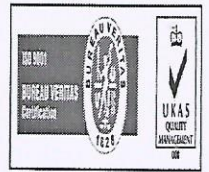




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INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2017/1

Date : 01/02/2017

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 21/02/2017 (Tuesday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 21-02-2017

Venue: Conference hall

Time: 10.30 AM

Agenda

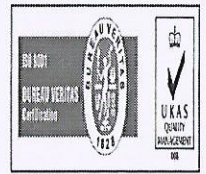
- Review of Audit plan
- Student placement
- FDP/ Workshops
- Resources & infrastructure requirement
- Review of University Results
- Special coaching for weak students
- IEDC performance review

Principal

**Copy to: HoD: CSE, CIVIL,
ECE, EEE,
IT, Mech,
MBA;
Manager, Library,
P.Ed**



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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING held on 21.02.2017

SSIT/IQAC/MoM/2017/1

Agenda

- Review of Audit plan
- Student placement
- FDP/ Workshops
- Resources & infrastructure requirement
- Review of University Results
- Special coaching for weak students
- IEDC performance review

Members Attended

Dr. K.Palanikumar	Principal
Dr.C.R Senthilnathan	IQAC Coordinators
Mr.T.Srinivasan	
Dr.S.Rajarajan	NBA Coordinator
Ms.G.Valarmathi	ISO Coordinator
Dr. G.Thamaraiselvi	Head – ECE
Mr. V.Selvakumar	Head – MBA
Mr. A.Srithar	Head – Mech
Mr. AAnabazhagan	Head – EEE
Ms. B.Sreedevi	Head – CSE
Ms.K.Ramya	Head – Civil
Mr.V.Balaji	Head – S & H
Ms.V.Brindhadevi	Head -- IT
Dr.TNM. Tharinni Mai	Senior Librarian
Dr.Ranjith Donna	PED

(Handwritten signatures and initials in blue and green ink are present next to the table entries, including names like T.S., V.S., A.S., A.A., B.S., K.R., V.B., M.V., T.N.M., and R.D.)



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	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Pending Points from previous Management Review Meeting	<ul style="list-style-type: none"> - Girls Hostel V ending Machine - Playgroud for SSIT students - Mechanical block 	Work in progress	Nil	Principal	-
	Strategic planning review of Quality Policy and Objectives	Quality policy & Objectives of the college & department reviewed	<ul style="list-style-type: none"> - Quality Policy shall be continued without change - Decision taken to include National/ International Conference Paper Presentations, Staff PHD's, Rank Holders in department objectives <p>Objectives:-</p> <ul style="list-style-type: none"> - 65% of overall pass in semester (before revaluation) 	HOD's to review and include the new objectives	Principal & HODs	Dec ' 17
	Strategic planning review of Quality Policy and Objectives		<ul style="list-style-type: none"> - Workshop / Seminar 1 per semester per department - Guest Lecture 2 per department per year - FDP 1 per year - IV one for each class 			



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			- Placement to increase eligible students at 95% and placement 90% on 95%			
Results of Audits	Internal Audit conducted on Sep'16		- 12 NCRs raised & closed - To ensure effective implementation	HOD's to monitor the implementation	HODs	During Next IQAC meeting
Customer Feed Back	- Students feedback collected and analysed		- To collect Industry feedback – Next year - MBA to collect students feedback	- Placement officer to design a format & collect	- Principal & Placement Officer - MBA HOD	During Next IQAC meeting
Process Performance and Product Conformity	University results of Aug'16 reviewed with Principal by HODs		- Minutes recorded by HODs to be implemented effectively	- Review the implementation during HOD meeting	HOD's	During Next IQAC meeting
Status of Proactive and corrective actions	Quality issues recorded by individual departments		HOD's to monitor the effective corrective actions	To present the quality issues during Review Meetings	Principal & HODs	During Next IQAC meeting
Changes that could affect the Quality Management System	No changes in the manual		Nil	Nil	-	-
Recommendation for improvement	<ol style="list-style-type: none"> 1. Rank holder Award for staff members – Cash Award for the department to be distributed to all staff. 2. Quality meetings by HOD's & selection of best quality method. 3. Award to best quality method. 4. Department objectives to be set semester wise. 					
Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none"> - NSS & YRC Activities - Vasan Eye Care – Eye check up to all students and staff - Individual Staff Rooms department wise. - Conference hall with round table. - Internet connection to all departments 					



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		- LCD Projector to all departments				
	Resource needs	- Mechanical Labs - Playground for SSIT	-	-	-	-
	Training and Human Resource Development	- Staff Training	Training Effectiveness shall be evaluated by HOD	HOD's to monitor the effective utilization of the training inputs	HODs	Review Next IQAC meeting
	Review of amendments in documents	NIL	-	-	-	-
	Any specific issue	Nil	-	-	-	-
	Supplier performance review	Satisfactory	Vendor rating reports are maintained in the department.	To monitor vendor performance regularly	HOD	-
	Resource needs	Department wise requirements reviewed	- To fulfill the requirement based on priority basis	- To follow-up with the trust office for approval -Principal to take necessary action	Top Management, Principal & HODs	Next IQAC MEETING
	Training and Human Resource Development	Training Programme for teaching and non-teaching staff department reviewed	- To plan the trainings required by departments for academic year	- HOD to analyze the training needs of the staff and provide necessary training	HODs	Next IQAC MEETING



	Review of amendments in documents	-No Amendments in Apex Manual and Procedure Manual	-	-	-	-
	Any specific issue	Nil	-	-	-	-
	Supplier performance review	Supplier performance reviewed	Vendor rating reports are maintained in the department.	- To send letter to suppliers who are in below 80% rating	HODs and Incharges	-

ACTION TAKEN REPORT

Improvement of the effectiveness of the quality management and its processes	<p><u>IT</u></p> <ul style="list-style-type: none"> • 1 of the staff members Completed her Ph.D • 3 Staff members are doing their Ph.D. • 3 staff members have published papers in various International Conferences. • Skill Rack tests are conducted for staff members in order to provide efficient training for students. • Conducted FDP on Hadoop (HortonWorks) • Conducted Workshop onHadoop (HortonWorks) • After UT 2,the arrear students were given special coaching by conducting repeated tests. <p><u>CSE</u></p> <ul style="list-style-type: none"> • Conducted Entrepreneurship Awareness Camp to 3rd year students funded by IEDC • 7 of the staff members are doing Ph D . • One professor for the Department
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- Skill rack tests were scheduled to all faculties for updating their knowledge. 15 best trainers were chosen from the final test to train students.
- Two Doctorates for the Department.
- Separate language laboratory has been established to develop soft skills of students.
- 16 of the faculties out of 23 have secured 100% results in their subjects.
- One more LCD projector has been added to the Department.
- 30 Machines have been improved from 4GB to 8GB configuration
- Centralized AC for the language lab.

ECE

- 8 staff members are doing Ph.D.
- 10 staff members have published paper in the reputed journal.
- 7 staff members has obtained 100% result in the university examination (April/May 2016).
- 90% of the final year students got placed.
- 5 students have presented the paper in national & international conferences.

EEE

- 7 Staff Members produced 100 % result in the University Examination
- P.Preetha of II year EEE and J.Priya of III EEE have secured third place in Anna university Zonal tournament
- R.Krishnakumar, M.Navaneeth, R.Shachin shibi of third year students secured First place in the Paper presentation conducted by NIT, Warangal.

MECHANICAL

- Students of 3rd year participated in the National Level Project Competition of and stood 54th place out of 76 Colleges
- Students projects were submitted in IEDC & SAE.
- 2 professors and 12 of the staff members are doing Ph. D
- Tutorials were conducted every week in a class.
- Weak students were given special attention.



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- Anna University solved question papers were issued to the students for the exam preparation
- Skill rack tests arranged for III yr students to perform well in campus interviews.
- Important 2 marks and 16 marks were given to the students for the exam preparation.
- Providing RO water to the 3rd floor for both staff members and students.
- Maintaining the department library for assisting the students and staff members.
- Following the EDUMATE for student database and reducing the paperwork.

CIVIL

- Two days workshop on advanced structural analysis and design III years conducted on
- Entrepreneurship awareness camp
- 04 staff member is pursuing Ph.D.
- Designing Sewage treatment plant for college.
- Students projects were submitted in IEDC. One of the project is selected.
- 2 IEDC projects are submitted for getting approval.
- Working on one project towards Swatch Bharath.

MBA

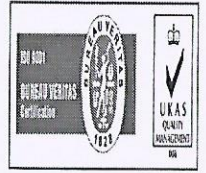
- All of our Faculty members published papers in National, International Conferences & Journals.
- 4 seminars are arranged .
- 100% result achieved by all staff members in different subjects in University Exams.
- Industrial visit to Coca cola company, Chennai was arranged.
- 5 staff members are pursuing ph.D

H&S

- 5 Staff members have qualified Tamil Nadu State Eligibility test for lectureship
- Hostel Students Performance monitored periodically & special classes done regularly.
- ARREARS STUDENTS WERE MOTIVATED TO CLEAR ARREAR EXAMS especially MATHS(all years) & ENGG GRAPHICS



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		<p><u>LIBRARY:</u></p> <ul style="list-style-type: none">• Weak students were given special attention during evening hours.• To collect more e-resources.• Students appeared the NPTEL Exam through Central library.
		<p><u>OVERALL SUGGESTIONS BY IQAC</u></p> <ul style="list-style-type: none">• Consultancy Projects should be improved• Industry Feedback should be collected from all the Department• All the Publication should be Indexed• Unit Test, Model Exam and University Examination Pass percentage should be analysed• SWOT analysis should be performed in all departments

T. Srinivas
IQAC Coordinator(s)

[Signature]
Principal