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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/2013-14/Meeting 4

Date: 18. 11. 2013

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 26th November 2013 at 10.00 a.m. in A. V. Hall, Sri Sairam Engineering College. The members are requested to make it convenient to attend the meeting.

Agenda:

- Academic planner and question bank preparation
- Conduct of FDP
- MoU with Research Establishments
- Personality Development Programmes
- 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: 4

Date: 26/11/2013

Members Present

Dr. C. V. Jayakumar, Chairperson

Mr.J. Saiprakash, Management Member

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. Tamilarasan

Ms. T. Mangayarkarasi

Mr. S. Kandasamy

Ms. J. Vijayalakshmi

Mr. S. Ramakrishnan

Dr.S.Jayavel

Mr.Ajith James

Dr.K. Sankarasubramanian, IQAC Coordinator

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

Mr. A. Veeraiyan

The minutes of the meeting held on 26/11/2013 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 09/05/2013 were confirmed.

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	Academic plan and Question Bank preparation	<ul style="list-style-type: none">• The academic plan for the Even semester with the tentative dates of unit tests and model exam was presented before the committee.• The committee approved the introduction of Question bank for all courses and for all years prepared by the staff handling the subjects.• Slow learners are to be benefited by this question bank and it has to be given well in advance.	The principal and the Head of all Departments and staff members.
2	Organizing FDP in collaboration with TCS	<ul style="list-style-type: none">• The Heads of CSE and IT department discussed their idea of conducting an FDP in collaboration with TCS for faculty members.• The topics discussed for FDP included Big Data, Real Time Operating System, Soft Computing and Knowledge Management.• It has been decided to conduct on any one of the topics before December 2013.	The principal, the Head of all Departments and Exam cell coordinator
3.	MoU with Government Agencies	<ul style="list-style-type: none">• The Principal informed about the MoU signed with Government Agencies and he emphasized to undertake research projects in collaboration with Government Research Establishments like CSIR and even students can utilize it.	The Principal and the Head of all Departments and staff members

4.	Personality Development Programmes	<ul style="list-style-type: none"> • The TAP cell coordinator presented a report on the activities conducted and planned. • The committee suggested to conduct personality development programmes to students through the Department of Business Administration. • Personality Development Programmes to include GD, Leadership Skills, Soft Skill Development, Team Spirit and Self Concept. 	The Principal, Director / SIMS and Head of all Departments
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- The department of Library in association with the IQAC cell decided to conduct an author workshop on 18th December 2013.
- The committee congratulated for securing 130 University ranks and to excel with more number of university ranks in the coming years.
- The team also said that from 2015 batch onwards University ranks will be declared from all over colleges in Tamil Nadu and the students to be trained accordingly.
- The committee suggested to strengthen the Alumni interaction and to conduct regular alumni meets.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of May 2014.


IQAC Coordinator


PRINCIPAL