



*Sri*

# SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)  
Sai Leo Nagar, West Tambaram, Chennai – 44.



## INTERNAL QUALITY ASSURANCE CELL

SEC/ Circular/IQAC/2012-13/Meeting 3

Date: 02. 05. 2013

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 9<sup>th</sup> May 2013 at 10.00 a.m. in the A. V. Hall, Sri Sairam Engineering College. The members are requested to make it convenient to attend the meeting.

### Agenda:

- Academic activities for the academic year 2013-2014
- To review the Examination system
- Activities of NSS and NCC
- Any other matter

Thanking you,

Yours sincerely,

IQAC Coordinator

Copy to: CEO  
Principal  
All members



*Sri*

# SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)  
Sai Leo Nagar, West Tambaram, Chennai – 44.



## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting

Meeting No: 3

Date: 09/05/2013

Members Present

Dr.C.V.Jayakumar, Chairperson

Mr.J. Saiprakash, Management Member

Mr. A. Veeraiyan

Ms. S.Lakshmi

Dr.K.Maran

Dr. L.Arunachalam

Dr.A. Rajendra Prasad

Dr. T. Sheela

Dr. B. Latha

Ms.A.R. Rajini

Mr.AL.Kumarappan

Ms.S.Kohila

Mr. U.Thamilarasan

Ms.T.Mangayarkarasi

Mr.S. Kandasamy

Ms.J.Vijayalakshmi

Mr. S.Ramakrishnan

Dr. S. Jayavel

Mr.Ajith James

Dr.K. Sankarasubramanian, IQAC Coordinator

The following members could not be present for the meeting due to some unavoidable reasons.

**Prof. C.Udhayakumar**

The minutes of the meeting held on 09/05/2013 at 10.00 a.m in Audio Visual hall (AV hall).

The IQAC coordinator welcomed the members and the minutes of the meeting held on 29/11/2012 were confirmed.

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	Academic plan for 2013-2014.	<ul style="list-style-type: none"> <li>• A rough draft of the activities for the academic year 2013-2014 was presented before the committee by the Principal.</li> <li>• The Induction day for the first year students is tentatively scheduled on 25<sup>th</sup> July 2013.</li> <li>• The committee recommended to conduct extra classes for C programming to first year students who studied in biology stream in higher secondary.</li> <li>• As a motivation to freshers the merit scholarships offered by our management to II,III and final year students will be disbursed on the day of Induction.</li> </ul>	The principal and the Head of all Departments and staff members.
2	A review on continuous evaluation procedure	<ul style="list-style-type: none"> <li>• The committee also recommended that to enhance quality in the examination system three question papers can be prepared for one course, one can be utilized at the time of unit tests</li> <li>• A retest may be conducted to give a chance for slow learners to improve their performance and the other question paper to be given at the time of retest</li> <li>• This system provides the students with more number of questions</li> </ul>	The principal, the Head of all Departments and Exam cell coordinator

3.	Activities of NSS and NCC	<ul style="list-style-type: none"> <li>• Various activities of NSS namely, blood donation camp, camp by students to villages etc., was briefed before the committee.</li> <li>• The committee suggested to involve more students in NSS activities as it will inculcate good discipline and a sense of social service in students.</li> <li>• It recommended rigorous training to NCC students so that we can prepare our students to serve our Mother Nation and to see our students in good positions in Defence Services.</li> </ul>	The principal, NSS and NCC coordinator
4.	Enhancement of Infrastructure facilities	<ul style="list-style-type: none"> <li>• The committee insisted o to plan for extra classrooms and lab requirements as the management has applied for additional intake from the academic year 2013-2014.</li> </ul>	The Management Representative and The Principal

- The committee approved the Department of Mechanical Engineering for the conduct of International conference on “Emerging Trends in Engineering and Environment” on 9<sup>th</sup> and 10<sup>th</sup> June 2014. The committee also gave its valuable suggestions on the formation of various committees for the conduct of conference.
- The department of Library in association with the IQAC cell decided to conduct an online training to staff, III and final year students on how to access Science Direct journals effectively. The tentative date fixed for the training program is 24<sup>th</sup> July 2013.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of November 2013.

  
IQAC Coordinator

  
PRINCIPAL