



Sri

# SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)

Sai Leo Nagar, West Tambaram, Chennai – 44.



## INTERNAL QUALITY ASSURANCE CELL

SEC/ Circular/IQAC/2012-13/Meeting 2

Date: 22. 11. 2012

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 29<sup>th</sup> November 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:

- Analysis of 2011-2012 results
- Conduct of conferences
- To establish centre of Excellence
- Augment of Infrastructure
- Any other matter

Thanking you,

Yours sincerely,

IQAC Coordinator

Copy to: CEO  
Principal  
All members



*Sri*

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## **INTERNAL QUALITY ASSURANCE CELL**

### **Minutes of the Meeting**

**Meeting No: 2**

**Date: 29/11/2012**

#### **Members Present**

**Dr. C. V. Jayakumar, Chairperson**  
**Mr. J. Saiprakash, Management Member**  
**Mr. A. Veeraiyan**  
**Ms. S. Lakshmi**  
**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**  
**Mr. Ajith James**  
**Dr. K. Sankarasubramanian, IQAC Coordinator**

The following members could not be present for the meeting due to some unavoidable reasons.

**Dr. S. Jayavel**

**Prof. C. Udhayakumar**

The minutes of the meeting held on 29/11/2012 at 10.00 a.m in Audio Visual hall (AV hall).

The IQAC Coordinator welcomed the members and the minutes of the meeting held on **03/05/2012** were confirmed.

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	University results of the academic year 2011-2012-corrective action	<ul style="list-style-type: none"> <li>Decided to conduct counseling for students with 3 or more arrears in the university exams with their parents.</li> <li>To conduct special classes on Saturdays for students with more than three arrears.</li> <li>It was decided to conduct three subjects, each with two hours duration on Saturdays. A cycle will be completed in two Saturdays.</li> <li>Mentors are asked to analysis their ward results.</li> </ul>	The principal and the Head of all Departments and staff members.
2.	To conduct more number of International Conferences	<ul style="list-style-type: none"> <li>IQAC recommended the circuit branches to plan for International Conferences for the academic year 2013-2014. Final year students can be allowed to attend the conference and symposia as it enhances their exposure to subjects.</li> <li>Students from II year onwards can be emphasised to enroll in professional societies like IEEE, ISTE, SAE, ISA, CSI etc.,</li> </ul>	The principal and the Head of all Departments and staff members
3.	To apply for recognised research centres	<ul style="list-style-type: none"> <li>The committee appealed departments with more doctorates to apply for recognised research centre status under Anna University.</li> <li>The team also suggested that other departments should qualify themselves to apply for recognised research centre.</li> <li>The committee stressed the importance of quality research for NBA and NAAC accreditations</li> <li>It also suggested to conduct research seminars.</li> </ul>	The principal and the Head of all Departments and staff members

4.	Enhancement of Infrastructure facilities	<ul style="list-style-type: none"> <li>• The committee insisted o to plan for extra classrooms and lab requirements as the management has applied for additional intake from the academic year 2013-2014.</li> <li>• It also suggested to have a separate block for Mechanical Engineering and to plan for a spacious stadium.</li> </ul>	The Principal, Dean, TAP cell and Head of all Departments
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The Committee appreciated the activities of Entrepreneurship Development Cell (EDC) and suggested that Alumni who have become Entrepreneurs may be invited to motivate the students. It also suggested that more Entrepreneurs may be invited for giving Guest Lectures.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of May 2013.

IQAC Coordinator

PRINCIPAL