SAI RAM ENGINEERING COLLEGE
An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi
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Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairam.edu.in

21th IQAC MEETING ON 04.03.2021

AGENDA

AGENDA NO.	DETAILS
IQAC/2021.21.01	Approval of the Minutes of 20th meeting (**held on21st, September, 2020)** and ATR is placed before the members for the approval.
IQAC/2021. 21.02	Submission of compliance report to NBA web portalfor extension of Accreditation status tothe Departments of CSE, EEE, E&I, IT and Mechanical.
IQAC/2021. 21.03	Submission of AQAR for the academic year 2017-18.
IQAC/2021. 21.04	Preparation for NAAC sponsored seminar to be held in the month of July, 2021.
IQAC/2021. 21.05	Examination pattern for I Semester UG and PG(2020-2024 batch).
IQAC/2021. 21.06	Academic calendar for the even semester of the academic year 2020-2021. (IV, VI and VIII Semesters)
IQAC/2021. 21.07	Precautions to be undertaken for COVID during offline classes
IQAC/2021. 21.08	Any other matter with the permission of the Chair.

IQAC COORDINATOR

PRINCIPAL

IQAC Meeting NO: 21

MINUTES BOOK

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

4th day of March 2021 at

QUORUM

A. Rajendra prasad, principal / Member Secretary
K. Maran Director / Management Studies / Co-ordinator, IQAC
J. Raja, Dean Academics / HOD ECE / Co-Coordinator, IQAC
K. Naresh Raj, CIO,
T. K. Subramaniam, prof / physics, Member

ceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Directors
Dr. K. Parvatham	prof / Maths, Member	
Dr. B. Meenakshi	prof / EE, Member.	
Dr. S. Durgadevi	Asso prof / EIE, Member	
V. RAVI RAJ	Asso. prof / Mech. Engg. Member	
Dr. S. ARUNPRASAD	Asso. prof / Prod / Member	
. MOHAN RAJ	Assistant prof / ICE / Member.	
. METHINI	Asst. Prof / ECE / Member	4/3/21.
. V. R. KANAGAVALLI	ASSO. PROF / S&H / MEMBER	
. N. SIVAKAMI	Sr. Lib / LIS / Member	

K.G. KALAISELVI	Asst. Prof / IT / Member.	
SIVAKUMAR	Assistant Professor / CIVIL, Member	

IQAC – Meeting

Minutes of the IQAC Meeting held on 04/03/2021at Sri Lakshmi Board Room, Sri Sairam Engineering College.

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. Mr. S. Naresh Raj/ CIO- Sairam Institutions
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. Dr. S. Arunprasad, Member/ Asso. Prof- Production
10. Ms. M. Methini/AP/ICE
11. Mr. V. Raviraj, Member /AP-Mechanical Engg
12. Mrs. V. K. G. KalaiSelvi, Member/ AP- IT
13. Mr. K. Mohanraj, Member, AP/ ICE
14. Mrs. S. Durga Devi, Member, AP/E&I
15. Mr. S. Sivakumar,Member, AP/ Civil
16. Dr. N. Sivakami, Senior Admin Officer/ Librarian

Dr. A. Rajendra Prasad Member Secretary/ Principal welcomed the members of IQAC and the following points were discussed.

Agenda Number	Details
IQAC/2021.21.01	Approval of the Minutes of 20th meeting (held on**21st**, September, 2020) and ATR is placed before the members for the approval.

	Minutes of 20th Meeting and ATR is placed before the council for confirmation. **RESOLVED to approve the minutes of the 20th IQAC meeting and the ATR.**
IQAC/2021.21.02	Submission of compliance report to NBA web portal for extension of Accreditation status to the Departments of CSE, EEE, E&I, IT and Mechanical. **The accreditation for CSE, EEE, E&I, IT and Mechanical is valid up to 30-06-2021.** **The target date for compliance report submission to NBA web portal for CSE, EEE, E&I, ITand Mechanical is fixed as 31st, March 2021.** **RESOLVED to approve the target date fixed for submission of compliance report to NBA web portal.**
IQAC/2021.21.03	Submission of AQAR for the academic year 2017-18. **The AQAR submission for the academic year 2017-18 is extended up to 31st, May 2021.** **The target date fixed for data submission by all departments to IQAC for AQAR submission is 16th April 2021.** **RESOLVED to approve the target date fixed for submission of AQAR for the academic year 2017-18.**
IQAC/2021.21.04	Preparation for NAAC sponsored seminar to be held in the month of July, 2021. **A proposal has been submitted to NAAC to conduct a seminar with financial assistance and it has been approved. The theme of the seminar is Revised accreditation Framework for Quality enhancement in Higher Educational Institutes and the date of the seminar is 14-07-2021 and 15-07-2021. It has been decided to have four sessions on a day and to identify suitable resource persons.** **RESOLVED to approve the suggestions and accept the congratulations of the members for obtaining a seminar with grant.**
IQAC/2021.21.05	Examination pattern for I Semester UG (2020-2024 batch). **It has been decided to conduct CAT IIIand End Semester examination(Theory and Practical's) for I Semesters**

	UGstudents offline. The pattern of the question paper is 30 questions(MCQ) with one mark each, 15 questions (MCQ) with two marks each and one descriptive question(either or type) with 20 marks. **RESOLVED to approve the mode of conduct of examination and the pattern of question paper.**
IQAC/2021.21.06	Academic calendar for the even semester of the academic year 2020-2021. (IV, VI and VIII Semesters) **The last working day for VIII semester students has been decided as April 30th, May 2021 and for IV and VI semesters as 29th May, 2021. The practical examinations are scheduled on 3rd May, 2021(VIII Semester) and 29th May, 2021(IV and VI Semesters). The theory examinations start on 7th May,2021 for final semester and 7th June, 2021 for IV and VI Semesters. The mode of examination is offline.** **RESOLVED to approve the academic calendar for the even semester of the academic year 2020-2021.**
IQAC/2021.21.07	Precautions to be undertaken for COVID during offline classes **It has been decided to prepare a brochure regarding the SOP to be followed for the prevention of COVID 19 during offline classes and disseminate the same to the students in addition to the sanitizer kept in all corridors.** **RESOLVED to approve the preparation of brochureregarding the SOP to be followed for the prevention of COVID 19 during offline classes.**
IQAC/2021.21.08	Any other matter with the permission of the chair. **It has been decided to conduct the academic audit with external auditors for all departments during March, 2021.** **RESOLVED to approve the conduct of the academic audit with external auditors.**

The vote of thanks was delivered by Dr. J.Raja Co-coordinator of IQAC. The next meeting is tentatively scheduled during the month of May, 2021.

IQAC Coordinator

PRINCIPAL

Sri
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Action taken report of the 21th IQAC meeting held on 04/03/2021 at Sri Lakshmi Board Room.

S. No.	Item	Action taken
1.	Submission of compliance report to NBA web portal for extension of Accreditation status to the Departments of CSE, EEE, E&I, IT and Mechanical.	Compliance report submitted on 27th March, 2021.A committee was constituted for NBA mock inspection.
2.	Submission of AQAR for the academic year 2017-18.	The AQAR for the academic year 2017-18 was submitted to NAAC portal on 31st May, 2021.
3.	Preparation for NAAC sponsored seminar to be held in the month of July, 2021.	It was decided to conduct three sessions on a day for two days. Six speakers were identified for two days and brochure prepared for the webinar. Registration forms were prepared for participants to register for the webinar and shared to all colleges.
4	Examination pattern for I Semester UG (2020-2024 batch).	The first semester UG examination was conducted through online mode in the last week of April, 2021.
5.	Academic calendar for the even semester of the academic year 2020-2021. (IV, VI and VIII Semesters)	The VIII semester examinations were conducted during the third week of June 2021. The IV semester and VI semester examinations were conducted during July 2021.There was a deviation in the academic calendar due to COVID-19 pandemic.
6.	Precautions to be undertaken for COVID during offline classes	The SOP to be followed during offline classes were prepared by IQAC and the same was disseminated to all faculty and students.
7.	It has been decided to conduct the academic audit with external auditors for all departments during March, 2021.	The academic audit was conducted on April 23rd and 24thof 2021.

IQAC Coordinator

A. Ryendra Prasad
PRINCIPAL