INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 24.11.2021

SSIT/IQAC/MoM/2021/01

Agenda

1. **IQAC/2021.22.01** - Approval of the Minutes of 23rd meeting (held on 17thMarch 2021) and Action Taken report (ATR) is placed before the members for the approval.
2. **IQAC/2021. 22.02** - Review on PAC, DAB and BoS of all the departments
3. **IQAC/2021. 22.03** - Review on curricular aspects
   Live in Lab
   Skill Enhancement courses
   Mandatory noncredit courses
   Additional Professional Electives
   Feedback analysis
4. **IQAC/2021. 22.04** - Review on Teaching Learning & Evaluation
   Academic calendar for the odd semester of the academic year 2021-22
   Students' admission
   Student Internships
   Student projects
   Question paper scrutiny for CAT
   Conduct of CAT and End semester Examinations
   Student satisfaction survey
5. **IQAC/2021. 22.05** - Review on Research Innovation and Extension
   Review on Research publications
   Funded projects from government and Non- Government agencies
   Programs on IPR, Entrepreneurship and Skill development
   Consultancy projects

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Review on functional MoUs

Extension activities(NCC, YRC, UBA, Swatch Bharath)

6. **IQAC/2021. 22.06** - Review on Infrastructure and Learning Resources

Augmentation of Physical facilities

Augmentation of IT facilities

Budget Proposal

Library Resources

Establishment and Utilization of e-Learning Resources

7. **IQAC/2021. 22.07** - Review on Student support and progression

Scholarship and free ships

Placement details

Students pursuing higher studies

Professional society activities

Alumni contribution

8. **IQAC/2021. 22.08** - Review Governance, Leadership and Management

Composition of IQAC 2021-2022

Academic and administration audit

Documentation for NIRF

Submission of AQAR for 2020-2021 in autonomous format

9. **IQAC/2021. 22.09** - Review Institutional Values and Best Practices

Identified Best practices of 2020-21

Institutional Values and Social Responsibilities

10. **IQAC/2021. 22.10** - Quality Initiatives by IQAC

Sairam RAISE

Sairam EOMS

Sairam SDG Action Program

11. **IQAC/2021. 22.11** - Submission of proposals to NAAC for the conduct of FDPs
    and workshops under " NAAC Academic and Financial
    Collaboration" Schemes

12. **IQAC/2021. 22.12** - Future plans of IQAC

13. **IQAC/2021. 22.13** - Any other matter with the permission of the chair

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Members Attended

1. SHRI.SAI PRAKASH LEO MUTHU, CHAIRMAN & CEO 2. Mr.K.Naresh Raj, Chief Information Officer,   Sairam Group of Institutions.
Dr.K.Palanikumar, M.E., Ph.D., Principal, Sri Sai Ram Institute of Technology
Dr. S.Rajarajan, Dean, Academics Dr. G.Shanmuga Sundar, Dean, R & D Dr. S. Rathika, Associate Professor Dr.B. Sreedevi, HOD, Dept. of CSE Dr.V. Brindha Devi, HOD, Dept. of IT
Dr. S.Murali, HOD, Dept. of Mechanical Engg., CO-ORDINATOR
Dr. G.Prakash, HOD, Dept. of EEE Dr. G.Thamarai Selvi, HOD, Dept. of ECE Dr.S.Pachaiammal@Priya, HOD, Dept. of AI-DS Dr.Su.Suganthi, HOD, Dept. of CCE Mr.V.Balaji, HOD, Dept. of S & H Dr.C.R.Senthilnathan, Prof., Dept. of MBA Mrs.D.Pushgara Rani, Asst. Prof., Dept. of ECE Mrs.S.Deivanayagi, Asst. Prof., Dept. of ECE Mrs.D.Roopa, Asst.,Prof.,Dept. of CSE Dr.D.Muruga Radha Devi, Prof., Dept.of IT Mr.A.Anbazhagn, Asso. Prof., Dept. of EEE Mr.A.Srithar, Asso. Prof.,Dept. of MECH
Mr. Panchatcharam, Village Administrative Officer Mr.S.Sujay Sudarshan, CEO, Professional Elevators, Chennai. Mr.Poornachandar, Entrepreneur, Alumini. Ms.V.Mathuvanthi, Student/BE-CSE Ms.C.B.Lavanya, Student/B.Tech.- IT Mr.A.Saranraj, Student/B.E-ECE Mr.K.Monish, Student/ B.E-EEE Mr.M.Srinath Melon,Student/ B.E-MECH
Mr.R.Sivakumar, FRESA Technologies, Chennai.

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MINUTES OF IQAC MEETING

- Principal Dr.K.Palanikumar welcomed the IQAC members for this 24th meeting.
- IQAC coordinator Dr.S.Murali presented the IQAC activities before the IQAC members.
- SHRI.SAI PRAKASH LEO MUTHU, CHAIRMAN & CEO appreciated the work done by the IQAC. He insisted IQAC to conduct Awareness webinars for the faculty members and collaborate every activities with EOMS.
- Mr.K.Naresh Raj, Chief Information Officer, insisted IQAC to have short term goals which can be then enhanced to long term goals.
- Mr.R.Sivakumar, FRESA Technologies, Chennai, the Industrial member of IQAC said he is ready to provide project works to our students and he appreciated the various initiatives taken by the Institution through IQAC.

S.No	Agenda Points	Points Discussed	Decision taken	Action Required	Responsibilities and Target dates
1	Approval of the Minutes of 23rd meeting (**held 17th March 2021**) and Action Taken report (ATR) is placed before the members for the approval	Nil	Approved	Nil	IQAC
2	Review on PAC, DAB and BoS of all the departments	• Its discussed to consolidate and analyze the important points discussed in PAC, DAB, BoS meeting of all the	To discuss with the Department HoDs	Action to be taken as per the consolidation given by IQAC	HoDs and IQAC November

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		departments				2021
3	Review on curricular aspects • Live in Lab • Skill Enhancement courses • Mandatory noncredit courses • Additional Professiona Electives • Feedback analysis	• Students' feedback regarding Curricular aspects is good. Decided Guidelines for the project in Live in Lab will be followed from the next review. POSITIVE is included in all the reviews	Circulate the guidelines to all concerned	Need to be followed and monitored by the HoDs in all the project reviews	HoDs and IQAC November 2021
4	Review on Teaching Learning & Evaluation • Academic calendar for the odd semester of the academic year 2021-22 • Students' admission • Student Internships • Student projects • Question paper scrutiny for CAT • Conduct of CAT and End semester Examinations • Student satisfaction survey	• • Awareness program should be conducted for all the faculty members to explore the Bloom's taxonomy Knowledge level should be properly distributed while setting the Question paper	Awareness program will be arranged	Steps to be taken to conduct awareness program	IQAC December 2021
5	Review on Research Innovation and Extension • Review on Research	Quality publication should be increased along with improvement in Citation.	Should be conveyed to all the faculty	Dean Innovations and Dean	HoDs Dean

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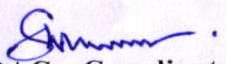|					
	publications • Funded projects from government and Non-Government agencies • Programs on IPR,Enterpreneurship and Skill development • Consultancy projects • Review on functional MoUs • Extension activities(NCC,YRC,UBA,Swatch Bharath)	Each department has to submit funding project proposal before 31.12.2021. Consultancy has to be strengthened. Number of Patent Grants should be increased Number of activities need to be increased	members by the HoDs Extension activity incharges need to take necessary steps to improve the number of activities	R&D have to monitor Conduct of activities	Innovations Dean R&D IQAC Extension activity incharges IQAC
6	Review on Infrastructure and Learning Resources • Augmentation of Physical facilities • Augmentation of IT facilities • Budget Proposal • Library Resources • Establishment and Utilization of e-Learning Resources	Nil	Nil	Nil	HoDs IQAC
7	Review on Student support and progression • Scholarship and freeships • Placement details • Students pursuing higher studies	LoR can be given to the Alumni students from the department LoR for the Final year students should be given after getting permission from the Placement cell	LoR seeking Final year students get permission from Placement cell	Information should be explored to the students	HoDs Placement cell

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	• Professional society activities • Alumni contribution				
8	Review Governance, Leadership and Management • Composition of IQAC 2021-2022 • Academic and administration audit • Documentation for NIRF • Submission of AQAR for 2020-2021 in autonomous format	Faculty members should be aware of the Metrics in NIRF	Explored to all the Faculty members	HoDs should create awareness to faculty through department meetings	HoDs IQAC
9	Review Institutional Values and Best Practices • Identified Best practices of 2020-21 • Institutional Values and Social Responsibilities	Best practices should be common for the Institutions	IQAC members has to discuss and finalize the best practices	Identify the best practices	IQAC
10	Quality Initiatives by IQAC • Sairam RAISE • Sairam EOMS • Sairam SDG Action Program	Awareness program should be conducted to explore the quality initiatives	People should be converted to Process (EOMS)	Collaborative work	IQAC
11	Submission of proposals to NAAC for the conduct of FDPs and workshops under " NAAC Academic and Financial	It is decided to submit a proposal to NAAC for conducting an FDP and a Workshop.	IQAC Coordinator is requested to submit the proposal.	IQAC Coordinator is requested to decide on the pre	IQAC Coordinator MAY 2022

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Collaboration" Schemes			requisite for the conduct of the FDP and workshop	

IQAC – Coordinator

PRINCIPAL

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