Sri SAIRAM COLLEGE OF ENGINEERING

ISO 9001:2008 Certified Institution
Approved by AICTE, New Delhi
Recognized by Govt. of Karnataka & Affiliated to VTU, Belagavi
Anekal, Bengaluru

Internal Quality Assurance Cell

SSCE/ Circular/ IQAC/ 2016-17/ Meeting-2   08/04/2017

     It is proposed to conduct Internal Quality Assurance cell meeting on Saturday 15th April 2017 at 10.30am in Principal board room at Sri Sairam College of Engineering. The members are requested to make it convenient to attend the meeting.

Agenda

1. Objectives & role of IQAC
2. Project Proposals for funding bodies
3. Mentoring System (Improving)
4. Final year student project
5. Any other matter

Thanking You

Yours Sincerely

IQAC Co-ordinator

Copy to:
     Principal
     All Members

Sl. No.	Agenda	Outcome of Discussion	Responsibility
1.	Objectives of IQAC	• It has been decided to conduct the meeting twice in an academic year at the beginning of the Odd and Even Semester • Importance of existence of IQAC to review the Academic process, Placement process, Research & all other activities like sports, functioning of Library, Hostel etc... • Framed 27 committees as per NAAC requirements.	MR, Principal & IQAC Co-ordinator
2.	Project Proposal for Funding bodies.	• Committee members explained the necessity of getting grants from various reputed bodies for the proposals such as RPS, SDP / FDP, MODROB, STTP etc.	Principal, HOD's and Faculty
3.	Mentoring System	• The existing mentoring system was explained & the committee suggested some improvements & recommendations. • They suggested to go for online as edumate portal exists in the campus & for 1 year atleast both hard & soft copies to be maintained. • The mentor book both online & offline must have all the student related information such as educational details, academic performance, grievances if any or achievement, personal details etc.., for all the 4 years of his or her study & to be closed at the course completion.	Principal, HOD's and Mentors
4.	Discussion on final year student's projects.	• To ensure the quality in final year student projects & committee suggested that the students can do projects in their pre final year itself even though not required as per curriculum. • To motivate & encourage students, it has been decided to host project exhibition for final year & pre final year students which should be evaluated by external experts & award the prizes. • It has been decided to award one prize in each department and participation certificates to all the participants. • Prize includes cash & certificates.	HOD's and Faculty(Project Coordinators)

- The Committee discussed about the Training & Placement activities and suggested necessary training to students to improve their Aptitude, Analytical & Technical knowledge.
- As a routine practise, Certificate Programmes and Life skill Programmes will be conducted for Academic Year 2017-18

Meeting ended with thanks from the chair & next meeting is tentatively scheduled in the month of July 2017.

IQAC Coordinator   **Principal**

Sri SAIRAM
COLLEGE OF ENGINEERING Anekal, Bengaluru

INTERNAL QUALITY ASSURANCE CELL
ACTION TAKEN REPORT FOR Meeting No. 2

S.No	Item/Description	Action Taken
1	Objectives & role of IQAC	• Identified the roles and responsibilities and documented the same for the future reference. • All the process owners are asked to submit report at the end of every semester, related to the activities done during the semester. • Identified the Coordinators and assigned the responsibilities.
2	Project Proposals for funding bodies	• HOD's were called for the meeting and explained the importance of getting the funds from reputed bodies' inturn HOD's instruct the department project coordinators the same.
3	Mentoring System (Improving)	• Circular related to this is prepared and circulated among the Mentors.
4	Final year student project	• Project coordinators and HOD's are asked to take care.