



Sri

SAI RAM ENGINEERING COLLEGE

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi

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Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairam.edu.in



Meeting No. 22

Date: 29.06.2021

Minutes of the 22nd IQAC Meeting held on 29-06-2021 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. 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. Dr. S. Arunprasad, Member/ Asso. Prof- Production
9. Ms. M. Methini/AP/ICE
10. Mr. V. Raviraj, Member /AP-Mechanical Engg
11. Mrs. V. K. G. KalaiSelvi, Member/ AP- IT
12. Mr. K. Mohanraj, Member, AP/ ICE
13. Mrs. S. Durga Devi, Member, AP/E&I
14. Mr. S. Sivakumar, Member, AP/ Civil
15. 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/2021.22.01	<p>Approval of the Minutes of 21st meeting (held on 4th March 2021) and ATR is placed before the members for the approval.</p> <p>RESOLVED to approve the minutes of the 21th IQAC meeting and the ATR.</p>

IQAC/2021.22.02	<p>Formation of various committees for the conduct of NAAC sponsored seminar.</p> <p>The various committees such as sending the Zoom link to the registered participants and resource persons, Invitation for inaugural and valedictory, Master of ceremony for inaugural, sessions and valedictory, coordinating with the resource persons before the sessions, Feedback collection, preparing the proceedings and settlement of accounts were formed and the work distributed among the IQAC members.</p> <p>RESOLVED to approve the various committees formed for the smooth conduct of NAAC sponsored seminar on 14th and 15th July, 2021 through Zoom platform.</p>
IQAC/2021.22.03	<p>Conduct of Practical and theory end semester examinations(online mode) for II, IV and VI semesters for the academic year 2020-21.</p> <p>It was decided to conduct the examinations(online mode) as per the published academic schedule in the month of July, 2021.</p> <p>Any deviations in the date and mode of conduct of examinations are accepted as per the guidelines of the Government due to the COVID pandemic.</p> <p>RESOLVED to approve the decision taken for the conduct of theory and practical examinations through online mode.</p>
IQAC/2021.22.04	<p>Declaration of results for final year (VIII semester) end semester examinations.</p> <p>The members reviewed the item and the tentative date for publishing the results for the final semester students was fixed as fourth week of July 2021.</p> <p>Dr. J. Raja, Dean academics suggested to publish the results at the earliest as few of the students are having admission letters from universities abroad and many students are ready with their appointment letter and joining dates.</p> <p>RESOLVED to approve the publication of final semester results during the fourth week of July 2021.</p>

IQAC/2021.22.05	<p>Reopening dates for the ODD semester of the academic year 2021-2022.</p> <p>It was decided to reopen in the first week of August, 2021 for V, VII semesters and in the third week of August, 2021 for III semester. The classes will be in online mode as per the instruction of the government.</p> <p>RESOLVED to approve the reopening dates for the ODD semester of the academic year 2021-2022.</p>
IQAC/2021.22.06	<p>Inaugural of the department association activities and the conduct of events under the registered society such as CSI, IEEE etc.,</p> <p>It was decided to conduct the department association activities through online mode in the month of September, 2021 or October, 2021.</p> <p>It was suggested to increase the number of activities through student chapters for creating an awareness to become members of student chapters.</p> <p>RESOLVED to approve the conduct of department association activities through online mode.</p>
IQAC/2021.22.07	<p>Composition of new IQAC members from the academic year 2021-2022.</p> <p>It has been decided to reframe the IQAC members as few of the members tenure of three years is completed.</p> <p>RESOLVED to approve the formation of new IQAC members for the academic year 2021-2022. The members will hold the post for two academic years as per new guidelines of NAAC.</p>
IQAC/2021.22.08	<p>Question paper scrutinizing for Continuous assessment tests (CAT).</p> <p>The course moderators of various courses were assigned to check the responsibility of scrutinizing the question papers (checking the knowledge level, usage of correct blooms taxonomy verbs, Course Outcomes, CO distribution) for CAT and submit the report to CoE office.</p> <p>RESOLVED to approve the Question paper scrutinizing for Continuous assessment tests by Course Moderators.</p>

IQAC/2021.22.09	<p>Submission of the report of PAC, DAB and BoS meetings by the academic departments to IQAC office.</p> <p>All academic departments were instructed to submit a copy of the Agenda, Minutes and ATR of the PAC, DAB and BoS meetings to IQAC office.</p> <p>RESOLVED to approve the submission of PAC, DAB and BoS meeting details to IQAC office.</p>
IQAC/2021.22.10	<p>Submission of data to Smart and clean campus award, ARIIA, AICTE-CII and NIRF.</p> <p>The HoDs and faculty were requested to give inputs to improve the ranking. The IQAC coordinator motivated the faculty to increase the number of publications in Web of Science and Scopus indexed journals.</p> <p>The committee encouraged to submit the data for awards and rankings and conveyed the wishes to get awards and improve in NIRF ranking.</p> <p>RESOLVED to accept the appreciations of the committee members for submitting the data to rankings and awards.</p>
IQAC/2021.22.11	<p>Any other matter with the permission of the chair.</p> <ol style="list-style-type: none"> 1. The committee suggested to conduct webinars on implementation of NEP 2020. 2. The principal appreciated the IQAC team for conducting the academic audit successfully.

The vote of thanks was delivered by Dr. K. Maran Coordinator of IQAC. The next meeting is tentatively scheduled during the month of October, 2021.


IQAC Coordinator


PRINCIPAL