

INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2019/1

Date : 01/02/2019

Dear All,


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

It is proposed to conduct the Internal Quality Assurance Meeting on 14/02/2019 (Thursday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 14-02-2019 **Venue:** Conference hall **Time:** 10.30 AM

Agenda

- Review of Quality plan
- Student University result
- Resources & infrastructure requirement
- Stakeholder feedback
- Students academic review


PRINCIPAL

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



INTERNAL QUALITY ASSURANCE CELL



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MINUTES OF IQAC MEETING held on 14.02.2019

SSIT/IQAC/MoM/2019/1

Agenda

- Review of Quality plan
- Student University result
- Resources & infrastructure requirement
- Stakeholder feedback
- Students academic review

Members Attended

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





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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 for Overall College and Individual Departments	PPT copies attached (Principals office and to all HOD)	To Prepare fresh SWOT analysis for the next academic year 2019-2020		Principal/ HODs July'19
3	Changes in External issues (Opportunities and Threats(Risk))	Current opportunities & threats are reviewed for overall College and Individual Departments	PPT copies attached (Principals office and to all HOD)	To Prepare fresh SWOT analysis for the next academic year 2019-2020		Principal/ HODs July'19
4	Customer satisfaction Index (Students)	<u>Students' academic feedback</u> 89.9% -Academic Feedbacks are collected twice in a year	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		HOD





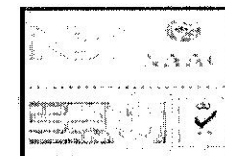
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	<ul style="list-style-type: none">- Alumni- Industry- Top Management	<p>Avg 92% (collected during convocation day 2018)</p> <p>-Avg. 88.9% Reviewed the Industry Requirements</p> <p>-Expecting good result and mentoring</p>	<p>training for II yr and III yr students</p> <p>-Expecting more encouragement for TEDx events</p> <p>- To Implement the requirements of Industry</p> <p>-To conduct Regular test and to improve the performance of poor students</p>	<p>-Monitoring the training activities</p> <p>Encouraging students for TEDx events</p> <p>- To discuss periodically in Department meeting with staff</p> <p>-HODs to monitor the mentoring process</p>		
6	Review of quality policy	Reviewed	No changes in the Policy to continue the same			
7	Review of Quality objective (college)	College Objectives Reviewed for Apr'-18 -85.75%	-To fulfil the Objectives on Guest Lecture,	- HODs to review the College		Principal/ HODs



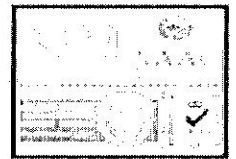


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		Dec'-18 -63.74%.	Seminars, etc., - To include MOUs - To increase the Placement above 50%	Objectives		
8	Review of Quality objective (Department)	Objective reviewed department wise	- All 3 rd year Students must go for internships (2 months)			
9	Process Performance and product / service conformity 1. academic calendar 2. Syllabus 3. Time table 4. Lesson Plan 5. Log Book	Admissions (UG) 56.71% (371/660) for 2018-19 1. Academic calendar for 2018-19 reviewed 2. New AU regulation 2017 to be followed wherever applicable 3. Time Table 4. Lesson Plan are followed subject wise 5. Log Book periodically reviewed	- To increase the Admissions in the next academic year 2019-20 (ECE, MECH,EEE & CIVIL) 1. To complete the activities as per calendar 2. I & II year students new regulation followed	- To plan the admission process with the committee members		Top Management/ Principal



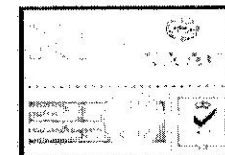


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		by HODs	3. No Change			
10	Monitoring and measurement Results 1. Internal assessment 2. university results 3. placement	Result Analysis reviewed Nov/ Dec-2018- 63.54% April /May- 2018- 85.75% University Results April'18 UG – 58 PG – 2 Total 60 - Final year placement activities	All the department to achieve the targets on Results in the Even semester -77.47% of the students placed and to achieve 100%	- HODs to monitor the students performances in the Internal Assessment Test - To invite more companies for placement		HODs/ Individual Subject Faculties Placement Cell
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 department-wise discussed				
13	Effectiveness of	How to mitigate the	-Top			





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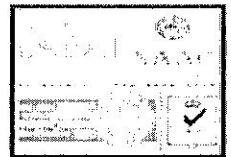
SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
	action taken to address the risk	risk (Action plan) - Department wise risk reviewed	management regularly stress on impact of electronic gadgets in common meetings with students	-Mentors are advised to counsel the students regarding the impact of electronic gadgets		-HODs/ Mentor
14	Effectiveness of action taken to address opportunities	How to use the opportunities (Action plan) Department wise opportunities reviewed	Management decided to offer 50 % fee waiver for qualified staffs in NPTEL exam.	More number of students and staffs should be encouraged to do NPTEL courses.		-HODs/ Mentor
15	Opportunities for improvement	- Students career plan	Classify the students from II year according to their interest in career plan like placement / higher studies/ entrepreneurship etc -Internship of students to be	To give structured form for identifying their interest & plan to guide & present report accordingly		HODs






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			encouraged for 3 rd Year (2 months)			
16	Top Management feedback	<ul style="list-style-type: none">- Mentorship should be properly monitored- Result must be concentrated				


IQAC – coordinator


PRINCIPAL

