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/2014/2   Date : 02/06/2014

Dear All,

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

      It is proposed to conduct the second Internal Quality Assurance Meeting on 09/06/2014 (Monday). Please ensure all the members come and discussed with the relevant information as per the agenda.

Date: 09-06-2014

Venue: Conference hall

Time: 10.30 AM

Agenda

- Conduct of International Conference
- Review of University Results
- Higher Studies and Placement
- Symposium
- Industrial Visit
- Conduct of NSS program
- Club Program

Principal

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 09.06.2014

SSIT/IQAC/MoM/2014/2

Agenda

- Conduct of International Conference
- Review of University Results
- Higher Studies and Placement
- Symposium
- Industrial Visit
- Conduct of NSS program
- Club Program

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 Dona	PED	

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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'13/Jan'14 - 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, IQAC Member & HODs	Next IQAC Meeting
	Results of Audits	- Internal Audit conducted in Jan'14 -3 NCRs Apr'14- Nil NCRs	- All the NC of Jan'14 audit were closed	- All the Departments to be ready for the Surveillance audit in Jun'14	Principal, IQAC Member & 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, IQAC Member & All HODs	Next IQAC Meeting
Process Performance and Service Conformity	University results of Dec'13/Jan'14 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, IQAC Member & HODs	Next IQAC Meeting
Status of Proactive and corrective actions	Quality issues recorded by individual departments Were resolved	-To monitor the effective root cause and corrective actions	-It was insisted that HOD's shall also close all the issues 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	-	-
Recommendation for improvement	- To maintain University Result % even in all the departments as per college objective - 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			to retype this based on current activities	

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	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 - Achieved within 10 position in AU Exam Dec'13/Jan'14 - 3sets of QP for UTI, UTII and Model Exam.			
	Resource needs	-Budget Proposal	- All the HODs to submit Budget proposal for the academic year 2014-15	- 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	-

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ACTION TAKEN REPORT

Improvement of the effectiveness of the quality management and its processes	**IT** • 1 of the staff members Completed her Ph.D • 3 Staff members are doing their Ph.D. • Skill Rack tests are conducted for staff members in order to provide efficient training for students. • Conducted FDP on Hadoop (HortonWorks) • Conducted Workshop onHadoop (HortonWorks **CSE** • Conducted Entrepreneurship Awareness Camp to 3rd year students funded by IEDC • Skill rack tests were scheduled to all faculties for updating theirknowledge.15 best trainers were chosen from the final test to train students. • Two Doctorates for the Department. • Separate language laboratory has been established to develop soft skills of students. • 16 of the faculties out of 23 have secured 100% results in their subjects. • One more LCD projector has been added to the Department. • 30 Machines have been improved from 4GB to 8GB configuration • Centralized AC for the language lab. **ECE** • 7 staff members has obtained 100% result in the university examination (April/May 2016). • 90% of the final year students got placed. • 40% students have participated and won in the National symposium conducted in other colleges. • 5 students have presented the paper in national & international conferences. • 2 students have organized "MOZILLA CONNECTED DEVICES WORKSHOP" at Sree Rama Engineering college, Tirupathi. **EEE** • **In the IEEE International Conference on Automatica (ICA-ACCA 2016)** held at University of Talca, Curicó, Chile, Mr.R.Dhanasekar and Mr.L.Vijayaraja's papers have been presented .

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- 7 Staff Members produced 100 % result in the University Examination
- First National Conference **ISEES -16** is organized
- Seven days **Faculty Training and Development Programme on "EE6008-Microntroller based system design" approved by Anna University Chennai, was conducted from June 20 to 27**
- P.Preetha of II year EEE and J.Priya of III EEE have secured third place in Anna university Zonal tournament
- R.Krishnakumar, M.Navaneeth, R.Shachin shibi of third year students secured First place in the Paper presentation conducted by NIT, Warangal.

MECHANICAL

- Students projects were submitted in IEDC & SAE.
- Tutorials were conducted every week in a class.
- Weak students were given special attention.
- Anna University solved question papers were issued to the students for the exam preparation
- Skill rack tests arranged for III yr students to perform well in campus interviews.
- Important 2 marks and 16 marks were given to the students foe the exam preparation.
- Providing RO water to the 3rd floor for both staff members and students.
- Maintaining the department library for assisting the students and staff members.

CIVIL

- Two days workshop on advanced structural analysis and design III years conducted on
- Entrepreneurship awareness camp
- 04 staff member is pursuing Ph.D.
- Designing Sewage treatment plant for college.
- Students projects were submitted in IEDC. One of the project is selected.
- 2 IEDC projects are submitted for getting approval.
- Working on one project towards Swatch Bharath.

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.
- 5 staff members are pursuing ph.D

H&S

- 5 Staff members have qualified Tamil Nadu State Eligibility test for lectureship
- 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.
- Students appeared the NPTEL Exam through Central library.

OVERALL SUGGESTIONS BY IQAC

- Consultancy Projects should be improved

- Industry Feedback should be collected from all the Department

- All the Publication should be Indexed

- Students Feedback should be made online to reduce the time and paper work

- Percentage of Placement should be included in the meeting

- Unit Test, Model Exam and University Examination Pass percentage should be analysed

- SWOT analysis should be performed in all departments

IQAC Coordinator(s)

Principal