Sri
SAI RAM ENGINEERING COLLEGE
An Autonomous Institution | *Affiliated to Anna University & Approved by AICTE, New Delhi*
Accredited by ***NBA*** *and* ***NAAC "A+"*** | *An* ***ISO*** *9001:2015 Certified and MHRD* ***NIRF*** *ranked institution*
Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairam.edu.in

19th IQAC MEETING ON10.03.2020

AGENDA

AGENDA NO.	DETAILS
IQAC/2020.19.01	Approval of the Minutes of 18th meeting (held on24thDecember, 2019) and ATR is placed before the members for the approval.
IQAC/2020.19.02	Review of curriculum and syllabi of all departments
IQAC/2020.19.03	Review of regulations for UG Programs.
IQAC/2020. 19.04	Review of regulations for PG Programs
IQAC/2020.19.05	Preparation for the conduct of BoS meeting for all departments
IQAC/2020. 19.06	Preparation for the conduct of Academic council meeting
IQAC/2020. 19.07	Creation of course material forrepository Google Classroom.
IQAC/2020. 19.08	Creation of Google Classroom for students
IQAC/2020. 19.09	Any other matter with the permission of the chair.

IQAC COORDINATOR

PRINCIPAL

IQAC Meeting NO : 19

MINUTES BOOK

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

10th day day of March 2020 at Sri Sairam Engineering College

QUORUM

1 Dr. A. Rajendra prasad, principal / Member Sec. IQAC
2 Dr. K. Maran, Director / Management Studies, Co-ordinator, IQAC
3 Dr. J. Raja, Dean Academics / HOD, ECE / Co-cordinator, IQAC
4 Dr. T. K. Subramaniam, prof. / Physics, Member
5 Dr. K. Parvatham, prof / Maths, Member.

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
6. Dr. B. Meenakshi, prof / EEE, Member.		
7. Dr. V. R. Kanagavalli, Assoc. prof / Maths, Member.		Kanagavalli
8. Ms. V. Kavitha, Assoc. prof. / CSE, Member		V. Kavitha
9. Mr. V. Raviraj, Assoc. prof / Mech. Member		V. Raviraj
10. Mr. S. Arun Prasad, Assoc. prof / production, Member		
11. Ms. V. K. G. Kalaiselvi, Asst. prof / IT, Member		
12. Mr. K. Mohanraj, Asst. prof. / ICE, Member		
13. Dr. L. Arunachalam, Dean / TAP cell, Senior Admin Officer		
14. Dr. N. Sivakami, Librarian, Senior Admin Officer.		

14. Dr. N. Sivakami, Librarian, Senior Admin Officer.
15. Mr. R. Thambidurai, Manager, Senior Admin Officer
16. Dr. P. K. Kumar, Senior PD, Senior Admin Officer
17. Dr. S. Durga Devi, Asst. prof./E&I, Member.

The minutes of the IQAC meeting held on 10/03/2020 at AV hall in Sri Sairam Engineering College, Chennai - 44

The IQAC Co-cordinator Dr. J. Raja welcomed the members and made a PPT presentation related to the specified agenda.

IQAC/2020.19.01 Approval of the minutes of 18th meeting (held	RESOLVED to approve the minutes of the 18th IQAC

Sri
SAI RAM ENGINEERING COLLEGE
An Autonomous Institution | *Affiliated to Anna University & Approved by AICTE, New Delhi*
Accredited by ***NBA*** *and* ***NAAC*** *"A+"* | *An* ***ISO*** *9001:2015 Certified and MHRD* ***NIRF*** *ranked institution*
Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairam.edu.in

Meeting No.:19 **Date: 10-03-2020**

Minutes of the IQAC Meeting held on 10-03-2020 at AV hall in Sri Sai Ram Engineering College, Chennai –44.

Members Present:

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

The IQAC Co-coordinator Dr. J. Raja welcomed the members and made a PPT presentation related to the specified Agenda.

Agenda Number	Details
IQAC/2020.19.01	Approval of the Minutes of 18th meeting (held on24thDecember, 2019) and ATR is placed before the members for the approval. **Minutes of 18th Meeting and ATR is placed before the council for confirmation.** **RESOLVED to approve the minutes of the 18h IQAC meeting and the ATR.**
IQAC/2020.19.02	Review of curriculum and syllabi of all departments **The draft copy of the curriculum prepared for all departments was presented and it was suggested to include the value-added courses from semester I and live-in lab from semester III.** **Also, it was decided to form a committee comprising of members from all departments to prepare the syllabus.** **RESOLVED to accept the suggestions about value added courses and live-in lab.**
IQAC/2020.19.03	Review of Autonomous Regulations 2020 for UG Programs. **The draft copy of the Autonomous Regulations 2020 prepared for UG program was presented.** **RESOLVED to accept the suggestions for including PGPA (Placement Grade Point Average), Sustainable Development Goals – Activity Programme Points in the Autonomous Regulations 2020.** **FURTHER RESOLVED to accept the suggestion of dividing the clubs under the four categories (Technical Related Clubs, Service Oriented Clubs, Skill Building Clubs, and Hobbies Related clubs) and including it in the Autonomous Regulations 2020.**

IQAC/2020. 19.04	Review of Autonomous Regulations 2020 forPG Programs. **The draft copy of the Autonomous Regulations 2020prepared for PG program was presented.** **RESOLVED to accept the draft copy of the Autonomous Regulations 2020 prepared for PG programs.**
IQAC/2020.19.05	Preparation for the conduct of BoS meeting for all departments **The members identified for BoS from Industry and academics of all departments and tentative dates of the meeting were informed to the members.** **RESOLVED to accept the identified members by the departments and tentative schedule of the BoS meeting.**
IQAC/2020. 19.06	Preparation for the conduct of Academic council meeting **RESOLVED to approve the members and tentative date of the Academic Council meeting.**
IQAC/2020. 19.07	Creation of course material for repository Google Classroom. **The members were informed about the creation of a repository Google classroom for all courses, for all years and upload contents.** **The idea behind this is all students will receive the same contents of prescribed courses irrespective of the faculty handling the course.** **The topics in the syllabus will be divided among all faculty handling the course and a course moderator will be identified to have a check on the contents.** **RESOLVED to accept the appreciations of the members for creating repository Google classroom**

IQAC/2020. 19.08	Creation of Google Classroom for students Even though Google classroom existed for all courses created by the faculty handling the course, the suggestion of creating a Google classroom section wise and uploading the contents of all courses in the same classroom was informed to the members. It was also explained to the members the uniform way of naming the classroom. For example, SECEE2023A-ODD (20-21) means SEC-Sri Sairam Engineering College EE-Electrical and Electronics Engineering 2023-Year of graduating A-Section ODD- Semester 20-21- Current Academic Year (CAY) **RESOLVED to accept the appreciations of the members for creation and naming it uniformly.**
IQAC/2020. 19.09	Any other matter with the permission of the chair. 1. It was decided to submit a proposal for NAAC for sponsored seminar. 2. It was decided to conduct refresher courses on Engineering Teaching pedagogy for faculty members.

The vote of thanks was delivered by Dr.K Maran, Co-ordinator of IQAC.

IQAC Coordinator

PRINCIPAL

Action taken report of the 19th IQAC meeting held on 10-03-2020

S.No	Item	Action taken
1.	**Review of curriculum and syllabi of all departments**	The value-added courses are introduced in Semester I and live-in lab from semester IIIfor all UG programs. A committee is constituted for framing the syllabus with members from all departments and head of the committee as Dr. J. Raja, the Academic Dean
2.	**Review of Autonomous Regulations 2020 for UG Programs**	PGPA (Placement Grade Point Average),Sustainable Development Goals – Activity Programme Points and the clubs divided under four categories are included in the Autonomous Regulations 2020.
3.	**Preparation for the conduct of BoS meeting for all departments**	BoS meeting conducted for all departments on 4th, 6th, 8th,10th,13th, 17th of June, 2020 and on 7th and 10th of August, 2020.
4	**Preparation for the conduct of Academic council meeting**	Academic Council meeting conducted on 29th August,2020.
5.	**Creation of course material for repository Google Classroom.**	113 repository classrooms created for all courses and content uploaded by faculty.

6.	**Creation of Google Classroom for students**	90 Google classrooms created for second, third and final year students.
7.	**To submit a proposal for NAAC for sponsored seminar.**	The proposal for sponsored seminar is yet to be submitted to NAAC.
8.	**To conduct refresher courses on Engineering Teaching pedagogy for faculty members**	Four numbers of two-week refresher courses conducted in the month of May 2020.

IQAC Coordinator

PRINCIPAL