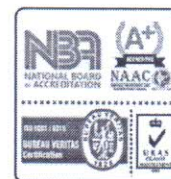


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Sai Leo Nagar, West Tambaram, Chennai – 44
www.sairam.edu.in



15th IQAC MEETING ON 25.03.2019

AGENDA

AGENDA NO.	DETAILS
IQAC/2019.15.01	Minutes of 14 th meeting (held on 27 th December, 2018) and ATR is placed before the members for the approval.
IQAC/2019.15.02	Submission of AQAR to NAAC
IQAC/2019.15.03	Any other business under the purview of IQAC


IQAC Coordinator


PRINCIPAL

25/3/19

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IQAC – Meeting

Meeting No.:15

Date:25.03.2019

Minutes of the IQAC Meeting held on 25/03/2019 at A. V. Hall in Sri Sai Ram Engineering College, Chennai – 44 for the Internal members.


Members Present:

1. Dr. C.V. Jayakumar, Member Secretary/ Principal
2. Dr. K. Maran, Coordinator/ Director - SIMS
3. Dr. J. Raja, Co Coordinator/ Prof-ECE
4. Dr. A. Rajendra Prasad, Parent/ Dean R&D
5. Dr. T. K. Subramaniam, Member/ Prof-Physics
6. Dr. K. Parvatham, Member / Prof- Maths
7. Dr. B. Meenakshi, Member / Prof-EEE
8. Dr. V. R. Kanagavalli, Member /Asso. Prof- S&H
9. Mrs. V. Kavitha, Member/ Asso. Prof-CSE
10. Mr. V. Raviraj, Member /AP-Mechanical Engg
11. Mr. S. Arunprasad, Member/ Asso. Prof- Production
12. Mrs. S. Durga Devi, Member, AP/E&I
13. Dr. N. Sivakami, Senior Admin Officer/ Librarian
14. Mr. R. Thambidurai, Senior Admin Officer/ Manager, SSEC
15. Mr. P. K. Kumar, Senior Admin Officer/ PED

The following HODs were special invitees for the meeting:

1. Dr. T. Sheela ,HOD/IT & Dran(Networking)
2. Dt. B. Latha, HOD/CSE
3. Dr. K. Renganathan, HOD/E&I
4. Dr. T. Porselvi, HOD/EEE
5. Prof. T. Mangayarkarasi, HOD/ICE
6. Dr. U. Tamilarasan, HOD/Production
7. Prof. S. Kandasamy HOD/Civil

The following members could not be present:

1. Mrs. M. Methini, Member, /AP- ECE (University lab Internal Examiner)
2. Mrs. V. K. G. Kalai Selvi, Member/ AP- IT (University lab Internal Examiner)
3. Mr. K. Mohanraj, Member, AP/ ICE (Class)
4. Mr. M. Anbu, Member /AP- Civil 
5. Dr. L. Arunachalam, Senior Admin Officer/ Dean – TAP Cell

The IQAC coordinator, Dr. K. Maran welcomed the Heads of the Departments and the members of IQAC.




He insisted that the purpose of the meeting of the HODs and IQAC internal members is mainly for preparing the documents for submission of AQAR to NAAC.

Agenda Number	Details
IQAC/2019.15.01	Minutes of 14 th meeting (held on 27 th December, 2018) and ATR is placed before the members for the approval. RESOLVED to approve the minutes of the 14th IQAC meeting (held on 27th December, 2018) and the ATR.
IQAC/2019.15.02	Submission of AQAR to NAAC RESOLVED to keep ready the draft copy of AQAR by the second week of June 2019.
IQAC/2019.15.03	Any other business under the purview of IQAC <ul style="list-style-type: none">• RESOLVED to publish papers based on final year students' project on UGC approved journals and all departments to submit the copy of the paper to IQAC coordinator on or before 1/4/2019.• RESOLVED that the author of the paper shall be staff, students, persons who guided the project from Industry and staff from foreign universities.• RESOLVED to publish papers in UGC Indexed Journals by S&H faculty.• RESOLVED to complete the conduct of FDP for the academic year 2018-19 on or before April, 2019 and the FDP to be a minimum of seven days or five days.• RESOLVED to submit to IQAC the Board of Studies, Minutes of Meeting of the Board of Studies and syllabus for the certificate courses conducted during the academic year 2018-19.

	<ul style="list-style-type: none"> • RESOLVED to choose at least two projects of final year students from each department to file for patents. • RESOLVED to increase the number of full time candidates for Research in the Research Departments of Mechanical and ECE. • RESOLVED that there can be chapter contributions from the following departments pooled together, <ol style="list-style-type: none"> 1. CSE & IT. 2. EEE, E&I& ICE. 3. Mechanical, Civil and Production. 4. ECE. 5. MBA. 6. S&H. • RESOLVED to submit to IQAC the list of MoUs with Industry and International University.
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The vote of thanks was delivered by Dr. C.V. Jayakumar, Member Secretary/Principal and the next meeting with Internal IQAC members to discuss about final year student projects as research papers is fixed on 1/4/2019.


IQAC Coordinator


PRINCIPAL 1/4/19



Members Present:

1. Dr. C.V. Jayakumar, Member Secretary/ Principal
2. Dr. K. Maran, Coordinator/ Director - SIMS
3. Dr. J. Raja, Co Coordinator/ Prof – ECE
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**Sri Sai Ram Engineering College,
Chennai -44**

Action taken report (ATR) of the 15th IQAC meeting held on 25.03.19.

S.No	Item	Action taken
1.	Submission of AQAR to NAAC	A committee is constituted for preparation of AQAR.
2.	Publication of papers in UGC approved journals.	CD containing the papers submitted to IQAC Coordinator for further process.
3.	Conduct of FDP for the academic year 2018-19 on or before April, 2019	The points were well taken by the Heads of the Departments and departments have completed the FDP.
4.	Submission of BOS minutes, syllabus for certificate courses to IQAC.	BOS and syllabus copy submitted to IQAC by departments.
5.	To file at least two patents from each department.	20 patents have been filed and our college has been nominated for award by Anna university for filing maximum number of patents.
6.	Chapter Contributions from the faculty are encouraged.	The points were well taken by the Heads of the Departments.
7.	Submission of the list of MoUs with Industry and International University.	12 MoUs has been executed.


IQAC Coordinator


PRINCIPAL