

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



14th IQAC MEETING ON 27.12.2018

AGENDA

AGENDA NO.	DETAILS
IQAC/2018.14.01	Minutes of 13 th meeting (held on 18 th July, 2018) and ATR is placed before the members for the approval.
IQAC/2018.14.02	Fixing the role of IQAC in the activities of the even semester
IQAC/2018.14.03	Any other business under the purview of IQAC


IQAC Coordinator


PRINCIPAL

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IQAC – Meeting

Meeting No.:14

Date: 27.12.2018

Minutes of the IQAC Meeting held on 27/12/2018 at A. V. Hall in Sri Sai Ram Engineering College, Chennai - 44

Members Present:

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

The following members could not be present

1. Dr. L. Arunachalam, Senior Admin Officer/ Dean-TAP Cell

2. Mr. S. Rengaraj, Alumni/ Technical Staff- ZOHO
3. Mr. Panchatcharam, Local Society Member/ VAO
4. Mr. N. LakshmiNarasimhan, Industrialist/ Manager- Brakes India Ltd.,
5. Mr. N. Karthikeyan, Industrialist/ AE –Greater Chennai Corporation
6. Mr. Mutaharameen, Parent/ Manager – Southern Lube Equipment
7. Mr. S. Iniyan, Member/ Student

The Member Secretary and the Principal Dr. C.V. Jayakumar welcomed the members of IQAC. He thanked the faculty members for the cooperation extended during the NAAC first cycle and the support rendered by the management. He also wished that we should aim for A++ in the second cycle.

Dr. K. Maran, the coordinator emphasized on the necessity of quality activities in the institution for the overall and continuous improvement. He suggested reviewing the difficulties and shortcomings experienced during the first cycle of the NAAC accreditation and during the NBA accreditation process. It was suggested that these shortcomings should be strengthened during the second cycle.

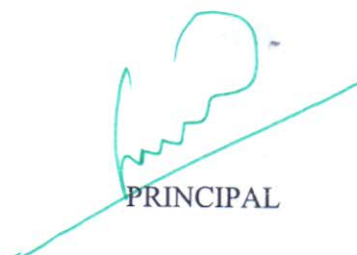
Agenda Number	Details
IQAC/2018.14.01	Minutes of 13 th meeting (held on 18 th July, 2018) and ATR is placed before the members for the approval. RESOLVED to approve the minutes of the 13th IQAC meeting (held on 18th July, 2018) and the ATR.
IQAC/2018.14.02	Fixing the role of IQAC in the activities of the even semester RESOLVED to submit the activities and minutes of the meeting of the various committees to the IQAC every month. Further RESOLVED to submit the budget proposal, brochure & invitation to IQAC by the departments conducting seminar / workshops/FDP/STTP etc.,
IQAC/2018.14.03	Any other business under the purview of IQAC • RESOLVED to conduct a training on computer literacy for

	<p>non-teaching office staff in the month of February 2019.</p> <ul style="list-style-type: none"> • RESOLVED to conduct a one day workshop on OBE for faculty members in the month of January 2019. • RESOLVED to appreciate the staff members who have not availed 25% of the CL (4 days) from Jan 2018 to Dec 2018. • RESOLVED to conduct FDP for a minimum of 5 days , 7 days & 14 days. • RESOLVED to apply for funding to AICTE/ISTE and other funding agencies to conduct one refresher course by each department. • RESOLVED to increase the number of publications in Scopus/ Web of Science indexed journals and to work for more number of patents. • RESOLVED to increase the number of funded projects to motivate the students from second year onwards to go for socially relevant projects • RESOLVED to exhibit the working models of projects in the Innovation lab. • RESOLVED to encourage students to undergo internship in IIT/NIT/Globally reputed universities. The mismatch of academic schedule of Anna University with other institutions was discussed and resolved to allow students with special schedule on case to case basis. • RESOLVED to motivate faculty members for chapter contribution in books. • RESOLVED to get a feedback from students regarding the issue of question bank to students. • RESOLVED to print Course Outcomes (CO) in the unit tests and model exam question papers and the format of printing the CO mapping with the questions has to be modified.
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





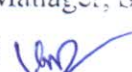
	<ul style="list-style-type: none"> • RESOLVED to conduct a National level Sports Meet to inculcate and enhance the sportsmanship of the student community. • RESOLVED to conduct National and international level cultural events in the campus • RESOLVED to increase the number of certificate/ diploma programs offered by our Institution. It is suggested to conduct the diploma courses during all Saturdays in an academic year. • RESOLVED to conduct a National level Techno fest (SAITECHFEST) annually in the campus for three days in a grand scale, as a SAIRAM brand event. The event will involve all the departments. • FURTHER RESOLVED to revise the criteria coordinators and department NAAC coordinators.
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The vote of thanks was delivered by the co coordinator Dr. J. Raja and the next meeting is scheduled in the month of March 2019


IQAC Coordinator


PRINCIPAL

Members Present:

1. Mr. R. Sathish Kumar, Management Representative/ Trustee 
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21. ~~Dr.~~ P. K. Kumar, Senior Admin Officer/ PED 

Sri Sai Ram Engineering College,

Chennai -44

Action taken report of the 14th IQAC meeting held on 27.12.18.

S.No	Item	Action taken
1	Fixing the role of IQAC in the activities of the even semester	Budget proposals, planning, brochure and invitation of FDP/STTP/Workshop/Seminar were routed through IQAC by all departments. Minutes of meeting of various committee meetings in the Institutions are marked with a copy to IQAC.
2	Conduct of computer literacy training program for office staff.	Training program conducted for office staff on 25.01.2019.
3	Conduct of FDP for faculty teaching faculty.	FDP on "Outcome Based Education" conducted for teaching faculty on 05.04.2019.
4	To appreciate the staff members who have not availed 25% of the CL (4 days) from Jan 2018 to Dec 2018.	Circular sent by HOI appreciating the staff members.
5	Conduct of FDP for a minimum of 5 days , 7 days & 14 days.	The points were well taken by the Heads of the Departments.
6	Conduct of refresher course by departments through funding from Government bodies.	The points were well taken by the Heads of the Departments.
7	Increase in the number of publications in Scopus/ Web of Science indexed journals and to work for more number of patents	The points were well taken by the Heads of the Departments. A committee has been constituted to guide the faculty and thereby increasing the number of patents.
8	To increase the number of funded projects to and to apply for socially relevant projects	The points were well taken by the Heads of the Departments
9	To exhibit the working models of projects in the Innovation lab.	Working models are exhibited in Innovation lab.

S.No	Item	Action taken
10	To encourage students to undergo internship in IIT/NIT/Globally reputed universities.	The points were well taken by the Heads of the Departments
11	To motivate faculty members for chapter contribution.	The points were well taken by the Heads of the Departments.
12	To print Course Outcomes (CO) in the unit test and model exam question paper and the format of printing the CO-PO mapping has to be changed	CO printed in the question paper of Internal Examinations and the format of printing CO-PO mapping has been changed.
13	Conduct of a National level Sports Meet.	The points were well taken by the Physical Director.
14	To decide on the criteria coordinators and department NAAC coordinators for submission of AQAR.	A committee has been framed.
15	To increase the number of certificate/ diploma programmes offered by the institution.	The points were well taken by the Heads of the Departments. It was decided to conduct the diploma courses utilizing the Saturdays of the week.
16	To conduct a National level Techno fest (SAITECHFEST) annually in the campus for three days in a grand scale, as a SAIRAM brand event with the involvement of all departments.	The points were well taken by the Heads of the Departments.


IQAC Coordinator


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