INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2013/2   Date : 05/06/2013

Dear All,

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

It is proposed to conduct the second Internal Quality Assurance Meeting on 13/06/2013 (Thursday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 13-06-2013

Venue: Conference hall

Time: 10.00 AM

Agenda

- Review of University Results
- Conduct of International conference, FDP and Symposium
- Cultural Program
- Department arrear students
- Resources & infrastructure requirement
- Special coaching requirements
- Inter College Sports Meet

Principal

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 13/06/2013

SSIT/IQAC/MoM/2013/2

Agenda

- Review of University Results
- Conduct of International conference, FDP and Symposium
- Cultural Program
- Department arrear students
- Resources & infrastructure requirement
- Special coaching requirements
- Inter College Sports Meet

Members Attended

Dr. K.Palanikumar	Principal
Mr.C.R Senthilnathan	IQAC Coordinator
Mr.T.Srinivasan	IQAC Coordinator
Ms.G.Valarmathi	ISO Coordinator
Mr. V.Selvakumar	Head – MBA
Mr. A.Srithar	Head – Mech
Mr. A. Anabazhagan	Head – EEE
Ms. G.Thamaraiselvi	Head – ECE
Ms. B.Sreedevi	Head – CSE
Mr.V.Balaji	Head – S & H
Ms.V.LeelaJancy	Head -- IT
Ms.Tharinnimai . TNM	Senior Librarian

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	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Pending Points from previous Management Review Meeting	Nil				-
	Strategic planning review of Quality Policy and Objectives	Quality policy & Objectives of the college & department reviewed	- Quality Policy no changes **Objectives:-** - ___ of overall pass in semester Dec'12 - Workshop / Seminar 1 per semester per department - Guest Lecture 2 per department per year - FDP 1 per year - IV one for each class - Rank holders 4 per department -To maintain students attendance at 95%	- Department Objectives to be reviewed in Department meetings - To frame new College Objectives for the academic year 2013-14	Principal, IQAC Member & HODs	June'13
	Results of Audits	- 2 Internal Audit conducted in Jan'13 - _ NCRs Apr'13 - _ NCRs	- To ensure effective implementation of corrective actions on NCs raised in Apr'13	- HOD's to review the Corrective actions - To avoid repeated NCs - New Mechanical department to be included in Internal Audit next academic year	Principal, IQAC Member & HODs	Next IQAC Meeting

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Customer Feed Back	- Students feedback collected and analysed (Department wise report enclosed)	- To collect Industry feedback – Next academic year - MBA to collect students feedback	- Placement officer to design a format & collect	- Principal & Placement Officer - MBA HOD	Next IQAC Meeting
Process Performance and Service Conformity	University results of Dec'12/Jan'13 discussed (Department wise reports enclosed)	To analyze all the results department wise	To monitor the slow learners and improve them	Principal, IQAC Member & HODs	Next IQAC Meeting
Status of Proactive and corrective actions	Quality issues recorded by individual departments were resolved	-To monitor the effective corrective actions	-	HODs	Next IQAC Meeting
Changes that could affect the Quality Management System	No changes in the manual	Nil	Nil	-	-
Recommendation for improvement	- To maintain University Result % even in all the departments - Supporting Department to present the Report in IQAC - Best Kaizen to be selected for the past 6 months - To encourage students to participate in paper presentation contest - To extent week students classes from 1 week to 2 weeks				
Improvement of the effectiveness of the quality management and its processes	- Special classes for Arrear subjects - Cash awards for 100% results by Staff - AICTE Funded projects			Principal, IQAC Member & HODs	

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		- Achieved 4th position in AU Exam for 1st year Dec'12 - Achieved 10th position in AU exam for 2nd,3rd & 4th year Dec'12 - 3sets of QP for Model Exam.				
	Resource needs	- Mechanical Labs to be extended upto 3rd year - Playground for SSIT	-	-	-	-
	Training and Human Resource Development	Training Programme for teaching and non-teaching staff department reviewed	-Staff Training to be planned for next year	- To monitor the training plan for effective implementation	HODs	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	-

ACTION TAKEN REPORT

	Recommendation for improvement	- Increase the effectiveness of teaching - Clean Campus CSE:- - After University result, 1 arrear and 2 arrear students should be identified. - Student toppers in respective subjects should be nominated to assist the dull students

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		ECE:- - To train the weak students by giving university questions and make the study and write the test during the lab hours - To conduct classes for arrear subjects (Problematic Subjects) **S&H :-** - To reduce Paper work of Faculties **IT& EEE:** Need one more LCD projector.
	Improvement of the effectiveness of the quality management and its processes	**CSE:-** - Classes taken in a smart way using LCD & OHPs - 6 of the staff members are doing Ph.D. - EDUMATE web portal was developed for automating student details, attendance and marks - Skill rack tests arranged for III year students to perform will in campus interviews - Weak students were given special attention during study holidays - Students projects were submitted in IEDC - Three set of question paper was taken 1 question paper given for unit test, remaining 2 question paper were given as assignments - Group Discussions were conducted for III year students to improve their soft skills

IQAC Coordinator(s)

Principal