

INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2018/3

Date : 01/11/2018

Dear All,

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

It is proposed to conduct the Internal Quality Assurance Meeting on 08/11/2018 (Thursday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 08-11-2018 **Venue:** Conference hall **Time:** 10.30 AM

Agenda

- Review of Quality plan
- Student admission and placement
- Resources & infrastructure requirement
- Parent and industry feedback
- Students academic review


PRINCIPAL

Copy to: HoD: CSE, CIVIL,
ECE, EEE,
IT, Mech,
MBA; Manager,
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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 08.11.2018

SSIT/IQAC/MoM/2018/3

Agenda

- Review of Quality plan
- Student admission and placement
- Resources & infrastructure requirement
- Parent and industry feedback
- Students academic review

Members Attended

Dr. K.Palanikumar	Principal	Dr.T.Srinivasan	IQAC Coordinator
Dr.C.R Senthilnathan	IQAC Coordinator	Mr. A. Anabazhagan	Head – EEE
Mr. A.Srithar	Head – Mech	Dr. B.Sreedevi	Head – CSE
Dr. G.Thamaraiselvi	Head – ECE	Mr.V.Balaji	Head – S & H
Mr.V.Selvakumar	Head-MBA		
Dr.TNM.Tharinnimai	Senior Librarian		





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SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
1	Pending issues from the previous review meeting	NIL				
2	Changes in internal issues (Strength and Weakness)	Current strength and weakness are reviewed	PPT copies attached (Principals office and to all HOD)			
3	Changes in External issues (Opportunities and Threats)	Current opportunities and threats are reviewed	PPT copies attached (Principals office and to all HOD)			
3	Students Satisfaction Index	<u>Students' academic feedback</u> 86% -Academic Feedbacks are collected twice in a semester	To Collect online feedback twice in a semester (First – mid semester and Second- end of the semester)	HODs analyse the feedback and to take appropriate action. The report to be submitted to principal with in three working days.		HOD





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				Effectiveness of the action taken t be monitored by the HODs after 2 weeks and record the out come		
4	Feedback from the stakeholders <ul style="list-style-type: none">- Employees- Parents- Alumni- Industry	Feedback collected in standard form 90% (expecting 100% placement) 75% 88.9%	To review the employees feedback for the requirements from the staff	HODs to summarise and list out the necessary points To implement the requirements of Industries		Principal and HOD Dec'18
5	Review of quality policy	Reviewed	No changes in the Policy to continue the same			





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6	Review of Quality objective (college)	Objective reviewed and PPT attached				
7	Review of Quality objective (Department)	Objective reviewed department wise and the PPT is attached				
8	Process Performance and product / service conformity 1.academic calendar 2. Syllabus 3. Time table 4.Lesson Plan 5. Log Book	Admissions process completed		To concentrate on the academic process		Principal and HODs
9	-do-	Hostel admission Girls hostel Boys hostel	No of hostellers are coming down To attract students from south Tamilnadu	HODs plan and take necessary action		Top Management/ Principal
10	Monitoring and measurement Results 1.Internal assessment 2.university results 3. placement	2017-18 Semester result analysed - University ranks				





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11	Supplier / External service provider & performance review	Vendor performance and vendor rating (PPT attached department wise)				
12	Adequacy of resources need (pending resource needs)	Review of requirements departmentwise discussed				
13	Effectiveness of action taken to address the risk	How to mitigate the risk (Action plan) - Department wise risk reviewed				
14	Effectiveness of action taken to address opportunities	How to use the opportunities (Action plan) Department wise opportunities reviewed				
15	Opportunities for improvement	- Students career plan - Students internship	Classify the students from II year according to their interest in career plan like placement / higher studies/	To provide students a structured form for identifying & plan and present		Principal and HODs



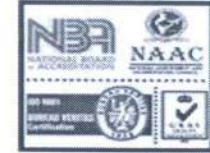


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			entrepreneurship etc	report to the Principal		
16	Top Management feedback	Staff Research papers to be increased				

M. Venkatesh
IQAC – coordinator

[Signature]
PRINCIPAL

