



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.
(An ISO 9001:2008 Certified Institution) www.sairamit.edu.in



INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2014/1

Date : 29/01/2014

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 10/02/2014 (Monday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 10-02-2014

Venue: Conference hall

Time: 11.30 AM

Agenda

- Review of Audit plan
- Student placement
- Review Industry interaction
- Resources & infrastructure requirement
- Review of University Results
- Special coaching requirements
- EDC activity


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 10.02.2014

SSIT/IQAC/MoM/2014/1

Agenda

- Review of Audit plan
- Student placement
- Review Industry interaction
- Resources & infrastructure requirement
- Review of University Results
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- EDC activity

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. AAnabazhagan	Head – EEE
Ms. G.Thamaraiselvi	Head – ECE
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
Mr.Ranjith Donna	PED

Palanikumar
Chenthur
Srinivasan
Valarmathi
Selvakumar
Srithar
Anabazhagan
Thamaraiselvi
Sreedevi
Ramya
Balaji
Brindhadevi
Tharinni Mai
Ranjith Donna



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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 - College Objectives & Individual department wise objectives reviewed	- Quality Policy no changes Objectives:- - 80.56% of overall pass in semester Dec/Jan - 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%	- Departments to monitor their Objectives	Principal, MR & HODs	Next IQAC meeting
	Results of Audits	- Internal Audit conducted	- All the issues of Jan audit were closed	- All the Departments to be ready for the ISO Surveillance audit in Jun'14	Principal, MR, HODs	June'14



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	Customer Feed Back	- Students feedback and analysis (Department wise report enclosed)	-Feedback analysis for the Odd semester was carried out by all the departments.	-Staffs were also counselled. Improvements are found effective.	- Principal & All HODs	Next IQAC meeting
	Process Performance and Service Conformity	University results of Dec/Jan discussed (Department wise reports enclosed)	-Action Plan based on the results performance was highlighted and discussed. Root cause analysis segregating students and correlating with the subjects and teachers has been done.	- Student mentorship and counselling to be strengthened.	Principal/MR /HODs	Next IQAC meeting
	Status of Proactive and corrective actions	Individual departments All quality issues are closed	-To monitor the effective root cause and corrective actions	-It was insisted that HOD's shall also close all the CAP's on or before specified target date. (if pending)	HODs	Next IQAC meeting
	Changes that could affect the Quality Management System	No changes in the manual	Nil	Nil	-	-
	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 reviewed	- To include newly trained internal auditor in the audit process	- To monitor the effectiveness of audit	HODs	-
	Review of amendments in documents	NIL	-	-	-	-
	Any specific issue	Nil	-	-	-	-
	Supplier performance review	Supplier performance reviewed	Vendor rating reports are maintained in the department.	To monitor vendor performance regularly	HOD	-

ACTION TAKEN REPORT

CSE

- Conducted Entrepreneurship Awareness Camp to 3rd year students funded by IEDC
- One professor for the Department
- 3 staff pursuing PhD

ECE

- .
- 10 staff members have published paper in the reputed journal.



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- 7 staff members has obtained 100% result in the university examination
- 90% of the final year students got placed.
- 20% of 2012 batch students got admissions in foreign universities for doing higher studies.

MECHANICAL

- 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.

CIVIL

- Two days workshop on advanced structural analysis and design III years conducted on 18/07 & 19/07
- Designing Sewage treatment plant for college.
- Students projects were submitted in IEDC. One of the project is selected.

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.

H&S

- Hostel Students Performance monitored periodically & special classes done regularly.
- ARREARS STUDENTS WERE MOTIVATED TO CLEAR ARREAR EXAMS especially MATHS(all years) & ENGG GRAPHICS

LIBRARY:

- Weak students were given special attention during evening hours.
- To collect more e-resources.


IQAC Coordinator(s)




Principal