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

25th IQAC MEETING ON 22.09.2022.
AGENDA

AGENDA NO.	DETAILS
IQAC/2022.25.01	Approval of the Minutes of 24th meeting (held on 7th May, 2022) and Action Taken Report (ATR) is placed before the members for approval.
IQAC/2022.25.02	curricular aspects (i) Preparation of Academic Calendar-2022-23 (ODD semester (ii) Conduct of BoS & Academic Council Meeting (iii)Budget Committee meeting
IQAC/2022.25.03	Teaching Learning &Evaluation (i) The Standard Operating Procedure (SOP) for usage of SAIL app has to be followed by the entire faculty (ii) The monthly meeting has to be conducted for students enrolled in NPTEL courses
IQAC/2022.25.04	Research, Innovation and Extension (i) Conduct of Global Innovation Leadership Program (GELP)& MoU Signing between Sairam Institutions, Chennai & GELP, Canada in the month of November, 2022. (ii) IEEE membership Drive (iii) Sairam Defence Innovation Hackathon 2.0
IQAC/2022.25.05	Infrastructure and Learning Resources (i) Commencement of German Classes (ii) Subscription to Turnitin - Anti Plagiarism software
IQAC/2022.25.06	Student support and Progression (i) PGPA Passing board meeting (ii) IEEEXtreme online global program (iii) National Level Sairam SDG Internal Hackathon 2022.

IQAC/2022.25.07	Governance, Leadership and Management (i) I surveillance audit – ISO 9001:2015 (ii) To apply for SDH Times Impact ranking (iii) To apply for QS-I GAUGE college ratings (iv) Draft Copy of AQAR
IQAC/2022.25.08	Institutional Values and Best Practices (i) Implementation of EOMS in EDUMATE
IQAC/2022.25.09	Quality Initiatives by IQAC (i) Bureau Veritas certification course on Management system auditing and Educational Organisation Management System
IQAC/2022.25.10	Any other matter with the permission of the chair.

Coordinator-IQAC

PRINCIPAL

IQAC Meeting No: 25

MINUTES BOOK

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

22 day of Sep 2022 at Shri Lakshmi Dhanal Board Room

QUORUM

Mr. Sai Prabash Leo Muthu	CEO/ Management	6	
Mr. R. Sathish Kumar	CBO/ Management	7	
Mr. K. Naresh Raj	CTO/ Management	8	
Dr. K. porkumaran	Principal, Member Secretary	9	
Dr. A. Rajendra prasad	Dean, Student affairs	10	

Proceeding & Discussion	Conclusion & Resolutions	Name of dissenting and / or not concurring Direct
Dr. K. Maran	Director, SIMS	
Dr. J. Raja	Dean, Academics & Head - ECE	
Mr. Vedamoorthy	placement officer, Training & placement	
Dr. C.R. Rene Robin	Dean, Innovation	
Dr. K. parvatham	prof - Maths	
Ms. N. Shivaani Varsha	Assoc. prof / ECE	
Dr. R. Uma	prof / CSE	
Dr. M. Nithya	Assoc. prof / CSE	
Dr. Sanjeevi Gandhi	AP/EEE	
Mr. K. Moharraj	Member, AP/ ICE	
Dr. S. Durga Devi	Assoc. prof / E&I	
Mr. S. Ganapathy	AP/ Mechanical	
Dr. S. Susila Sakthy	AP/ IT	
Mr. V. prabhu	AP/ production	
Dr. N. Srinivasan @ Arunsankar	Assoc. prof / physics	
Mr. K. Murugan	AP/ MBA	
Mr. K. Rajkumar	AP/ English	
Dr. I. Vimal Kannan	Asst. prof / Mech & Automation	
Ms. T. Sathya	Asst. prof / CSBS	
Mr. S. Sivamurugan	Asst. prof / AI & DS	
Dr. P.K. Kumar	Physical Director	
Mr. C.R. Balaji	Senior Manager, QA, ESAB, Chennai (Industry Member)	
Dr. K. Mohankrishnan	Professor, Government Arts and Science college (parent)	
Ms. C. Annapurani	Alumni Member	Annalmani. V
Mr. SR. Aouthithiye Barathwaj	Student Member	
Mr. N. panjatcharam	VAO, poonthandalam (Local Society)	

following members could not be present - Ms. C. Annapurani (Alumni Member) — could not be present

25th IQAC – Meeting

Minutes of the 25th IQAC Meeting held on 22-09-2022 at Sri Lakshmi Board Room, Sri Sairam Engineering College.

Members Present:

1. Mr. Sai Prakash Leo Muthu, CEO and Chairman, Sairam Institutions
2. Mr. R. Sathish Kumar, CBO, Sairam Institutions
3. Mr.K. Naresh Raj, CIO,Sairam Institutions
4. Dr. K. Porkumaran, Principal, Sri Sairam Engineering College
5. Dr. A. Rajendra Prasad,Dean, Student affairs
6. Dr. K. Maran, Director, SIMS
7. Dr. J. Raja, Dean, Academics &Head-ECE
8. Mr. Vedamoorthy,Placement officer, Training &Placement
9. Dr. C.R.Rene Robin, Dean, Innovation
10. Dr. K. Parvatham, Prof- Maths
11. Ms. N. Shivani Varsha, Assoc. Prof. /ECE
12. Dr. R.Uma, Prof./CSE
13. Dr.M. Nithya, Asso. Prof/CSE
14. Dr. Sanjeevi Gandhi AP/EEE
15. Mr. K. Mohanraj, Member, AP/ ICE
16. Dr. S. Durga Devi, Assoc.Prof/E&I
17. Mr. S. Ganapathy, AP/Mechanical
18. Dr.S. Susila Sakthy, Ap/IT
19. Mr. V. Prabhu,AP/Production
20. Dr. N. Srinivasan @Arunsanakar,Assoc. Prof/Physics
21. Mr. K. Murugan, AP/MBA
22. Mr. K. Rajkumar, AP/English
23. Dr. I. Vimal Kannan, Asst. Prof/ Mech.& Automation
24. Ms. T. Sathya, Asst. Prof./ CSBS

25. Mr. S. Sivamurugan, Asst. Prof/AI&DS
26. Dr.P.K. Kumar,Physical Director
27. Mr. C. R. Balaji, Senior Manager, QA, ESAB, Chennai(Industry Member)
28. Dr. K. MohanKrishnan, Professor, Government Arts & Science College,(Parent)
29. Ms. C. Annapurani, (Alumni member)
30. Mr. SR. Aouthithiye Barathwaj, (Student Member)
31. Mr. N. Panjatcharam, VAO, Poonthandalam (Local Society)

The following members could not be present:

1. Ms. C. Annapurani, (Alumni member)

Dr. K. Porkumaran,Principal/Member Secretary welcomed the members and Dr. K. Parvatham, Coordinator -IQAC presented the agenda to the members.

The following points were discussedbased on the agenda.

Agenda Number	Details
IQAC/2022.25.01	Approval of the Minutes of 24th meeting (held on7thMay,2022) and Action Taken Report (ATR) is placed before the members for approval. **RESOLVED to approve the minutes of the 24thIQAC meeting and the ATR.**
IQAC/2022.25.02	curricular aspects (i) Preparation of Academic Calendar-2022-23 (ODD semester) (ii) Conduct of BoS & Academic Council Meeting (iii)Budget Committee meeting **RESOLVED to approve the academic calendar prepared for the ODD semester of the academic year 2022-23.** The members were informed about the tentative schedule of the BoS, Academic Council and Budget Committee meetings. Mr. C. R. Balaji suggested to prepare and present the deviation if any in the academic calendar of the academic year 2021-22 regarding Internal Assessment tests and End Semester Examinations. It was informed that Internal Assessment tests and End Semester Examinations will be schedules as per the academic calendar unless or otherwise there are any natural calamities.
IQAC/2022.25.03	Teaching Learning &Evaluation (i) The Standard Operating Procedure (SOP) for usage of SAIL

	app has to be followed by the entire faculty (ii) The monthly meeting for students enrolled in NPTEL courses The members were explained about the Standard Operating Procedure (SOP) for usage of SAIL app. Each faculty handling the course has to compulsorily conduct two teats for each unit through SAIL app and the report has to be generated. The members were informed about the allocation of faculty mentors for courses enrolled in NPTEL by students. **RESOLVED to accept the appreciations for the SOP and allocation of faculty mentors.**
IQAC/2022.25.04	Research, Innovation and Extension (i) Conduct of Global Innovation Leadership Program (GELP)& MoU Signing between Sairam Institutions, Chennai & GELP, Canada in the month of November, 2022. (ii) IEEE membership Drive (iii) Sairam Defence Innovation Hackathon 2.0 The members were explained about the leadership program and the benefits of signing the MoU. The proposed IEEE membership drive and the benefits of faculty becoming members were clearly explained to the members. The preparation of students to participate in Defence Innovation Hackathon and other defencerelated problems were informed to the members. **RESOLVED to accept the appreciations of the membersfor the activities conducted on Research, Innovation and Extension.**
IQAC/2022.25.05	Infrastructure and Learning Resources (i) Commencement of German Classes (ii) Subscription to Turnitin -Anti Plagiarism software As an initiative of the Placement and Foreign Language Club thearrangement for the commencement of German language Classes from 28-09-2022 was informed to the members. Mr. K. Naresh Raj, CIO of Sairam Institutions suggested to start Japanese language classes. The Dean, TAP said that it is also in the pipeline. The members were informed about the subscription to Turnitin - Anti Plagiarism software for the benefits of faculty and students.

	RESOLVED to accept the appreciations of the members for the commencements of the German language classes and the subscription to the software.
IQAC/2022.25.06	Student support and Progression (i) PGPA Passing board meeting (ii) IEEEXtreme online global program (iii) National Level Sairam SDG Internal Hackathon 2022. The metrics for the 13 PGPA components was and the proposed meeting for PGPA passing board in the first week of November, 2022 were informed to the members. The participation of students in IEEEXtreme competition that is going on in our campus was informed to the members. As an implementation of SDG, the proposed plan to conduct National level Sairam SDG Hackathon was informed to the members. **RESOLVED to accept the congratulations from the members for the activities on students support.**
IQAC/2022.25.07	Governance, Leadership and Management (i) I surveillance audit – ISO 9001:2015 (ii) To apply for SDH Times Impact ranking (iii) To apply for QS - I GAUGE college ratings (iv) Draft Copy of AQAR The members were informed about the conduct of internal audit and the readiness for the upcoming I surveillance audit in the month of November, 2022 were explained to the members. The proposed plan to apply for SDH Times Impact ranking and for QS I GAUGE college ratings were informed to the members. The draft copy of AQAR 2021-22 were placed before the members for the approval. **RESOLVED to accept the appreciations from the members.**
IQAC/2022.25.08	Institutional Values and Best Practices (i) Implementation of EOMS in EDUMATE The members were informed about the meeting conducted with EDUMATE team for Criteria 4 and Criteria 5 of EOMS. It will be in EDUMATE portal veryshortly and faculty can upload their publication, FDP details etc., **RESOLVED to accept the congratulations from the members**

IQAC/2022.25.09	Quality Initiatives by IQAC (i) Bureau Veritas certification course on Management system auditing and Educational Organisation Management System The members were informed about the technical workshop on Management system auditing and Internal Auditor training for Educational Organisation Management System conducted by Bureau Veritas certification for the auditing team of Sri Sairam Engineering College. **RESOLVED to accept the congratulations from the members for the quality initiatives by IQAC.**
IQAC/2022.25.10	Any other matter with the permission of the chair. The Chairman and CEO of Sairam Institutions, Shri Sai Prakash LeoMuthu welcomed the suggestion to apply for QS - I GAUGE college ratings and asked the IQAC team to proceed officially.

Dr. A. Rajendra Prasad (Dean/Student Affairs) proposed the vote of thanks.

IQAC Coordinator

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Action taken report of the 25th IQAC meeting held on 22-09-2022

S.No	Item	Action taken
1.	(i) Conduct of BoS & Academic Council Meeting (ii) Budget Committee meeting	The BoS and Budget Committee meeting were conducted as scheduled in the academic calendar.There is a deviation in the academic council meeting due to the non-availability of members.
2.	Conduct of Global Innovation Leadership Program (GELP)& MoU Signing between Sairam Institutions, Chennai & GELP, Canada in the month of November, 2022	MoU between GELP, Canada and Sairam Institutions was signed on 29th November, 2022.
3.	IEEE membership drive	90% of the faculty members became members of IEEE and IEEE societies and the management reimbursed the membership fee to the faculty.
4	PGPA Passing board meeting	PGPA pass board meeting was conducted on 1st November, 2022 and students were given PGPA.
5.	I surveillance audit – ISO 9001:2015	The I surveillance auditof ISO 9001:2015 was conducted on 28th November, 2022 by Bureau Veritas.
6.	To apply for SDH Times Impact ranking	Data submitted to the web portal on 11thNovember, 2022 for Goal No. 13, 17, 7, 4 and 5.
7.	To apply for QS - I GAUGE college ratings	Process initiated for QS - I GAUGE college ratings.
8.	Implementation of EOMS in EDUMATE	Under the tab EOMS Criteria 4 and Criteria 5 available in EDUMATE

IQAC Coordinator

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7.	To apply for QS - I GAUGE college ratings	Process initiated for QS - I GAUGE college ratings.
8.	Implementation of EOMS in EDUMATE	Under the tab EOMS Criteria 4 and Criteria 5 available in EDUMATE

IQAC Coordinator

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