-in lab from semester III.</p> <p>Also, it was decided to form a committee comprising of members from all departments to prepare the syllabus.</p> <p>RESOLVED to accept the suggestions about value added courses and live-in lab.</p>
IQAC/2020.19.03	<p>Review of Autonomous Regulations 2020 for UG Programs.</p> <p>The draft copy of the Autonomous Regulations 2020 prepared for UG program was presented.</p> <p>RESOLVED to accept the suggestions for including PGPA (Placement Grade Point Average), Sustainable Development Goals – Activity Programme Points in the Autonomous Regulations 2020.</p> <p>FURTHER RESOLVED to accept the suggestion of dividing the clubs under the four categories (Technical Related Clubs, Service Oriented Clubs, Skill Building Clubs, and Hobbies Related clubs) and including it in the Autonomous Regulations 2020.</p>

IQAC/2020. 19.04	<p>Review of Autonomous Regulations 2020 for PG Programs.</p> <p>The draft copy of the Autonomous Regulations 2020 prepared for PG program was presented.</p> <p>RESOLVED to accept the draft copy of the Autonomous Regulations 2020 prepared for PG programs.</p>
IQAC/2020.19.05	<p>Preparation for the conduct of BoS meeting for all departments</p> <p>The members identified for BoS from Industry and academics of all departments and tentative dates of the meeting were informed to the members.</p> <p>RESOLVED to accept the identified members by the departments and tentative schedule of the BoS meeting.</p>
IQAC/2020. 19.06	<p>Preparation for the conduct of Academic council meeting</p> <p>RESOLVED to approve the members and tentative date of the Academic Council meeting.</p>
IQAC/2020. 19.07	<p>Creation of course material for repository Google Classroom.</p> <p>The members were informed about the creation of a repository Google classroom for all courses, for all years and upload contents.</p> <p>The idea behind this is all students will receive the same contents of prescribed courses irrespective of the faculty handling the course.</p> <p>The topics in the syllabus will be divided among all faculty handling the course and a course moderator will be identified to have a check on the contents.</p> <p>RESOLVED to accept the appreciations of the members for creating repository Google classroom</p>

IQAC/2020. 19.08	<p>Creation of Google Classroom for students</p> <p>Even though Google classroom existed for all courses created by the faculty handling the course, the suggestion of creating a Google classroom section wise and uploading the contents of all courses in the same classroom was informed to the members.</p> <p>It was also explained to the members the uniform way of naming the classroom.</p> <p>For example, SECEE2023A-ODD (20-21) means SEC-Sri Sairam Engineering College EE-Electrical and Electronics Engineering 2023-Year of graduating A-Section ODD- Semester 20-21- Current Academic Year (CAY)</p> <p>RESOLVED to accept the appreciations of the members for creation and naming it uniformly.</p>
IQAC/2020. 19.09	<p>Any other matter with the permission of the chair.</p> <ol style="list-style-type: none"> 1. It was decided to submit a proposal for NAAC for sponsored seminar. 2. It was decided to conduct refresher courses on Engineering Teaching pedagogy for faculty members.

The vote of thanks was delivered by Dr.K Maran, Co-ordinator of IQAC.


IQAC Coordinator


PRINCIPAL