



SAI RAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi

Accredited by NBA and NAAC "A+" | An ISO 9001:2015 Certified and MHRD NIRF ranked institution

Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairamit.edu.in



Ref: CIR.No. 045/IQAC/SSIT, Ch-44/2020

DATE: 06.10.2020

CIRCULAR

It is proposed to conduct **IQAC meeting on 09.10.20 Friday at 10.30 am** in our **ground Floor Smart Class Room** to discuss about the following:

Agenda:

1. Presentation and analysis of Departmental (by HoDs) & Institutional (Mr.Jayachandran) Students Satisfaction Survey (SSS) results for the year 2019-20.
2. Documentation and submission of Criterion wise AQAR for the year 2019-20.
3. Preparation of Criterion wise documentation review schedule.

Hence, it is requested that Manager-Office, all the HoDs, IQAC committee members, Dept. NAAC/IQAC coordinators, AQAR Steering Committee members, Librarian, Placement Officer, System & Network Admin, Incharges of NSS, NCC, YRC, UBA, Sports, and cultural, to attend the meeting with necessary information.

PRINCIPAL

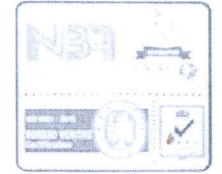
PRINCIPAL

SRI SAI RAM INSTITUTE OF TECHNOLOGY
SAI LEO NAGAR, CHENNAI - 600 044.



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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 09.10.2020

SSIT/IQAC/MoM/2020/02

Agenda

- Presentation and analysis of Department (by HoDs) & Institutional. Students Satisfaction Survey (SSS) results for the year 2019-20
- Documentation and submission of criterion wise AQAR for the year 2019-20.
- Preparation of Criterion wise documentation review schedule.

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.Meenalochini	Student/BE- IT
Haran Vigneshwaran	Student/ BE- ECE		





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S.No	Agenda Points	Points Discussed	Decision taken	Action Required	Responsibilities and Target dates
1	Pending issues from the previous review meeting	NIL			
2	Students Satisfaction Survey (SSS) results for the year 2019-20	Usage of ICT	ICT devices to be increased	All staff members are advised to use ICT	All staff members immediately
3		Webinars	Standard and quality of webinar to be upgraded	Advised to review before the webinar approved	HoDs
4		Virtual Industry visits	Plan to have virtual industry visits during covid 19	Departments are advised to plan for Virtual IVs	HoDs
5		AQAR 2019-20	Documentation and submission of criterion wise AQAR	Planned to prepare documentation	Department IQAC criterion





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			department wise	coordinators prepare the report with supporting documents	
6	Criterion wise documentation of AQAR		Periodic reviews to be done to check the progress for documentation	Schedule is to be prepared criteria wise to review the progress	HoDs and IQAC


IQAC – Coordinator


PRINCIPAL

