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SRI RAMAKRISHNA COLLEGE OF ENGINEERING

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Sri Saradha Nagar, Perambalur - 621 113. Mobile: 95855 44688 Website: www.sriramakrishna.ac.in

Ref:SRCE/IQAC/05


10.06.2020

CIRCULAR

A meeting is scheduled for all members of the IQAC on 17.06.2020 (Wednesday) at 10:30 am in online mode. We kindly request the following IQAC representatives to attend the meeting.

IQAC Representatives		
S.NO	NAME	DESIGNATION
1	Dr. S.Padmalal	Principal
2	Mr.B.Saravanan	Assistant Professor & HOD / MECH
3	Mr.R.Sivabalan	Assistant Professor & HOD / CSE
4	Mrs.E.Sharmila	Assistant Professor & HOD / BME
5	Mr.A.Ayyapan	Assistant Professor & HOD / CIVIL
6	Mr.N.Arunkumar	Assistant Professor & HOD / AGRI
7	Mrs.M.Sankari	Assistant Professor & HOD / S&H
8	Mr.M.Saravanan	Assistant Professor in CSE
9	Mrs.C.Surya	Assistant Professor in CSE
10	Mr.V.Loganathan	Assistant Professor in MECH
11	Dr.K.Chandrasekaran Professor M.A.M School of Engineering Trichy	Academic Expert
12	Mr.Sankar.K Managing Director Sidco Industrial Estate, Thuvakudi Trichy-620015	Industry Expert




PRINCIPAL
Sri Ramakrishna College of Engineering
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PERAMBALUR - 621 113




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13	B.Poornima	Alumni
14	P.Archana	Student
15	Mr.Periyasami.C	Parent


IQAC Coordinator


Principal

Copy to,


The Secretary

All IQAC Member's

All HOD's and Faculty Members

File




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Sri Ramakrishna College of Engineering
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IQAC COMPOSITION MEETING 2020 – 2021

AGENDA


Meeting: 5

Date: 17.06.2020

Time: 10.30 am

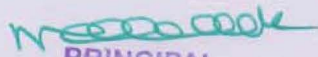
Mode: Online

- Review of Academic Calendar for 2020-21
- Orientation for teachers to conduct Online classes.
- Discussion about online admission
- Class delivery in Hybrid mode
- Webinar
- Faculty development Program
- About university examination
- Course exit survey


IQAC Coordinator


Principal




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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 17.06.2020

Time: 10.00 am

Mode: Online

The Principal welcomed the members of IQAC for the Third meeting. The Principal welcomed the IQAC Coordinator, Hod's and senior faculty members. He presented the progress of the institution and the future plans of the committee.

The Committee members discussed about:

Academic Calendar : The Chairperson reviewed the academic calendar for the 2020-21

Online Admission: The Principal talks about the COVID-19 and students online admission.

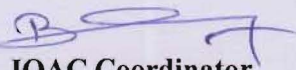
Orientation for teachers to conduct online classes: Anna University has instructed its affiliated colleges to conduct online classes. Additionally, the Principal has directed the department faculties to organize an orientation class for all teachers on using Google Meet.

Conduct online classes through Google meet: The HOD's had been instructed to monitor the online classes and ensure the delivery of syllabus as per course plan. Assignments and seminars will be given through online.

Webinar: The committee directed the Heads of Departments to encourage their department faculty members and students to participate in various webinars online.


Faculty Development Program : The committee directed the Heads of Departments to encourage their department faculty members to participate in an online Faculty Development Program (FDP)

Conduct online Examination: The Principal requested that all Heads of Departments ensure that final-year students register for the online examination.


IQAC Coordinator


Principal




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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 17.06.2020

Time: 10.00 am

Mode :Online

Member Present for the meeting:

S.NO	MEMBERS	DESIGNATION	POSITION IN IQAC	SIGNATURE
1	Dr. S.Padmamal	Principal	Chairperson	
2	Mr.B.Saravanan	Assistant Professor & HOD / MECH	IQAC Coordinator	
3	Mr.R.Sivabalan	Assistant Professor & HOD / CSE	Internal Member	
4	Mrs.E.Sharmila	Assistant Professor & HOD / BME	Internal Member	
5	Mr.A.Ayyapan	Assistant Professor & HOD / CIVIL	Internal Member	
6	Mr.N.Arunkumar	Assistant Professor & HOD / AGRI	Internal Member	
7	Mrs.M.Sankari	Assistant Professor & HOD / S&H	Internal Member	
8	Mr.M.Saravanan	Assistant Professor in CSE	Internal Member	
9	Mrs.C.Surya	Assistant Professor in CSE	Internal Member	
10	Mr.V.Loganathan	Assistant Professor in MECH	Internal Member	
11	Dr.K.Chandrasekaran Professor M.A.M School of Engineering, Trichy	Academic Expert	External Member	
12	Mr.Sankar.K Managing Director Sidco Industrial Estate, Thuvakudi, Trichy	Industry Expert	External Member	
13	B.Poornima	Alumni	External Member	-
14	P.Archana	Student	Internal Member	-
15	Mr.Periyasami.C	Parent	External Member	

IQAC Coordinator

Principal



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INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT


Action taken report on the decision taken during the IQAC meeting held on 17.06.2020 is as follows:

Point Discussed	Decision Taken
Orientation for teachers to conduct online classes	Organize an orientation session for teachers on conducting online classes.
Conduct online classes through Google meet	IQAC requested the head of the department to start teaching through online mode using Google meet
Webinar	Faculty members and students participated in webinar's
Faculty Development Program	Faculty members are participated online FDP


IQAC Coordinator


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Ref:SRCE/IQAC/06

16.12.2020

CIRCULAR

A meeting is scheduled for all members of the IQAC on 23.12.2020 (Wednesday) at 10:00 am in online mode. We kindly request the following IQAC representatives to attend the meeting.

IQAC Representatives		
S.NO	NAME	DESIGNATION
1	Dr. S.Padmala	Principal
2	Mr.B.Saravanan	Assistant Professor & HOD / MECH
3	Mr.R.Sivabalan	Assistant Professor & HOD / CSE
4	Mrs.E.Sharmila	Assistant Professor & HOD / ECE
5	Mr.A.Ayyapan	Assistant Professor & HOD / CIVIL
6	Mr.N.Arunkumar	Assistant Professor & HOD / AGRI
7	Mrs.M.Sankari	Assistant Professor & HOD / S&H
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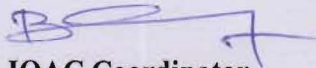
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15	Mr.Periyasami.C	Parent


IQAC Coordinator


Principal

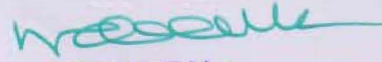
Copy to,

The Secretary

All IQAC Member's

All HOD's and Faculty Members

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IQAC COMPOSITION MEETING 2020 – 2021

AGENDA

Meeting: 6

Date: 23.12.2020

Time: 10.00 am

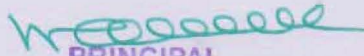
Mode: Online

- Review of Previous minutes of meeting
- Review the Academic calendar for 2020-21 Even Semester
- Online Program
- Online Class delivery
- Online class monitoring
- Motivation of teachers to publish research papers
- Course exit survey


IQAC Coordinator


Principal




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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 23.12.2020

Time: 10.00 am

Venue: Online

The Principal welcomed the members of IQAC for the Third meeting. The Principal welcomed the IQAC Coordinator, Hod's and senior faculty members. He presented the progress of the institution and the future plans of the committee.

The Committee members discussed about:

Review the Academic calendar: In the academic calendar for the 2020-21 Even semester, internal assessments will be conducted online as per the scheduled dates.

Online Programmes: The Principal recommended that the HODs organize more seminars and workshop programs for second and third-year students, along with conducting career guidance sessions for all final year students.

Online Class delivery: The committee directed the HODs to encourage students and faculty members in their departments to actively participate in the online program.

Online class monitoring: The instruction has been given for all HODs to monitor the online classes.

Publish research papers: The Principal encouraged all the Heads of Departments to motivate faculty members to present journal papers in reputable journals.

Course exit survey: All Heads of Departments have been instructed to gather the course exit survey from the final year students at the end of the semester.

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

Date: 23.12.2020

Time: 10.00 am

Mode : Online

Member Present for the meeting:

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14	P.Archana	Student	Internal Member	—
15	Mr.Periyasami.C	Parent	External Member	—

IQAC Coordinator

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ACTION TAKEN REPORT


Action taken report on the decision taken during the IQAC meeting held on 23.12.2020 is as follows:

Point Discussed	Decision Taken
Online Program	Conduct online Seminars, Workshops
Online Class delivery	The committee members appointed by the principal are responsible for monitoring the online classes.
Career guidance programme	Conduct career guidance programme for Final year students
Motivation of teachers to publish research papers	Teachers publish a paper for UGC journals


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