



Sri  
**SAIRAM**  
COLLEGE OF ENGINEERING  
Anekal, Bengaluru

ISO 9001:2015 certified Institution  
Approved by AICTE, New Delhi  
Affiliated to Visvesvaraya Technological University  
[www.sairamce.edu.in](http://www.sairamce.edu.in)

### Internal Quality Assurance Cell

SSCE/ Circular/ IQAC/ 2018-19/ Meeting-6

19/02/2019

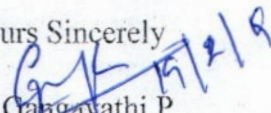
It is proposed to conduct Internal Quality Assurance cell meeting on Saturday 2<sup>nd</sup> March 2019 at 11.00am in Chairman Board room at Sri Sairam College of Engineering. The members are requested to make it convenient to attend the meeting.

#### **Agenda**

1. Review of Previous meeting points
2. Proposals for funding bodies- Review
3. Final year students projects- Review
4. FDP & personality development programs
5. Paper publications
6. Review of NAAC Accreditation Process- IIQA submission
7. Functioning of clubs
8. Placement activities
9. QMC formation (Quality Monitory Cell)
10. IPR- Intellectual Property Rights
11. Online grievances Redressal
12. Any other matter with the permission of chair

Thanking You

Yours Sincerely

  
Dr. Gangavathi P  
IQAC Director

Copy to:

Principal  
All Members

The minutes of IQAC meeting held on 02<sup>nd</sup> March 2019 at Principal board room.

Sl. No	Agenda	Outcome of Discussion	Responsibility
1.	Previous meeting Review	<ul style="list-style-type: none"> <li>Satisfactory work done by the responsible persons.</li> </ul>	
2.	Proposals for funding bodies- Review	<ul style="list-style-type: none"> <li>Prepared and submitted the KSCST, IEL, and VTU project proposals.</li> <li>Good improvement in applying for funds compared to previous year.</li> </ul>	Principal, MR, HOD's and Faculty
3	Final year students projects- Review	<ul style="list-style-type: none"> <li>Every month Project Coordinator of each department is reviewing the final year student projects.</li> </ul>	HOD's and Project Coordinators
4	FDP & personality development programs	<ul style="list-style-type: none"> <li>Valedictory function to be planned for FDP "Arise ToT Master Coach."</li> <li>Applied for funds to conduct FDP under AICTE-AQIS.</li> <li>FDP organised in association with ICT academy on Emotional Intelligence</li> </ul>	Principal, MR, HOD's and Faculty
5	Paper publications	<ul style="list-style-type: none"> <li>In order to improve Quality Presentations/Publications, Institution hosts 2 International Conferences-ICASET/i7C every year. This year too will be hosting ICASET19. Principal suggested all faculty to present papers while after plagiarism check the same will be published in reputed journals.</li> </ul>	Principal & ME / ECE HOD's
6	Review of NAAC Accreditation Process- IIQA submission	<ul style="list-style-type: none"> <li>Principal suggested speed up the NAAC work and IIQA must be submitted soon possible and to complete the task by end of Semester.</li> </ul>	Principal, MR & HOD's and Faculty.
7	Functioning of clubs	<ul style="list-style-type: none"> <li>Clubs activities must be more effective than previous years and students must be involved in conducting the activities.</li> </ul>	MR and Club Coordinators
8	Placement activities	<ul style="list-style-type: none"> <li>Offer letter distribution must be arranged for placed students.</li> <li>Good improvement in placement activities with 90% placement of eligible students got placed in 25 different companies.</li> </ul>	Principal, MR & Placement officer



9	QMC formation (Quality Monitory Cell)	<ul style="list-style-type: none"> <li>QMC is framed and Mech HOD is identified as Coordinator.</li> </ul>	Principal, MR and ME HOD
10	IPR- Intellectual Property Rights	<ul style="list-style-type: none"> <li>IPR Policy updated in website.</li> <li>IPR symposium to be conducted</li> <li>3 Patents which already Published and now decided to add SSCE as one applicant.</li> </ul>	Principal, MR & IPR Coordinator
11	Online grievances Redressal	<ul style="list-style-type: none"> <li>Suggested to take initiatives by the coordinator for Online Grievance Redressal System.</li> </ul>	Principal, MR, HOD's & Coordinator of Online grievances Redressal

#### Other Issues

- Decided to conduct College day on 29 March 2019
- Decided to conduct Graduation day 21 April 2019.
- ICASET -19 is decided to conduct on first week of May 2019 in association with IFERP.
- Plastic free campus initiatives have been taken up.
- As a routine practise, Certificate Programmes and Life skill Programmes will be conducted for Academic Year 2019-20

  
IQAC Coordinator

  
Principal



**INTERNAL QUALITY ASSURANCE CELL  
ACTION TAKEN REPORT FOR Meeting No.6**

S.No	Item/Description	Action Taken
1	Proposals for funding bodies- Review	<ul style="list-style-type: none"><li>• Coordinators were identified for websites KSCST and IEI Funds -Ms Gunasekari(EEE) VTU Funds-Dr Anil Kumar(ME) AICTE funds- Dr HariKrishna(Chem)</li></ul>
2	Final year students projects- Review	<ul style="list-style-type: none"><li>• Dept HOD and Project Coordinators will review the student projects and make necessary changes.</li></ul>
3	FDP & personality development programs	<ul style="list-style-type: none"><li>• Executed the FDP 'Emotional Intelligence'</li></ul>
4	Paper publications	<ul style="list-style-type: none"><li>• Dept of ME &amp; ECE arranged meeting to discuss with IFERP, related to journals and execution of conference, identify Guest and guest of honour.</li></ul>
5	Review of NAAC Accreditation Process- IIQA submission	<ul style="list-style-type: none"><li>• Decided to arrange frequent meetings with Mr. Suman to progress the NAAC work for IIQA submission.</li></ul>
6	Functioning of clubs	<ul style="list-style-type: none"><li>• Created what's up group with all the club coordinators &amp; students and advised students to initiate the club activities</li></ul>
7	Placement activities	<ul style="list-style-type: none"><li>• 142 students got placed and offer letters to be distributed.</li><li>• Planning for ON Campus drives on and OFF campus drives to ensure quality placement.</li></ul>
8	IPR- Intellectual Property Rights	<ul style="list-style-type: none"><li>• IPR Policy updated in website.</li><li>• Discussed with the consultant to add SSCE as applicant and execute the same.</li></ul>
9	Online grievances Redressal	<ul style="list-style-type: none"><li>• Web site should be designed for the said purpose.</li></ul>

2-1/11