



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



IQAC – Meeting

Minutes of the IQAC Meeting held on 04/03/2021 at Sri Lakshmi Board Room, Sri Sairam Engineering College.

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. Mr. S. Naresh Raj/ CIO- Sairam Institutions
5. Dr. T. K. Subramaniam, Member/ Prof-Physics
6. Dr. K. Parvatham, Member / Prof- Maths
7. Dr. B. Meenakshi, Member / Prof-EEE
8. Dr. V. R. Kanagavalli, Member /Asso. Prof- S&H
9. Dr. S. Arunprasad, Member/ Asso. Prof- Production
10. Ms. M. Methini/AP/ICE
11. Mr. V. Raviraj, Member /AP-Mechanical Engg
12. Mrs. V. K. G. KalaiSelvi, Member/ AP- IT
13. Mr. K. Mohanraj, Member, AP/ ICE
14. Mrs. S. Durga Devi, Member, AP/E&I
15. Mr. S. Sivakumar, Member, AP/ Civil
16. Dr. N. Sivakami, Senior Admin Officer/ Librarian

Dr. A. Rajendra Prasad Member Secretary/ Principal welcomed the members of IQAC and the following points were discussed.

Agenda Number	Details
IQAC/2021.21.01	Approval of the Minutes of 20 th meeting (held on 21 st , September, 2020) and ATR is placed before the members for the approval.

	<p>Minutes of 20th Meeting and ATR is placed before the council for confirmation.</p> <p>RESOLVED to approve the minutes of the 20th IQAC meeting and the ATR.</p>
IQAC/2021.21.02	<p>Submission of compliance report to NBA web portal for extension of Accreditation status to the Departments of CSE, EEE, E&I, IT and Mechanical.</p> <p>The accreditation for CSE, EEE, E&I, IT and Mechanical is valid up to 30-06-2021.</p> <p>The target date for compliance report submission to NBA web portal for CSE, EEE, E&I, IT and Mechanical is fixed as 31st, March 2021.</p> <p>RESOLVED to approve the target date fixed for submission of compliance report to NBA web portal.</p>
IQAC/2021.21.03	<p>Submission of AQAR for the academic year 2017-18.</p> <p>The AQAR submission for the academic year 2017-18 is extended up to 31st, May 2021.</p> <p>The target date fixed for data submission by all departments to IQAC for AQAR submission is 16th April 2021.</p> <p>RESOLVED to approve the target date fixed for submission of AQAR for the academic year 2017-18.</p>
IQAC/2021.21.04	<p>Preparation for NAAC sponsored seminar to be held in the month of July, 2021.</p> <p>A proposal has been submitted to NAAC to conduct a seminar with financial assistance and it has been approved. The theme of the seminar is Revised accreditation Framework for Quality enhancement in Higher Educational Institutes and the date of the seminar is 14-07-2021 and 15-07-2021. It has been decided to have four sessions on a day and to identify suitable resource persons.</p> <p>RESOLVED to approve the suggestions and accept the congratulations of the members for obtaining a seminar with grant.</p>
IQAC/2021.21.05	<p>Examination pattern for I Semester UG (2020-2024 batch).</p> <p>It has been decided to conduct CAT III and End Semester examination(Theory and Practical's) for I Semesters</p>

	<p>UGstudents offline. The pattern of the question paper is 30 questions(MCQ) with one mark each, 15 questions (MCQ) with two marks each and one descriptive question(either or type) with 20 marks.</p> <p>RESOLVED to approve the mode of conduct of examination and the pattern of question paper.</p>
IQAC/2021.21.06	<p>Academic calendar for the even semester of the academic year 2020-2021. (IV, VI and VIII Semesters)</p> <p>The last working day for VIII semester students has been decided as April 30th, May 2021 and for IV and VI semesters as 29th May, 2021. The practical examinations are scheduled on 3rd May, 2021(VIII Semester) and 29th May, 2021(IV and VI Semesters). The theory examinations start on 7th May,2021 for final semester and 7th June, 2021 for IV and VI Semesters. The mode of examination is offline.</p> <p>RESOLVED to approve the academic calendar for the even semester of the academic year 2020-2021.</p>
IQAC/2021.21.07	<p>Precautions to be undertaken for COVID during offline classes</p> <p>It has been decided to prepare a brochure regarding the SOP to be followed for the prevention of COVID 19 during offline classes and disseminate the same to the students in addition to the sanitizer kept in all corridors.</p> <p>RESOLVED to approve the preparation of brochureregarding the SOP to be followed for the prevention of COVID 19 during offline classes.</p>
IQAC/2021.21.08	<p>Any other matter with the permission of the chair.</p> <p>It has been decided to conduct the academic audit with external auditors for all departments during March, 2021.</p> <p>RESOLVED to approve the conduct of the academic audit with external auditors.</p>

The vote of thanks was delivered by Dr. J.Raja Co-coordinator of IQAC. The next meeting is tentatively scheduled during the month of May, 2021.


IQAC Coordinator


PRINCIPAL