

Sri



## SAI RAM ENGINEERING COLLEGE

*Accredited by NBA and NAAC "A+"*

An ISO 9001:2015 Certified Institution

Sai Leo Nagar, West Tambaram, Chennai – 44

[www.sairam.edu.in](http://www.sairam.edu.in)



### 17<sup>th</sup> IQAC MEETING ON 14.08.2019 AGENDA

AGENDA No.	DETAILS
IQAC/2019.17.01	Approval of the Minutes of 16 <sup>th</sup> meeting (held on 9 <sup>th</sup> May, 2019) and ATR is placed before the members for the approval.
IQAC/2019.17.02	Readiness for UGC visits (autonomous status).
IQAC/2019.17.03	Readiness for NBA visits (Department of ECE).
IQAC/2019.17.04	Preparation of detailed lesson plan for the different courses.
IQAC/2019.17.05	Submission of question bank to exam cell for preparation of question papers for internal examination.
IQAC/2019.17.06	Any other matter with the permission of the chair.

  
IQAC COORDINATOR

  
PRINCIPAL

## MINUTES BOOK

A General Meeting / Meeting of the Board of Directors / Committee of the held on the

14<sup>th</sup>

day of August 2019

at Sri Sairam Engineering College

QUORUM

1. Mr. R. Sathish Kumar, Trustee ~~R. Sathish Kumar~~
2. Mr. P. Balasubramanian, Trustee ~~P. Balasubramanian~~
3. Dr. A. Rajendra prasad, Principal ~~A. Rajendra prasad~~
4. Dr. K. Maran, Director/SIMS, IQAC coordinator ~~Dr. K. Maran~~
5. Dr. J. Raja prof / ECE ~~Dr. J. Raja~~
6. Dr. T.K. Subramaniam prof / physics ~~Dr. T.K. Subramaniam~~
7. Dr. B. Meenakshi prof / EEE ~~Dr. B. Meenakshi~~
8. Dr. K. Parvatham prof / Maths ~~Dr. K. Parvatham~~
9. Ms. V. Kavitha Assoc. prof / CSE ~~Ms. V. Kavitha~~
10. Dr. V.R. Kanagavalli Assoc. prof / S&H ~~Dr. V.R. Kanagavalli~~

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
11. Mr. V. Ravi Raj Assoc. prof	V. Ravi Raj	
12. Ms. M. Methini AP / ECE	Methini	
13. Ms. V.K.G. Kalaiselvi AP / IT	Kalaiselvi	
14. Mr. S. Azunprasad Assoc. prof / prod.	S. Azunprasad	
15. Ms. S. Durgadevi AP / ECE	S. Durgadevi	
16. Mr. M. Anbu AP / civil	M. Anbu	
17. Mr. K. Mohanraj AP / ICE	K. Mohanraj	
18. Dr. L. Azunachalam Dean / TAP cell	Could not be present	
19. Dr. N. Sivakami Librarian	N. Sivakami	
20. Dr. P.K. Kumar Senior PD	P.K. Kumar	
21. Mr. R. Thambidurai Manager	Could not be present	
22. Mr. N. Rakesh Final year / ECE	N. Rakesh	

Minutes of the IQAC meeting held on 14/8/2019 at 10.00 am in A.V hall, Sri Sairam Engineering College.

The IQAC coordinator, Dr. K. Maran welcomed the members.

Agenda Number

Details

IQAC / 2019.17.01 Approval of the minutes of the 16<sup>th</sup> meeting (held on 9/5/19) and ATR is placed before the members for approval.

RESOLVED to approve the minutes of the 16<sup>th</sup> IQAC meeting (held on 9/5/19) and the ATR.

MINUTES BOOK



**Sri Sai Ram Engineering College, Chennai -44**

**17<sup>th</sup> IQAC – Meeting**

**Minutes of the IQAC Meeting held on 14/08/2019 at A. V. Hall in Sri Sai Ram Engineering College, Chennai – 44 for the internal members.**

**Members Present:**

1. Mr. R. Sathish Kumar, Trustee
2. Mr. P. Balasubramanian, Trustee
3. Dr. A. Rajendra Prasad, Member Secretary/ Principal
4. Dr. K. Maran, Coordinator/ Director
5. Dr. J. Raja, Co Coordinator/ Prof – ECE
6. Dr. T. K. Subramaniam, Member/ Prof-Physics
7. Dr. K. Parvatham, Member / Prof- Maths
8. Mrs. V. Kavitha, Member/ Asso. Prof-CSE
9. Dr. B. Meenakshi, Member / Prof-EEE
10. Dr. V. R. Kanagavalli, Member /Asso. Prof- S&H
11. Mr. V. Raviraj, Member /AP-Mechanical Engg
12. Mrs. M. Methini, Member, /AP- ECE
13. Mrs. V. K. G. Kalai Selvi, Member/ AP- IT
14. Mr. S. Arunprasad, Member/ Asso. Prof- Production
15. Mr. K. Mohanraj, Member, AP/ ICE
16. Mr. M. Anbu, Member /AP- Civil
17. Mrs. S. Durga Devi, Member, AP/E&I
18. Dr. N. Sivakami, Senior Admin Officer/ Librarian
19. Mr. P. K. Kumar, Senior Admin Officer/ PED
20. Mr. N. Rakesh, Final Year/ECE

**The following members could not be present:**

1. Mr. R. Thambidurai, Senior Admin Officer/ Manager, SSEC
2. Dr. L. Arunachalam, Senior Admin Officer/ Dean – TAP Cell

The IQAC coordinator, Dr. K. Maran welcomed the members.

Agenda Number	Details
IQAC/2019.17.01	Approval of the Minutes of 16 <sup>th</sup> meeting (held on 9 <sup>th</sup> May, 2019) and ATR is placed before the members for the approval. <b>RESOLVED to approve the minutes of the 16<sup>th</sup> IQAC meeting (held on 9<sup>th</sup> May, 2019) and the ATR.</b>
IQAC/2019.17.02	Readiness for UGC visits (autonomous status).  <b>The UGC Committee for autonomous status is scheduled to visit on 13<sup>th</sup> and 14<sup>th</sup> of September 2019.</b> <b>The Mock team will visit on 24<sup>th</sup> August 2019 for verification of files.</b>
IQAC/2019.17.03	Readiness for NBA visits (Department of ECE). <b>The NBA team is expected to visit in the fourth week of September, 2019 or first week of October, 2019.</b>
IQAC/2019.17.04	Preparation of detailed lesson plan for the different courses. <b>RESOLVED to approve that the detailed lesson plan for all courses to be uniformly followed in a table format consisting of date of plan and specific instructional objective.</b>
IQAC/2019.17.05	Submission of question bank to exam cell for preparation of question papers for internal examination. <b>RESOLVED to prepare a question bank consisting of 15 questions for Part A and Part B with 5 easy, 5 medium and 5 tough questions and three questions for Part C of application oriented and submit to exam cell for internal exams question paper preparation.</b>
IQAC/2019.17.06	Any other matter with the permission of the chair.  <ul style="list-style-type: none"><li>• The Principal said that as per 2017 regulation of Anna University one 2 credit course and two 1 credit course can</li></ul>

	<p>be introduced in the the sixth semester so that the total credits for each student will be 178+2. For introducing in the 6<sup>th</sup> Semester approval to be obtained from Anna University in the 3<sup>rd</sup> Semester and Anna University will conduct the end semester examinations.</p> <ul style="list-style-type: none"> <li>• Dr. K. Maran/ IQAC coordinator suggested that value added courses can be introduced and experts from industry may be invited to give lectures and the service of the Industry person from the BOS can be utilised by the departments.</li> <li>• The Principal said that every staff should have publication in Scopus Indexed journal and it is mandatory for every department to conduct one National/International conference with funding.</li> <li>• The Principal also informed that 20 students from Sri Sairam Engineering College <sup>has</sup> applied for internship in universities outside India.</li> <li>• Dr. K. Maran explained the importance of chapter contribution and book publications and insisted that all department faculties have to contribute for it.</li> </ul>
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The vote of thanks was delivered by Dr.A. Rajendra Prasad, Member Secretary/Principal and the next meeting is scheduled in the month of November 2019.

IQAC Coordinator

PRINCIPAL





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Action taken report of the 17<sup>th</sup> IQAC meeting held on 14.08.19.

S.No	Item	Action taken
1.	Readiness for UGC visits (autonomous status).	UGC Committee visited on 13 <sup>th</sup> and 14 <sup>th</sup> of September 2019. Autonomous status granted to Sri Sairam Engineering College.
2.	Readiness for NBA visits (Department of ECE).	NBA team is expected to visit on 11 <sup>th</sup> and 12 <sup>th</sup> January, 2020.
3.	Preparation of detailed lesson plan for the different courses.	Lesson plan prepared for odd semester (2019-20) in table format consisting of date of plan and specific instructional objective.
4	Submission of question bank to exam cell for preparation of question papers for internal examination.	Question bank consisting of 15 questions for Part A and Part B with 5 easy, 5 medium and 5 tough questions and three questions for Part C of application oriented prepared and submitted to exam cell for internal examination question paper preparation.
5	Introduction of value added courses and experts from industry to take classes for the courses.	Will be implemented in the academic year 2020-21 under Autonomous status.
6	Students from Sri Sairam Engineering College to apply for International internship in universities outside India.	Students completed International Internship at Universiti Teknologi, PETRONAS, Malaysia

  
IQAC Coordinator

  
PRINCIPAL