



SOCIETY OF MECHANICAL ENGINEERS (SME)

MINUTES OF MEETING

ACADEMIC YEAR 2024-2025

1ST MEETING

Date: August 27, 2024

Time: 12:20 PM – 01:10 PM

Venue: QMS Seminar Hall, 2nd Floor, Department of Mechanical Engineering, SVCE

Attendees:

1. Prof. Dr. S. Saravanan (SME Co-ordinator)
 2. Dr. S. Suseel Jai Krishnan (SME Associate Co-ordinator)
 3. Elected Student Executives (Attached as "ATTENDANCE")
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Agenda of Meeting

1. Welcome and Introduction

- 1.1. Welcome Address by Prof. Dr. S. Saravanan
- 1.2. Introduction of the Elected Student Executives
- 1.3. Overview of the Society of Mechanical Engineers (SME) and Its Objectives

2. Importance of Guest Lectures

- 2.1. Announcement of Inauguration and First Guest Lecture Date (August 29, 2024)
- 2.2. Importance of Staying Updated with Industry Trends
- 2.3. Overview of the First Guest Lecture Topic: "Power Plant Economics"

3. Planning and Scheduling

- 3.1. Determining the Number of Guest Lectures per Semester
- 3.2. Scheduling Industrial Visits: Requirements and Planning
- 3.3. Planning Additional Technical Events to Enhance Skills

4. Protocols and Documentation

- 4.1. Importance of Following Event Management Protocols
- 4.2. Development of Forms and Templates for Event Documentation

5. Motivational Remarks

- 5.1. Encouragement to Take Initiative and Embrace Learning Opportunities
- 5.2. Emphasizing Teamwork and the Primary Objective of Enhancing SME Quality

6. Q&A Session

- 6.1. Open Floor for Questions and Clarifications from Student Executives

7. Closing Remarks and Next Steps

- 7.1. Summary of Key Points and Action Items
- 7.2. Scheduling of Next Meeting for Progress Review

8. Adjournment

- 8.1. Formal Closure of the Meeting

Meeting Minutes

1. Opening Remarks:

The meeting commenced with a welcome address by Prof. Dr. S. Saravanan, who emphasized the importance of active participation and engagement from the student executives.

2. Inauguration and Guest Lecture:

- a) Prof. Saravanan announced that the inauguration of SME and the first guest lecture are scheduled for August 29, 2024.
- b) He highlighted the significance of guest lectures, particularly stressing the need to stay updated with the latest industry trends.
- c) The inaugural guest lecture will cover "Power Plant Economics," recognizing economics as a crucial element across various sectors.

3. Guest Lectures:

- a) Prof. Saravanan advised the student executives to identify relevant subjects and topics for future guest lectures in areas such as manufacturing, design, thermal engineering, and automation.
- b) He requested the students to determine the number of guest lectures needed per semester.
- c) Mr. Sai Santhosh proposed that 6 to 8 guest lectures should be organized each semester.
- d) Prof. Saravanan agreed with this proposal.

4. Industrial Visits:

Prof. Saravanan emphasized the necessity of arranging industrial visits for practical exposure. He outlined the following requirements:

- 2 Industrial visits for Final-year students each for A and B section
- 1 industrial visit for III-year Mechanical Engineering students.
- 1 industrial visit for III-year Mechanical and Automation students.
- 1 industrial visit each for II-year Mechanical Engineering students.
- 1 industrial visit each for II-year Mechanical and Automation students.

This will total 6 industrial visits per semester.

5. Event Planning:

Prof. Saravanan instructed the student executives to prepare a tentative plan and schedule for the following:

1. Guest Lectures
2. Industrial Visits

3. Symposium
4. Additionally, he advised planning an extra technical event, lasting half a day, aimed at enhancing technical skills rather than focusing on entertainment. The purpose and benefits of this event must be justified.

6. Protocols and Documentation:

- a) The importance of adhering to specific protocols for event management was emphasized.
- b) Students are required to prepare forms and templates to document each phase of the events meticulously.

7. Motivational Note:

- a) Prof. Saravanan encouraged students to take initiative and not to fear mistakes. He stressed that learning from experiences is vital for personal and collective growth.
- b) He reiterated the primary objective: "To boost the quality of SME," underscoring the need for cohesive teamwork despite differing roles.

8. Closing Remarks:

The meeting concluded with Prof. Saravanan's final words of motivation and a reminder for the students to stay committed to their roles and responsibilities.

Action Items:

- 1) Guest Lectures:
 - I. Identify and schedule topics and speakers.
 - II. Plan for 6 to 8 guest lectures per semester.
 - 2) Industrial Visits:
 - III. Arrange 6 industrial visits as outlined.
 - IV. Prepare schedules and coordinate with relevant industries.
 - 3) Technical Event:
 - V. Plan an additional half-day technical event.
 - VI. Justify its purpose and benefits.
 - 4) Documentation:
 - VII. Develop and standardize forms and templates for event management.
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Next Meeting: To be scheduled in early September 2024 for progress review.

Minutes Prepared by: Dr. S. Suseel Jai Krishnan
Date: August 27, 2024

ATTENDANCE

EXECUTIVE	NAME	CLASS	SIGNATURE
President	SARAVANAN V (2127211001066)	IV-B-MEC	
Vice-President	KRITHIK RAJ A (2127211001037)	IV-A-MEC	
Joint-Secretary	SRIVARTHINI V M (2127221001036)	III-MEC	
Treasurer	PRATUL V S (2127221002028)	III-MEC & A	
Office Bearers	ADITHYA S (2127221001001)	III-MEC	
	AKASH K (2127221001301)		
	BALAMURUGAN L (2127221001005)		
	JENSEN SILVA S (2127221001016)		
	JESTIN JOYAL MATHEW (2127221001018)		
	SAI SANTHOSH J (2127221001027)		
	ARAVINDA KRISHNAN K (2127221002005)	III-MEC & A	
	CHEALOKA A (2127221002008)		ABSENT
	HAVINESH KUMAR M (2127221002019)		
	NAREN HARSHA V (2127221002026)		
	KISHORE B (2127221002020)		
	BADRINATH B (2127231001007)	II-MEC	
	IRFAN SAJITH L (2127231001021)		
	JEEVAKARUNA S (2127231001022)		
	KIRAN G (2127231001027)		
	LOGESH K (2127231001029)		
	RUTHEESHTAA S U (2127231001040)		
	SANJAY M (2127231001042)		
	SHARATH V S (2127231001045)		ABSENT
	SUDARSHAN MANOHARAN (2127231001049)		
	INDHUMATHI C (2127231002016)	II-MEC & A	
	LITESH C (2127231002020)		
	RAKSHITA M (2127231002027)		
SANJAY CHARAN S (2127231002030)			
SANJAY SHANMUGAM (2127231002031)			

