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

20th IQAC MEETING ON 21.09.2020
AGENDA

AGENDA NO.	DETAILS
IQAC/2020.20.01	Approval of the Minutes of 19th meeting (held on7th, June, 2020) and ATR is placed before the members for the approval.
IQAC/2020.20.02	Approval of Autonomous Curriculum and Syllabi of all departments
IQAC/2020.20.03	Approval of regulations for UG Programs.
IQAC/2020.20.04	Approval of regulations for PG Programs
IQAC/2020.20.05	Admission process for the academic year 2020-21
IQAC/2020.20.06	Review on the conduct of online classes for higher semesters for the academic year 2020-21.
IQAC/2020.20.07	Preparation for conduct of induction program for first year students for the academic year 2020-21.
IQAC/2020.20.08	Conduct of online Continuous Assessment Tests (CAT)
IQAC/2020.20.09	Review on Content preparation for first years and higher semester students
IQAC/2020.20.10	Usage of ICT Tools for online classes
IQAC/2020.19.11	R&D activities by students and staff during the pandemic situation
IQAC/2020.19.12	Establishment of an Incubation Centre for Startup
IQAC/2020.19.13	Recruitment of Teaching faculty for the academic year 2020-21

IQAC/2020.19.14	Department Budget for the academic year 2020-21
IQAC/2020.19.15	Submission of application for Renewal of NBA (Department of CSE, IT, MECH, EEE, E&I)
IQAC/2020.19.16	Submission of new application for NBA (Department of MBA)
IQAC/2020.19.17	Review and plan for conduct of FDP/QIP/MDP
IQAC/2020.19.18	Collection of data for submission of AQAR for the academic year 2019-20.
IQAC/2020.19.19	Any other matter with the permission of the chair.

IQAC COORDINATOR

PRINCIPAL

Meeting No.:20 **Date: 21.09.2020**

Minutes of the IQAC Meeting held on 21.09.2020 online through Zoom Platform.

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. Mr. N. LakshmiNarasimhan, Industrialist/ Manager- Brakes India Ltd.,
7. Mr. Mutaharameen, Parent/ Manager – Southern Lube Equipment
8. Mr. S. Rengaraj, Alumni/ Technical Staff- ZOHO
9. Mr. S. Naresh Raj/ CIO- Sairam Institutions
10. Dr. T. K. Subramaniam, Member/ Prof-Physics
11. Dr. K. Parvatham, Member / Prof- Maths
12. Dr. B. Meenakshi, Member / Prof-EEE
13. Dr. V. R. Kanagavalli, Member /Asso. Prof- S&H
14. Mrs. V. Kavitha, Member/ Asso. Prof-CSE
15. Mr. V. Raviraj, Member /AP-Mechanical Engg
16. Mr. S. Arunprasad, Member/ Asso. Prof- Production
17. Mrs. V. K. G. KalaiSelvi, Member/ AP- IT
18. Mr. K. Mohanraj, Member, AP/ ICE
19. Mrs. S. Durga Devi, Member, AP/E&I
20. Dr. N. Sivakami, Senior Admin Officer/ Librarian

Dr. A. Rajendra Prasad Member Secretary/ Principal welcomed the gathering and briefed about the content preparation for online classes and online assessments, conduct of BoS meeting for all departments and Academic Council.

The IQAC coordinator Dr. K. Maran made a PPT presentation related to the Agenda.

Agenda Number	Details
IQAC/2020.20.01	Approval of the Minutes of 19th meeting (held on 7th, June, 2020) and ATR is placed before the members for the approval. **Minutes of 19th Meeting and ATR is placed before the council for confirmation.** **RESOLVED to approve the minutes of the 19th IQAC meeting and the ATR.**
IQAC/2020.20.02	Approval of Autonomous Curriculum and Syllabi of all departments **The Curriculum and Syllabus prepared for autonomous status is submitted before the committee for approval.** **Dr. K. Maran/IQAC coordinator said that the curriculum and syllabus are framed as per the requirements of the industry** **RESOLVED to approve and accept the Curriculum and Syllabi**
IQAC/2020.20.03	Approval of regulations for UG Programs. The UG regulations prepared for Autonomous status were shared online for the committee members. **RESOLVED to approve and accept the regulations for UG programs**
IQAC/2020.20.04	Approval of regulations for PG Programs **RESOLVED to approve and accept the regulations for PG programs**
IQAC/2020.20.05	Admission process for the academic year 2020-21 **The IQAC Coordinator said that there are more issues in admission due to the pandemic situation. We are aiming for quality students and two-third of the management quota got filled.**
IQAC/2020.20.06	Review on the conduct of online classes for higher semesters for the academic year 2020-21. **Online classes are conducted and the attendance percentage and interaction of students with faculty is encouraging.** **The members approved the conduct of online classes for II, III and final year students .**

IQAC/2020.20.07	**Preparation for conduct of induction program for first year students for the academic year 2020-21.** **Preparation for conduct of Induction program is in progress and Mr. U. Manikandan of Chemistry department is initiating the process. As per AICTE guidelines it is mandatory to conduct the induction program for two weeks. There will be quality programs on social and ethical values.**
IQAC/2020.20.08	Conduct of online Continuous Assessment Tests (CAT) **CAT-I has been conducted online and CAT-II is in progress. The IQAC coordinator also informed that TamilNadu Government has signed an MoU with Coursera and our students and faculty have completed many courses in Coursera, edX and NASSCOM Future Skills**
IQAC/2020.20.09	Review on Content preparation for first years and higher semester students **The IQAC coordinator explained about the113 Repository Google Classrooms created for each course of II, III and final year students. The faculty members upload the contents for online teaching. The content creation is in progress for the I year students.**
IQAC/2020.20.10	Usage of ICT tools for online classes **All faculty members are using ICT tools due to the current pandemic situation. FDP/Refresher Courses/Webinars were organized and participated by faculty and students.**
IQAC/2020.20.11	R&D activities by students and staff during the pandemic situation **The various research activities carried out during the pandemic situation like app development, submission of projects, application filed for patents were presented to the committee.**
IQAC/2020.20.12	Establishment of an Incubation Centre for Startup **Establishing an Incubation Centre is in progress and it will start functioning in this academic year**
IQAC/2020.20.13	Recruitment of Teaching faculty for the academic year 2020-21 **Recruitment Process has started and the Phase-I interview is conducted online for shortlisting the candidates. The shortlisted candidates will be called in person for selection (Phase-II)**
IQAC/2020.20.14	Department Budget for the academic year 2020-21 **Budget prepared for the academic year 2020-21 and submitted to the management. There is some delay due to the COVID pandemic situation**

IQAC/2020.20.15	Submission of application for Renewal of NBA (Department of CSE, IT, Mech., EEE, E&I) **The Departments of CSE, IT, Mech., EEE, E&I is in the process of preparation for submitting the application to NBA for renewal**
IQAC/2020.20.16	Submission of new application for NBA (Department of MBA, Civil, ICE, and Production.) **The Departments of MBA, Civil, ICE, and Production is in the process of preparation for submitting the new application to NBA for accreditation of the departments**
IQAC/2020.20.17	Review and plan for conduct of FDP/QIP/MDP **FDP and Refresher courses (14 days duration) were organized. All departments have conducted webinars. It has been planned to conduct International and National Conference online. An MDP is organized on September 23rd in the topic change management**
IQAC/2020.20.18	Collection of data for submission of AQAR for the academic year 2019-20 **The AQAR for the academic year 2019-20 has to be submitted online to NAAC. The draft AQAR has been kept for approval by the committee members** **RESOLVED to approve and accept the draft AQAR .**
IQAC/2020.20.19	Any other matter with the permission of the chair. **Mr. Lakshmi Narasimhan appreciated the great work done by Sri Sairam Engineering College and happy to be a part of the Institution.** **He added that he can give internships in Brakes India to Civil Engineering students as construction is in progress** **He also said that Mr. Manoj Kumar, an alumni of Sairam Engineering college registered his own company.** **Great initiative by the Management, Faculty and students and he wished the journey to continue.** **He also added that he will share the digital initiatives made by Sairam to his company for effective way to perform digitally.** **Mr. S. Rengarajan appreciated all the activities that has been carried out and felt proud to be affiliated with the Institution**

	He suggested for lateral change after completion of I year. The IQAC coordinator said that it is not possible as our affiliating university does not permit it. Secondly he suggested apart from Bridge courses addition of courses on life skills has to be introduced as it is the need of the hour. The IQAC coordinator said that courses on life skills has been introduced right from the I year in autonomous curriculum.

The vote of thanks was delivered by Dr. J. Raja Co-coordinator of IQAC. He concluded by informing the members that the ATR shall be sent through mail.

IQAC Coordinator

PRINCIPAL

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Action taken report of the 20th IQAC meeting held on 21/09/2020 through Zoom Platform (Online Mode).

S. No.	Item	Action taken
1.	Approval of Autonomous Curriculum and Syllabi of all departments	The approved Autonomous Curriculum and the first year Syllabi of all departments were uploaded in the website.
2.	Approval of regulations for UG Programs	The approved regulation is uploaded in the website.
3.	Approval of regulations for PG Programs	The approved regulation is uploaded in the website.
4.	Admission process for the academic year 2020-21	81% of sanctioned intake was admitted for the academic year 2020-21
5.	Establishment of an Incubation Centre for Startup	Sri Sairam Techno Incubator Foundation was launched
6.	Recruitment of Teaching faculty for the academic year 2020-21	A total of 32 teaching faculty was recruited for the academic year 2020-21
7.	Submission of new application for NBA (Department of MBA, Civil, ICE and Production)	Department of MBA has submitted the SAR for NBA. The departments of Civil and ICE are in the process of preparing SAR. It has been informed to AICTE and Anna University about the closure of Production department from the forthcoming academic year.
8.	Review and plan for conduct of FDP/QIP/MDP	FDP / Conferences / webinars / workshops / MDPs were organised and details available in website.
9.	Collection of data for submission of AQAR for the academic year 2019-20	AQAR for the academic year 2019-20 was submitted on 31st December 2020.

IQAC Coordinator

PRINCIPAL