



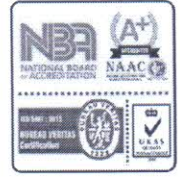
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## SAI RAM ENGINEERING COLLEGE

Accredited by NBA and NAAC "A+"

An ISO 9001:2015 Certified Institution

Sai Leo Nagar, West Tambaram, Chennai – 44.



### 18<sup>th</sup> IQAC MEETING

24.12.2019

### AGENDA

AGENDA NO.	DETAILS
IQAC/2019.18.01	Approval of the Minutes of 17 <sup>th</sup> meeting (held on 14 <sup>th</sup> August, 2019) and ATR is placed before the members for the approval.
IQAC/2019.18.02	Academic Schedule for the Even semester (2019-20)
IQAC/2019.18.03	Preparations towards NBA visit (Department of ECE).
IQAC/2019.18.04	Preparation for implementation of Autonomous status.
IQAC/2019.18.05	Implementation of Sustainable Development Goals (SDG) in Sri Sairam Engineering College.
IQAC/2019.18.06	Submission of Annual Quality Assurance Report (AQAR) to NAAC.
IQAC/2019.18.07	Any other matter with the permission of the chair.

IQAC COORDINATOR

PRINCIPAL

# MINUTES BOOK

IRAC Meeting No. 18

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

24<sup>th</sup> day of December 2019 at Sai Saram Engineering College

## QUORUM

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|--|--|
| 1. Mr. R. Sathish Kumar, Trustee                 | 6. Mr. N. Lakshmi Narayanan, Co-Ordinator    |
| 2. Mr. P. Balasubramanian, Trustee               | 7. Mr. S. Swaminathan, Sr. Manager, Carriage |
| 3. Dr. A. Rajendra Prasad, Principal             | 8. Mr. Muthukumar, Assoc. Manager, Sewer     |
| 4. Dr. K. Maran, Director/IRAC, IASD coordinator | 9. Mr. Parvath Charam, VAO, Perambalur       |
| 5. Dr. J. Raja, HOD/ECE, coordinator             | 10. Mr. S. Rajasay, Zoho Corp. private Ltd.  |

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Director
11. Mr. N. Kasthikayan, AR/Grate Chemical Corporation		Kasthikayan
12. Dr. T. K. Subramanian, prof/physics		T.K.
13. Dr. B. Meenakshi, prof/EEE		B. Meenakshi
14. Dr. K. Parvatham, prof/Maths		K. Parvatham
15. Ms V. Kavitha, Assoc prof/CSE		V. Kavitha
16. Dr. V.R. Kanagavalli Assoc prof/Maths		Kanagavalli
17. Mr. V. Ravi Raj, Assoc prof/Mech.		V. Ravi Raj
18. Ms M. Methani AP/ECE		M. Methani
19. Ms V. K. Co. Kalaiselvi AP/IT		V. Kalaiselvi
20. Mr. S. Anuprasad Assoc. prof/Production		could not be present
21. Ms. S. Durga Devi AP/ECE		S. Durga Devi
22. Mr. K. Mohanraj AP/ICE		K. Mohanraj
23. Dr. L. Azharchalam Dean/Top cell		L. Azharchalam
24. Dr. N. Sivagani, Librarian		could not be present
25. Dr. P. K. Kumar, Physical Director		P. K. Kumar
26. Mr. R. Thambidurai, Manager		R. Thambidurai
27. Mr. N. Rakesh, Final year ECE student		N. Rakesh
28. Mrs. T. Vijayalaxshmi, Assoc Prof/IT		T. Vijayalaxshmi
29. M. Lakshmi, Vibra. Assistant		M. Lakshmi

Minutes of the IRAC meeting held on 24/12/2019 at IEDC cell in Sai Saram Engineering College, Chennai-44

The IRAC Co-ordinator Dr. K. Maran welcomed the members and made a ppt presentation related to the Specificed Agenda



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**www.sairam.edu.in**



**Meeting No.:18**

**Date: 24.12.2019**

**Minutes of the IQAC Meeting held on 24/12/2019 at IEDC cell in Sri Sai Ram Engineering College, Chennai –44.**

**Members Present:**

1. Mr. P. Balasubramaniam, Management Representative/ Trustee
2. Mr. R. Sathishkumar, Management Representative/ 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. Dr. B. Meenakshi, Member / Prof-EEE
9. Dr. V. R. Kanagavalli, Member /Asso. Prof- S&H
10. Mrs. V. Kavitha, Member/ Asso. Prof-CSE
11. Mr. V. Raviraj, Member /AP-Mechanical Engg
12. Mr. S. Arunprasad, Member/ Asso. Prof- Production
13. Mrs. V. K. G. KalaiSelvi, Member/ AP- IT
14. Mr. K. Mohanraj, Member, AP/ ICE
15. Dr. L. Arunachalam, Senior Admin Officer/ Dean – TAP Cell
16. Dr. N. Sivakami, Senior Admin Officer/ Librarian
17. Mr. R. Thambidurai, Senior Admin Officer/ Manager, SSEC
18. Mr. P. K. Kumar, Senior Admin Officer/ PED
19. Mr. N. LakshmiNarasimhan, Industrialist/ Manager- Brakes India Ltd.,
20. Mr. Mutahameen, Parent/ Manager – Southern Lube Equipment
21. Mr.KalyanaSundaram, Casagrand



- 22 Mr. N. Rakesh, Member/ Student  
 23 Mr. S. Rengaraj, Alumni/ Technical Staff- ZOHO  
 24 Mr. N. Karthikeyan, Industrialist/ AE –Greater Chennai Corporation  
 25 Mrs. S. Durga Devi, Member, AP/E&I

The following members could not be present:

1. Dr. N. Sivakami, Senior Admin Officer/ Librarian
2. Mr. S. Arunprasad, Member/ Asso. Prof- Production

The IQAC coordinator Dr. K. Maran welcomed the members and made a PPT presentation related to the specified Agenda.

Agenda Number	Details
IQAC/2019.18.01	<p>Approval of the Minutes of 17<sup>th</sup> meeting (held on 14<sup>th</sup> August, 2019) and ATR is placed before the members for the approval.</p> <p><b>Minutes of 17<sup>th</sup> Meeting and ATR is placed before the council for confirmation.</b></p> <p><b>RESOLVED to approve the minutes of the 17<sup>th</sup> IQAC meeting and the ATR.</b></p>
IQAC/2019.18.02	<p>Academic Schedule for the Even semester (2019-20)</p> <p><b>The academic schedule prepared for the even semester is submitted before the committee for approval.</b></p> <p><b>RESOLVED to accept the academic schedule from December 2019 to May 2020.</b></p>
IQAC/2019.18.03	<p>Preparations towards NBA visit (Department of ECE).</p> <p><b>The NBA team is scheduled to visit the Department of ECE on 11<sup>th</sup> and 12<sup>th</sup> January, 2020.</b></p> <p><b>RESOLVED to approve the readiness of files kept for the visit and to accept the wishes of the members for successfully getting certified with NBA for seven years.</b></p>

IQAC/2019.18.04	<p>Preparation for implementation of Autonomous status.</p> <p><b>RESOLVED to approve the Regulation and Syllabus prepared for autonomous status for the academic year 2020-21.</b></p> <p><b>RESOLVED to accept the suggestion given by Mr. N. Lakshmi Narasimhan to introduce courses that are in trend with the Industry.</b></p> <p><b>RESOLVED to accept the suggestion given by Mr. N. Lakshmi Narasimhan to introduce Social Engineering.</b></p> <p><b>RESOLVED to accept the suggestion given by Mr. N. Lakshmi Narasimhan that students plant trees when they get admission in the college and maintain it for four years and earn a credit for that.</b></p> <p><b>RESOLVED to accept the suggestion of introducing Comprehensive Viva-voce in the third year.</b></p> <p><b>FURTHER RESOLVED to accept the suggestion of all members to introduce more objective type questions in the examination rather than descriptive type.</b></p>
IQAC/2019.18.05	<p>Implementation of Sustainable Development Goals (SDG) in Sri Sairam Engineering College.</p> <p><b>RESOLVED to accept the appreciations of members for following and working towards SDG.</b></p>
IQAC/2019.18.06	<p>Submission of Annual Quality Assurance Report (AQAR) to NAAC.</p> <p><b>RESOLVED to approve the draft copy of AQAR to be submitted to NAAC.</b></p>
IQAC/2019.18.07	<p>Any other matter with the permission of the chair.</p> <p>Mr. S. Swaminathan suggested that every individual student may be given a chance to explain about the components of the equipment that he comes across frequently.</p> <p>Mr. N. Lakshmi Narasimhan suggested that allowing the students to talk make them competent in the subject.</p> <p>Mr. Muthahar Ameen suggested that students must be made to speak individually rather than giving importance to Group Discussions</p>

Dr. K. Maran said that individual talk is the next stage of Group discussions.

Mr. Muthahar Ameen suggested that mentors should train their mentees to improve the communication skills.

Mr. N. Karthikeyan suggested that newspaper reading habit must be cultivated among the students.

Mr. S. Rengaraj said that more exposure has to be given to the students in coding and they should be competent for the current industrial needs.

A sample questionnaire on Infrastructure and facilities to be assessed by the students was submitted before the committee for approval. The feedback on the questionnaire was collected from the committee. Unanimously all the members agreed that the questionnaire is good.

The vote of thanks was delivered by Dr. J. Raja Co-coordinator of IQAC.

  
IQAC Coordinator

  
PRINCIPAL