



## INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2020/01

Date : 06/01/2020

Dear All,

Sub: Internal Quality Assurance Meeting (IQAC) –Reg.

It is proposed to conduct the Internal Quality Assurance Meeting on 10/01/2020 (Friday).  
Please ensure all the members come prepared with the relevant information as per the agenda.

**Date:** 10/01/2020 **Venue:** Conference hall **Time:** 10.30 AM

### Agenda

- Review and redefine autonomous curriculum and syllabi for the academic year 2020-2021.
- Submission of AISHE documents for the year 2020.
- Conduct of NSS camp in nearby villages on the theme of “Youth for Cleanliness”.
- Conduct of blood donation camp through NSS.
- Conduct of technical training for second year and ~~third~~ year students.
- Conduct of seminar/workshop/National conferences/International conferences in all departments with the theme of SDG.
- Conduct of student satisfaction survey for the academic year 2019-2020.
- Conduct of project Expo.
- Conduct of two days NAAC sponsored workshop.

  
**PRINCIPAL**

Copy to: HoD: CSE, CIVIL,  
ECE, EEE,  
IT, Mech,  
MBA; Manager,  
Library, P.Ed  
IQAC co-ordinator  
R.C.Abhishek- Student/BE-MECH  
Haran Vigneshwaran-Student/ BE- ECE.  
M.Harish-Student/BE- CSE  
V.Meenalochini -Student/BE- IT  
Mr.K.Muruganandham, Thermal Energy systems.  
President, Poonthandalam village panchayat.



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### MINUTES OF IQAC MEETING held on 10.01.2020

SSIT/IQAC/MoM/2020/01

#### Agenda

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# SRI SAI RAM INSTITUTE OF TECHNOLOGY

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### Members Attended

Dr. K.Palanikumar	Principal	Dr.C.R Senthilnathan	IQAC Co-Coordinator
Dr.S.Murali	IQAC/ NAAC Coordinator	Mr.K.Muruganandham	Thermal Energy systems
Dr.S.Rajaraman	IQAC Co-Coordinator	Mr. A. Anabazhagan	Head – EEE
Mr. A.Srithar	Head – Mechanical	Dr. B.Sreedevi	Head – CSE
Dr. G.Thamaraiselvi	Head – ECE	Mrs. Ramya	Head – Civil
Dr.V.Brindha Devi	Head- IT	Mr.V.Selvakumar	Head – MBA
Mr.V.Balaji	Head – S & H	Dr.TNM.Tharinnimai	Senior Librarian
Dr.G.Prakash	NAAC Co coordinator	President	Poonthandalam village panchayat
Dr.Ranjith	PD	M.Harish	Student/BE- CSE
R.C.Abhishek	Student/BE-MECH	V.Meenatchini	Student/BE-IT
Haran Vigneshwaran	Student/ BE- ECE	M.Meenaloshini	student / B.tech - IT

S.No	Agenda Points	Points Discussed	Decision taken	Action Required	Responsibilities and Target dates
1	Pending issues from the previous review meeting	NIL			
2	Quality Initiatives to be taken	Conduct of Technical Training for II year and III year students	Placement coordinator has been requested to schedule the Technical Training	To discuss with Placement Dean and finalize the schedule	Placement Coordinator During first and second week of February





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S.No	Agenda Points	Points Discussed	Decision taken	Action Required	Responsibilities and Target dates
3	Review and redefine autonomous curriculum and syllabi for the academic year 2020-2021	It is decided to revise and refine the curriculum and syllabi for the academic year 202-2021	Board of studies meeting to be conducted by each department	To discuss with the Department HoDs	HoDs. By MAR 2020
4	Submission of AISHE documents for the year 2020	It is decided to submit the documents for this year.	Complete the submission by the end of JAN 2020	Concern incharges are requested to compile and submit the data	Dr.C.Senthilnathan Mr.V.Avudainayagam By 31/01/2020
5	Conduct of NSS camp in nearby villages on the theme of "Youth for Cleanliness"  Conduct of blood donation camp through NSS	It is decided to conduct NSS camp and Blood donation camp by College NSS unit	NSS Camp at Pazhathandalam Village  Blood Donation camp in our college campus	NSS and YRC Coordinators has to discuss with concern authorities and make necessary arrangements	NSS and YRC Coordinators  Before MAR 2020





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6	Conduct of seminar/workshop/ National conferences/ International conferences in all departments with the theme of SDG	It is decided to organize seminar/workshop/ National conferences/International conferences in all departments with the theme of SDG	All HoDs are requested to take necessary initiative	HoDs of all departments confirm the dates and events.	HoDs. By MAR 2020
7	Conduct of student satisfaction survey for the academic year 2019-2020	IQAC Co-ordinator is requested to restructure the survey questionnaire to incorporate on institutional quality aspects and to conduct online survey during the month of June 2020	IQAC and NAAC Coordinators are requested to take necessary initiative	IQAC Coordinator, NAAC Coordinator and HoDs need to finalize the questionnaire	IQAC Coordinator and NAAC Coordinator. JUNE 2020





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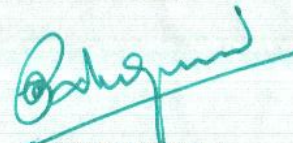
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8	Conduct of project Expo.	College project expo is planned for this academic year	It is proposed to conduct during the month of March and planned to invite industrial persons to evaluate the projects	HoDs and department Project Coordinators are requested to make the final year students to complete their project within the specified time	HoDs and department project Coordinators. MAR 2020
9	Conduct of two days NAAC sponsored workshop	It is decided to submit a proposal to NAAC for conducting two days national workshop.	IQAC Coordinator is requested to submit the proposal by 15 <sup>th</sup> February	IQAC Coordinator is requested to decide on the pre requisite for the conduct of the workshop	IQAC Coordinator AUG 2020

  
IQAC – Coordinator

  
PRINCIPAL

