



**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/2013/3

Date : 01/11/2013

Dear All,

Sub: Internal Quality Assurance Meeting (IQAC) –Reg.  
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It is proposed to conduct the annual Internal Quality Assurance Meeting on 11/11/2013 (Monday). Please ensure all the members come prepared with the relevant information as per the agenda.

**Date:** 11-11-2013

**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 requirements
- IEDC formation

  
**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 11.11.2013**

SSIT/IQAC/MoM/2013/3

**Agenda**

- Review of Audit plan
- Student placement
- FDP/ Workshops
- Resources & infrastructure requirement
- Review of University Results
- Special coaching requirements
- IEDC formation

**Members Attended**

Dr. K.Palanikumar	Principal
Mr.C.R Senthilnathan	IQAC Coordinators
Mr.T.Srinivasan	
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.Brindhadevi	Head -- IT
Dr..TNM. Tharinni Mai	Senior Librarian
Mr.Ranjith Donna	PED

*Handwritten signatures and initials in blue ink, including 'Rajaram', 'T.Srinivasan', 'V.Selvakumar', 'A.Srithar', 'A. Anabazhagan', 'G.Thamaraiselvi', 'B.Sreedevi', 'V.Balaji', 'V.Brindhadevi', and 'Ranjith Donna'.*



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Mr. AAnabazhagan	Asso. Professor – EEE
Ms. B.Sreedevi	Asso. Professor – CSE
Ms.V.Brindhadevi	Asso. Professor --IT
Dr.TNM. Tharinni Mai	Senior Librarian
Dr.Ranjith Donna	PED

*Handwritten signature and initials*

	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Strategic planning review of Quality Policy and Objectives	- Quality policy  - College Objectives and Individual department wise objectives reviewed  (Departments reports enclosed)	- Quality Policy no Changes required <b>Objectives</b> - University Exam Results Nov/Dec'16 ECE-91%, MECH-91% CSE-94%, IT-93.31 , CIVIL-86%, EEE- 89.5 , MBA-87.5%, S&H-96.50% -Library 100% achieved on Books procurement by Mar'17 - Overall Rank holders 53 in 2015-16 -Overall Placement	-HODs to monitor their Objectives in department on monthly basis	Principal, IQAC MR & HODs	Next IQAC meeting
	Results of Audits	- Internal Audit conducted in Dec'16 and April'17  All the issues were closed	- To follow the Annual Audit plan  - To be prepared for the BV Surveillance audit	- All departments to updated their records as per IQAC requirements	MR/ Principal/ HODs/ Staff Members	JUNE'17





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	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Pending Points from previous IQAC Review Meeting	Nil				-
	Strategic planning review of Quality Policy and Objectives	<ul style="list-style-type: none"> <li>- Quality policy</li> <li>- College Objectives &amp; Individual department wise objectives reviewed</li> </ul>	<ul style="list-style-type: none"> <li>- Quality Policy no changes</li> <li><b>Objectives:-</b></li> <li>- 64% of overall pass in semester</li> <li>- Workshop / Seminar 1 per semester per department</li> <li>- Guest Lecture 2 per department per year</li> <li>- FDP 1 per year</li> <li>- IV one for each class</li> <li>- Rank holders 4 per department</li> <li>-To maintain students attendance at 93%</li> </ul>	<ul style="list-style-type: none"> <li>Departments Objectives</li> <li>- MBA to Re-do</li> <li>- Placement objectives with no. of MNCs are attended</li> <li>-Atleast 1 research paper/ Consultancy project to be included</li> <li>-No. of MoUs with Industries to include</li> <li>-Association activities to be included</li> </ul>	Principal, IQAC & HODs	Next IQAC meeting
	Results of Audits	<ul style="list-style-type: none"> <li>- Internal Audit conducted</li> </ul>	<ul style="list-style-type: none"> <li>- To follow the Annual Audit plan</li> </ul>		IQAC	



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Customer Feed Back	- Students feedback and analysis  (Department wise report enclosed)	-Feedback analysis for the Even semester was carried out by all the departments.	-Staffs were also counseled. Improvements are found effective.	- Principal & All HODs	Next IQAC meeting
Process Performance and Service Conformity	University results of Apr/May discussed  (Department wise reports enclosed)	- To monitor the slow learners and improve them	- Script wise result should be included in the department presentations	Principal/ HODs	Next IQAC meeting
Status of Proactive and corrective actions	Quality issues recorded by individual departments are closed	Quality issues can be revised for general problems like week students, retest, etc.,	- HOD's to monitor the Root cause and corrective actions recorded	HODs	Next IQAC meeting
Changes that could affect the Quality Management System	No changes in the manual			-	-
Recommendation for improvement	<ul style="list-style-type: none"> <li>- Appraisal of the faculty to be included</li> <li>- Each faculty should equip themselves to be an expert in specific field</li> <li><b>CSE:-</b></li> <li>- After University result, 1 arrear and 2 arrear students should be identified.</li> <li>- Student toppers in respective subjects should be nominated to assist the dull students</li> <li>- One more projector can be given to increase the effectiveness of teaching</li> <li><b>ECE:-</b></li> <li>- To train the weak students by giving university questions and make the study and write the test during the lab hours</li> <li>- To conduct classes for arrear subjects (Problematic Subjects)</li> <li><b>S&amp;H :-</b></li> <li>- To reduce Paper work of Faculties</li> </ul>				



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		<p><b><u>IT&amp; EEE:</u></b>          Need one more LCD projector.</p>
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### ACTION TAKEN REPORT

Improvement of the effectiveness of the quality management and its processes	<p><b><u>CSE:-</u></b></p> <ul style="list-style-type: none"> <li>- Classes taken in a smart way using LCD &amp; OHPs</li> <li>- 6 of the staff members are doing Ph.D.</li> <li>- EDUMATE web portal was developed for automating student details, attendance and marks</li> <li>- Skill rack tests arranged for III year students to perform well in campus interviews</li> <li>- Weak students were given special attention during study holidays</li> <li>- Students projects were submitted in IEDC</li> <li>- Three set of question paper was taken 1 question paper given for unit test, remaining 2 question paper were given as assignments</li> <li>- Group Discussions were conducted for III year students to improve their soft skills</li> </ul>				
Resource needs	-Budget Proposal	- All the HODs to submit Budget proposal for the next academic year	- To follow-up with the trust office for approval -Principal to take necessary action	Management & Principal & HODs	-
Training and Human Resource Development	Training Programme for teaching and non-teaching staff department	- To include newly trained internal auditor in the audit	- To monitor the effectiveness of audit	HODs	-





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		reviewed	process			
	Supplier performance review	Supplier performance reviewed	Vendor rating reports are maintained in the department.	To monitor vendor performance regularly	HOD	-

*[Handwritten signature]*  
**IQAC Coordinator(s)**

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**Principal**