



Sri

SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)

Sai Leo Nagar, West Tambaram, Chennai – 44



INTERNAL QUALITY ASSURANCE CELL

SEC/Circular/IQAC/2018-19/Meeting 13

Date: 11/07/2018

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 18th July 2018 at 02.00 p.m. in the A V. Hall, Sri Sairam Engineering College. The members are requested to make it convenient to attend the meeting.

Agenda:

- Activities for the odd semester 2018-2019.
- Departmental symposiums
- Formation of a committee to monitor workshops, conferences, symposiums, FDP etc.,
- Club activities for the academic year 2018-2019
- Activities of TAP cell
- Up gradation of ISO 9001: 2015 standards
- Any other matter

Thanking you,

Yours faithfully,


11/07/18
IQAC Coordinator

Copy to : CEO

Principal

All members



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INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

Meeting No.:13

Date:18.07.2018

The minutes of the 13th IQAC meeting was held on 18/07/2018 at 2.00 p.m in the A.V hall.

The following Members were present:

Dr.C.V.Jayakumar, Chair Person
Mr.Saiprakash LeoMuthu, Management Member
Mr. Thambidurai
Mr.N.Lakshmi Narasimhan
Mr.P.Thirunavukkarasu
Mr. A. Veeraiyan
Dr.K.Maran
Dr. L. Arunachalam
Dr.A. Rajendra Prasad
Dr. T. Sheela
Dr. S.Ramakrishnan
Dr. K.Renganathan
Dr. U.Tamilarasan
Dr. B. Latha
Dr.T.Porselvi
Ms.T.Mangayarkarasi
Mr.S. Kandasamy
Ms.J.Vijayalakshmi
Ms.A.R. Rajini
Mr. Srivatsan Sridharan
Ms.K.Rajeshwari
Dr.J.Raja , IQAC Coordinator

The IQAC coordinator welcomed the members and the minutes of the meeting held on 11/01/2018 were confirmed.

It was decided to have the same members for IQAC for the academic year 2018-2019.

A sub committee of IQAC with the following members has been formed as Quality Monitoring Cell

Dr. K.Renganathan
Ms.T.Mangayarkarasi
Ms.J.Vijayalakshmi

The above members will monitor the conferences, symposia, FDP, STTP and workshop conducted in our department / college. The sub committee shall submit a brief report on the conduct of the above events to IQAC.

The Principal presented to the committee members that CSE and IT department has bagged the Best Industry linked Institution award in the AICTE-CII survey 2017. The Committee congratulated the Head of the department of CSE and IT for bagging the same.

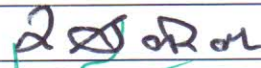


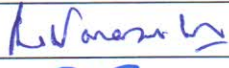



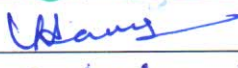



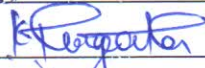
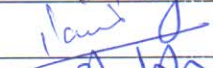
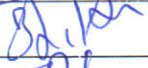








S.No.	Subject / Issue	Outcome of Discussion	Action to be taken
1	ODD semester 2018-19 Activities	<ul style="list-style-type: none">• The academic planner for the ODD semester was kept for approval by the committee. The members suggested not having any deviations in the dates mentioned, unless or otherwise it is beyond control.• Faculty handling I semester classes to prepare the lesson plan in accordance with the scheduled number of working days as there was difficulty faced in completing the syllabus during the academic year 2017-18.• It is also anticipated that due to online counseling the induction of first years may get delayed.• It is also decided to disburse the scholarship to higher semester students on the induction day.	Head of all the Departments and faculty members
2	Conduct of Departmental symposiums.	<ul style="list-style-type: none">• All technical symposiums for students to be completed by the first week of September.• The events conducted in the symposium should of good quality and it should be planned well in advance.	The Head of the Departments and coordinators of the respective events.

3	Formation of Quality Monitoring Cell	<ul style="list-style-type: none"> • Before the conduct of any event, the college / department coordinators should present the tentative plan to the monitoring committee. • The committee shall go through the plan of the symposium, conferences etc., conducted by all departments • The committee shall submit the overall report to IQAC. 	Quality Monitoring Cell members.
4	Activities of the club	<ul style="list-style-type: none"> • It has been decided to put a stall in the name of each club on Induction day. • The club coordinators to plan the exhibit for the stall. • It is also decided to conduct only hands on sessions as the activity of a club. • The student coordinator and the team lead to plan the events conducted for the current academic year and submit the same to the overall coordinator. 	The Principal and Team leads of the club.
5	Activities of TAP cell	<ul style="list-style-type: none"> • The skill rack hour scheduled in the time table for second and third year students to be utilized in an effective way. • The TAP cell to try for more core company placements. • The percentage of students placed has to be improved and suitable training has to be identified. 	Dean (TAP Cell) and Department placement coordinators.
6	Upgradation of ISO 9001: 2015 standards	<ul style="list-style-type: none"> • The tentative dates for the conduct of Internal audit and MRM with the new standards is planned to be conducted during this semester. • It was decided to conduct the recertification audit by the end of August 2018. 	ISO Coordinator and all faculty members

The Principal briefly described about the forthcoming NBA committee visit to the departments of CSE, IT and Mechanical. The respective heads of the departments briefly presented their preparations for the forthcoming NBA committee visit and the IQAC members gave their suggestions.

The Principal thanked the departments of Civil, E&I and EEE for their cooperation during the NBA visit held from 29th June 2018 to 1st July 2018.

The Chair Person concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of December 2018.

S.No.	Name	Signature
1.	Mr. Saiprakash LeoMuthu	
2.	Dr.C.V.Jayakumar	
3.	Mr. Thambidurai	
4.	Mr.N.Lakshmi Narasimhan	
5.	Mr.P.Thirunavukkarasu	
6.	Mr. A. Veeraiyan	
7.	Dr.K.Maran	
8.	Dr. L. Arunachalam	
9.	Dr.A. Rajendra Prasad	
10.	Dr. T. Sheela	
11.	Dr. S.Ramakrishnan	
12.	Dr. K.Renganathan	
13.	Dr. U.Tamilarasan	
14.	Dr. B. Latha	
15.	Dr.T.Porselvi	
16.	Ms.T.Mangayarkarasi	
17.	Mr.S. Kandasamy	
18.	Ms.J.Vijayalakshmi	
19.	Ms.A.R. Rajini	
20.	Ms.K.Rajeshwari	
21.	Mr. Srivatsan Sridharan	
22.	Dr.J.Raja	


18/07/18
IQAC Coordinator


Principal



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Action taken report of the 13th IQAC meeting held on 18.07.18

S.No	Item	Action taken
1.	<p>ODD semester -2018-19 Activities</p> <p>The academic planner for the ODD semester was kept for approval by the committee. The members suggested not having any deviations in the dates mentioned, unless or otherwise it is beyond control.</p> <p>Faculty handling I semester classes to prepare the lesson plan in accordance with the scheduled number of working days as there was difficulty faced in completing the syllabus during the academic year 2017-18.</p> <p>It is also anticipated that due to online counseling the induction of first years may get delayed.</p> <p>It is also decided to disburse the scholarship to higher semester students on the induction day</p>	<p>The point was well taken</p> <p>A course coordinator was appointed for all courses in the first year to coordinate the staff handling all sections of the first year.</p> <p>The Induction day was held on 23.08.2018 and the merit scholarship worth Rs. 20,75,000/- was distributed to 248 students.</p>
2.	<p>Conduct of Departmental symposiums</p> <p>All technical symposiums for students to be completed by the first week of September.</p> <p>The events conducted in the symposium should of good quality and it should be planned well in advance.</p>	<p>All Department Symposiums were conducted as per academic planner.</p>
3.	<p>Formation of Quality Monitoring Cell</p> <p>Before the conduct of any event, the college / department coordinators should present the tentative plan to the monitoring committee.</p> <p>The committee shall go through the plan of the symposium, conferences etc., conducted by all departments.</p> <p>The committee shall submit the overall report to IQAC.</p>	<p>Quality Monitoring cell was formed and report submitted to IQAC by the members of the monitoring cell.</p>

4	<p>Activities of the club</p> <p>It has been decided to put a stall in the name of each club on Induction day.</p> <p>The club coordinators to plan the exhibit for the stall.</p> <p>It is also decided to conduct only hands on sessions as the activity of a club.</p> <p>The student coordinator and the team lead to plan the events conducted for the current academic year and submit the same to the overall coordinator.</p>	<p>Stall was set by each club and the parents and students visited the hall during the induction day.</p> <p>The point noted. A circular has been sent to all Club Leads to effect the item.</p>
5	<p>Activities of TAP cell</p> <p>The skill rack hour scheduled in the time table for second and third year students to be utilized in an effective way.</p> <p>The TAP cell to try for more core company placements. The percentage of students placed has to be improved and suitable training has to be identified.</p>	<p>Skill rack hour introduced for first years in the timetable and a report submitted for second and third year students about the utilization of the hours.</p> <p>AMCAT and PEGA training introduced for second and third year students.</p>
6	<p>Upgradation of ISO 9001: 2015 standards</p> <p>The tentative dates for the conduct of Internal audit and MRM with the new standards is planned during this semester.</p> <p>It was decided to conduct the recertification audit by the end of August 2018.</p>	<p>Internal Audit conducted on 25th and 26th July 2018. MRM conducted on 31.07.2018.</p> <p>Recertification audit was conducted on 13th and 14th of August 2018.</p>



IQAC Coordinator



PRINCIPAL