



Sri

SAIRAM ENGINEERING COLLEGE

(An NBA Accredited & ISO Certified Institution)

Sai Leo Nagar, West Tambaram, Chennai – 44.



INTERNAL QUALITY ASSURANCE CELL

SEC/ Circular/IQAC/2013-14/Meeting 5

Date: 06. 05. 2014

It is proposed to conduct Internal Quality Assurance Cell Meeting on Thursday, the 15th May 2014 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:

- Activities for the academic year 2014-2015
- Paper publication in reputed journals
- Higher studies of students
- Any other matter

Thanking you,

Yours sincerely,

IQAC Coordinator

Copy to: CEO
Principal
All members



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INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

Meeting No: 5

Date: 15/05/2014

Members present:

Dr. C. V. Jayakumar, Chairperson

Mr. J. Saiprakash, Management Member

Mr. A. Veeraiyan

Ms. S. Lakshmi

Mr. N. Lakshmi Narasimhan

Dr. K. Maran

Dr. L. Arunachalam

Dr. A. Rajendra Prasad

Dr. T. Sheela

Mr. S. Ramakrishnan

Dr. K. Renganathan

Mr. U. Thamilarasan

Dr. B. Latha

Ms. T. Porselvi

Ms. T. Mangayarkarasi

Mr. S. Kandasamy

Ms. J. Vijayalakshmi

Ms. A. R. Rajini

Mr. Srivatsan Sridharan

Ms. V. Prasitha

Dr. J. Raja, IQAC Coordinator

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

Mr. Udhay Shankar

The minutes of the meeting held on 15/05/2014 at 10.00 a.m in Audio Visual hall (AV hall).

The IQAC coordinator welcomed and introduced the new members and the minutes of the meeting held on 26/11/2013 were confirmed.

The Author Workshop, a Webinar Programme to be conducted on 8th December 2013 was cancelled due to Natural Calamity.

The convener of the meeting briefed about TIES 2015 a mega sports event that is to be conducted in our college from 29th January 2015 to 12th February 2015. He also informed that the class work will be suspended from 29th January 2015 to 12th February 2015

S.No	Subject / Issue	Outcome of Discussion	Responsibility
1	Activities for the academic year 2014-2015	• The academic calendar framed was discussed and it has been designed in line with the conduct of the mega sports event TIES 2015. • The PED explained about the various events to be conducted and the different committees framed. • The team members gave their valuable inputs for conducting the mega sports event smoothly and successfully.	The Principal, Head of all the Departments and Teaching staff
2	Publications in reputed journals.	• The committee members emphasized the importance of publishing papers in reputed journals with impact factors. • The committee also suggested that final year projects of students should be of good standards so that they can be published and patented. • It also recommended that more staff members should register for Ph.D	The Principal, Head of all the Departments and Teaching staff
3	More number of students to go for higher studies.	• The Committee suggested that staff members should encourage the students to go for higher studies. • The students should also be motivated to prepare for GATE, GRE and TOEFL exams. • The students appearing for placements and planning for higher studies are to be segregated at the start of the VI semester itself	The Principal, Head of all Departments and Mentors

The IQAC members wished for the smooth conduct of the mega event TIES and to plan for all the Executive committee meetings of TIES in advance.

The Chairperson concluded the meeting with vote of thanks and the next meeting is tentatively scheduled during the month of December 2014.



IQAC Coordinator



PRINCIPAL