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SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)
Sai Leo Nagar, West Tambaram, Chennai – 44.



INTERNAL QUALITY ASSURANCE CELL

SEC/ Circular/IQAC/2011-12/Meeting 1

Date: 26. 04. 2012

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 3rd May 2012 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:

- Objectives and role of IQAC
- Review on NBA certification process
- R &D proposals
- Mentoring system
- Final year students project
- Any other matter

Thanking you,

Yours sincerely,

IQAC Coordinator

Copy to: CEO
Principal
All members



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INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

Meeting No: 1

Date: 03/05/2012

Members Present

Dr. C. V. Jayakumar, Chairperson
Mr. J. Saiprakash, Management Member
Mr. A. Veeraiyan
Ms. S. Lakshmi
Prof. C. Udhayakumar
Dr. K. Maran
Dr. L. Arunachalam
Dr. A. Rajendra Prasad
Dr. T. Sheela
Dr. B. Latha
Ms. A. R. Rajini
Mr. AL. Kumarappan
Ms. S. Kohila
Mr. U. Thamilarasan
Ms. T. Mangayarkarasi
Mr. S. Kandasamy
Ms. J. Vijayalakshmi
Mr. S. Ramakrishnan
Dr. S. Jayavel
Mr. Ajith James
Dr. K. Sankarasubramanian, IQAC Coordinator

The minutes of the IQAC meeting held on 03/05/2012 at 10.00 a.m in Audio Visual hall (AV hall).

The IQAC coordinator the members for the first IQAC meeting and all the members made a self introduction.

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	Objectives and role of IQAC	<ul style="list-style-type: none">The importance, the objective and role of IQAC were presented before the members of IQAC and the members suggested their views that all academic plan, research activities, training and placement	The Principal and the Coordinator of IQAC.

		<p>(TAP) activities are to be discussed in the IQAC meeting.</p> <ul style="list-style-type: none"> It has been decided to conduct the meeting twice in an academic year, at the beginning of odd and even semester. 	
2	Progress of NBA accreditation committees	<ul style="list-style-type: none"> The progress of various committees framed for the NBA accreditation work was discussed and it was decided to frame committees during the time of the team visit. The committee members suggested for a mock audit at the earliest and a team has been framed to conduct the same 	The Principal, Head of all the Departments and Teaching staff
3	Submission of R&D proposals.	<ul style="list-style-type: none"> The committee members explained the necessity of quality R&D work in the forthcoming years and they suggested that proposals can be submitted under RPS, SDP and MODROB scheme. 	The Principal, Head of all Departments and staff members
4	Mentoring system	<ul style="list-style-type: none"> The mentoring system of the college was explained and the committee members gave some recommendations to improve the existing system They suggested that every mentor should submit a report and a mentor book with all the information about the student will improve the quality of mentoring, The mentor book for a student is to be maintained for all the four years of his/her study and to be closed at the course completion. 	The Principal and mentors.

5	Discussion on students final year projects	<ul style="list-style-type: none"> • To ensure quality in house projects by final year students the committee suggested that the students can take up their projects in the pre final year itself eventhough it is not under the affiliating University's curriculum. • To motivate and encourage the students it has been decided to conduct a mini project exhibition in the sixth semester and experts may be called to judge the projects. • It has been decided to award first three prizes department wise and a participation certificate to all participants. • The first three prizes include cash prize and certificates. 	
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The committee discussed about the activities of the training and placement (TAP) cell and suggested for necessary online training to students to improve their aptitude and analytical skills.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of November 2012.


IQAC Coordinator


PRINCIPAL