



SRI SAI RAM INSTITUTE OF TECHNOLOGY
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai – 44. Tel: 044 – 22512333 / 22512111.
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INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2013/1

Date : 01/02/2013

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 18/02/2013 (Monday). Please ensure all the members come prepared with the relevant information as per the agenda.


Date: 18-02-2013

Venue: Conference hall

Time: 10.30 AM

Agenda

- Review of University Results
- Review of Quality plan
- Student placement
- Seminars/ Workshops
- Resources & infrastructure requirement
- Weak student coaching requirements


Principal

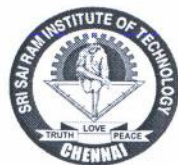
Copy to: HoD: CSE, CIVIL,
ECE, EEE,
IT, Mech,
MBA;
Manager, Library,
P.Ed



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	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Pending Points from previous Management Review Meeting	No Pending points				
	Strategic planning review of Quality Policy and Objectives	<ul style="list-style-type: none"> - Quality policy - College Objectives and Individual department wise objectives reviewed 	<ul style="list-style-type: none"> - Quality Policy no changes Objectives - One Gold medal is Achieved in ECE department - To analyse results on script wise - IV to be organized with Private Companies - Placement to concentrate on Core Companies 	-HODs to review their Objectives in departments on monthly basis	Principal, IQAC MR & HODs	Next IQAC Meeting
	Results of Audits	<ul style="list-style-type: none"> -Internal Audit conducted in Jan'16 - 06 NCRs Apr'16 - 03 NCRs <p>All the NCs were closed with proper corrective actions</p>	<ul style="list-style-type: none"> - To follow the Annual Audit plan -To Include Mech & Civil departments in upcoming ISO Re-certification audit by May'16 	-All the HODs to be prepared for Re-certification audit	Principal/ IQAC MR/ HODs/ Staff Members	June'2016



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	Customer Feed Back	- Students feedback and analysis - Industry Feedback	-Students Feedback on Library to collect at least 10% of total strength -Industry Feedback to be included during Placement activities	-To implement the suggestions given by students (if any) - Format to be designed and get feedback based on Industry requirement.	- Principal &All HODs Principal, Placement Incharge	Next IQAC Meeting
	Process Performance and Service Conformity	-University results of Dec'15/Jan'16 discussed (Department wise reports enclosed) -Consultancy Projects planned in the objectives	- To monitor the slow learners and improve them - More focus to be given for the consultancy projects by the departments	- Script wise result should be included in the department presentations -HOD & Staff to approach industries for the consultancy projects	- Principal/HODs - HOD	Next IQAC Meeting
6	Status of Proactive and corrective actions	Quality issues recorded by individual departments were closed	To record more problems for rectification	- HOD's to monitor the Root cause and corrective actions to be recorded	HODs	Next IQAC Meeting
7	Changes that could affect the Quality Management System	- To implement new quality standard in next academic year	- To organize and start implementing change	- HODs to review the system	Principal/ HODs/ Staff Members	Next IQAC Meeting



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<p>Recommendation for improvement</p>	<p><u>IT :</u> - Wi-Fi facility may be provided for value added teaching.</p> <p><u>CSE :</u> - After University result, arrear students should be identified .Student toppers in respective subjects should be nominated to assist the dull students. - Maths subject can be given specific focus. 10 Students from various years and sections are attending Maths coaching class for 5 hrs a day - After UT 2,the arrear students were given special coaching in Lab by conducting repeated tests. - Retest failures and absentees should write the same exam again until they score 60%. - Students having arrear will be conducted with special Model exam in their respective failed subjects before the exam. - Important questions from all the V units can be given to students and they should be asked to write tests in Library & lab hours.</p> <p><u>ECE :</u> - Can train the weak students by giving University questions and make them study and write test during the lab hours (after completing experiments) - Can conduct classes for arrear subjects(problematic subjects) - Can conduct model exam for the arrear subjects</p> <p><u>EEE :</u> - Laboratories other than curriculum to be created for better understanding of electrical engineering concepts. - Career oriented courses can be conducted</p> <p><u>MECHANICAL:</u> - Before University Exam, “How to Prepare the individual subject and present in the University Exam” Instruction given by the department staff members. - After University result, Arrear students should be identified. Coaching assist to the dull students by the department staff members.</p> <p><u>CIVIL:</u> - After University results, 1 arrear and 2 Arrear students should be identified .Student toppers in respective subjects should be nominated to assist the dull students. - After UT 2,the arrear students and lateral entries are given special coaching in Lab by conducting repeated tests.</p> <p><u>MBA:</u> - Retest failures and absentees should write the same exam again until they score 60%. - Students were asked to write Part-A questions in all the subjects Unit wise.</p> <p><u>H&S</u> - To reduce Paper work of Faculties.</p>
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		<ul style="list-style-type: none">- Special Classes for Lateral Entry Students to be extended to all departments.- Special classes for Hostel Students & their study habits should be monitored. <p>LIBRARY:</p> <ul style="list-style-type: none">- To add Scanner & Hard disk for Central Library.
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ACTION TAKEN REPORT

Improvement of the effectiveness of the quality management and its processes	<p>IT :</p> <ul style="list-style-type: none">• Classes are taken in a smart way using LCD,OHP• 3 of the staff members are doing Ph.D.• Skill rack tests arranged for III yr students to perform well in campus interviews.• Weak students were given special attention during study holidays.• Three set of question paper was set .Out of this 1 question paper was chosen for unit test, remaining 2 question paper were given as assignments.• We have initiated the preparation of Pre qualifier and SAR report for NBA.• Students those have 8.5 CGPA are provided with extra books.• After UT 2, the arrear students were given special coaching in Lab by conducting repeated tests.• Retest failures and absentees should write the same exam again . <p>CSE :</p> <ul style="list-style-type: none">• 7 of the staff members are doing Ph D .• Internship for Inautix placed students was conducted in CSE Dept. Around 100 students from various colleges across Tamilnadu Participated.CSE Student Mr.Seshadri won the first prize in coding contest among 450 students.• One professor for the Department• Skill rack tests arranged for III yr students to perform well in campus interviews.• Two Doctorates for the Department.• Students projects were submitted in IEDC, TNSCST & E-commerce.• Separate language laboratory has been established to develop soft skills of students.• 14 of the faculties out of 23 have secured 100% results in their subjects.• Best outgoing TCS student award was given to D.Preethi of CSE.
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		<p><u>ECE :</u></p> <ul style="list-style-type: none">• 8 staff members are doing Ph.D.• 15 staff members have published paper in the reputed journal.• 4 staff members has obtained 100% result in the university examination (Nov/Dec 2015).• 90% of the final year students got placed.• 10% of 2012-16 batch students got admissions in foreign universities for doing higher studies.• In the second batch 15 students have completed the training in BSNL.• 20% students have participated and won in the National symposium conducted in other colleges.• 20% students have attended the workshop in Anna University.• 20 students have presented the paper in national & international conferences.• Batch of 4 students are going to apply patent for their project. <p><u>EEE :</u></p> <ul style="list-style-type: none">• 2 Staff Members produced 100 % result in the NOV/DEC 2015 University Examination• Two staff have enrolled Ph.D Research January 2016 session in Anna University , Chennai.• First National Conference ISEES -16 is organized on April 4th 2016• STAFF PUBLICATION- International Journal – 3, International Conference - 3, National conference - 15 .• Dr.M.Jagadeeshkumar has delivered a Guest lecture in Velammal Engineering college .• Dept of EEE got sanctioned seven days Faculty Development Programme approved by Anna University Chennai.• By securing 12 ranks , EEE Department stands third among all the university rank holding colleges. <p><u>MECHANICAL:</u></p> <ul style="list-style-type: none">• Best outgoing ISTE student award was given to Edwin Jerry of Final year Mechanical Engineering student.• Students projects were submitted in IEDC & SAE.• 12 of the staff members are doing Ph. D• Class tests were conducted for weak students every week in a class.• One separate lab provided for making composites (for R & D activities)• Weak students were given special attention during study holidays• Anna University solved question papers were issued to the students for the exam preparation
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		<p><u>CIVIL:</u></p> <ul style="list-style-type: none"> • One of the staff member is persuing Ph.D. • Designing Sewage treatment plant for college. • Students projects were submitted in IEDC. One of the project is selected. <p><u>MBA:</u></p> <ul style="list-style-type: none"> • Faculty members published papers in National, International Conferences & Journals. • 100% result achieved by All staff members in different subjects in University Exams. • Students are encouraged to do Management projects on freelance • 5 staff members are pursuing PhD <p><u>H&S</u></p> <ul style="list-style-type: none"> • Hostel Students Performance to be monitored periodically & special classes on to be done regularly. • Arrears Students Were Motivated To Clear Arrear Exams especially Maths (all years) & Engg Graphics <p><u>LIBRARY:</u></p> <ul style="list-style-type: none"> • NPTEL Programme – Digital Library • Weak students were given special attention during evening hours. • To collect e-resources 				
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 2016-17	- HOD to analyze the training needs of the staff and provide necessary training	HODs	Next IQAC Meeting	



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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	-


IQAC Coordinator(s)



Principal