SRI SAI RAM INSTITUTE OF TECHNOLOGY
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ai Leo Nagar, West Tambaram, Chennai – 44. Tel: 044 – 22512333 / 22512111.
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INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2014/3   Date : 23/10/2014

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 03/11/2014 (Monday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 03-11-2014
Venue: Conference hall
Time: 10.30 AM

Agenda

- Review of University Results
- Review of Audit plan
- Student placement
- Industry feedback
- Resources & infrastructure requirement
- Special coaching requirements
- NPTEL online course

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 03.11.2014

SSIT/IQAC/MoM/2014/3

Agenda

- Review of University Results
- Review of Audit plan
- Student placement
- Industry feedback
- Resources & infrastructure requirement
- Special coaching requirements
- NPTEL online course

Members Attended

Dr. K.Palanikumar	Principal
Dr.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
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

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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	- Quality policy - College Objectives and Individual department wise objectives reviewed	- Quality Policy no changes **Objectives** - Results Civil-84.48%, CSE-93.19%, IT-91%, EEE-83.99%, ECE-89.94%, MECH-92.02%, S&H-88.02%, MBA-97.7%	-HODs to review their Objectives in departments on monthly basis	Principal, MR & HODs	Next IQAC MEETING
	Results of Audits	-Internal Audit conducted All the quality issues were closed with proper corrective actions	- To follow the Annual Audit plan		MR/ Principal/ HODs/ Staff Members	

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	Customer Feed Back	- Students feedback and analysis - Industry Feedback	-Students Feedback should be 90% satisfaction -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'13/Jan'14 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
	Status of Proactive and corrective actions	Quality issues recorded by individual departments All the issues are closed	To record more problems for rectification	- HOD's to monitor the Root cause and corrective actions recorded	HODs	Next IQAC MEETING
	Changes that could affect the Quality Management System	- To implement new ISO 9001:2015 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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	Recommendation for improvement	**IT** -Wi-Fi facility may be provided for value added teaching. **CSE** - After University result, 1 arrear and 2 arrear students should be identified -8.25 Students were counseled with Principal, HOD and Mentors -Maths subject can be given specific focus. 10 Students from various years and sections are attending Maths coaching class for 5 hrs a day. - 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. **ECE** - To train the weak students by giving University questions. - To conduct classes for arrear subjects(problematic subjects) - To conduct model exam for the arrear subjects. **EEE** - Laboratories other than curriculum to be created for better understanding of electrical engineering concepts. - Career oriented courses can be conducted. **MECHANICAL** - Before University Exam, For very Weak and lateral entry students important topics were concentrated with special attention. - Previous year question papers were practiced in the class room for the performance improvement. - Videos and study materials from the NPTEL were issued to the students. - Students were insisted to apply for internship to the leading institutions in abroad. - Students were insisted for the Inplant training during the holidays. **CIVIL** - 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.

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MBA

- Students were instructed to write Part-A questions in all the subjects Unit wise in their respective subject hours.

H&S

- To reduce Paper work of Faculties.
- Special Classes for Tamil Medium & Weak Students to be conducted till University Exams begin.
- Special classes for Hostel Students & their study habits should be monitored periodically.

LIBRARY

- To add hard disk for the central library.
- Required one library assistant for central library.

EXAM CELL

- Unit test and Pass % anlaysis to be included in the next presentation.

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. • 3 staff members have published papers in various International Conferences. • 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 • After UT 2,the arrear students were given special coaching by conducting repeated tests.

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CSE

- Conducted Entrepreneurship Awareness Camp to 3rd year students funded by IEDC
- 7 of the staff members are doing Ph D .
- One professor for the Department
- 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

- 8 staff members are doing Ph.D.
- 10 staff members have published paper in the reputed journal.
- 7 staff members has obtained 100% result in the university examination (April/May 2016).
- 90% of the final year students got placed.
- 20% of 2012-16 batch students got admissions in foregin universities for doing higher studies.
- 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 .
- 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 of 3rd year participated in the National Level Project Competition of and stood 54th place out of 76 Colleges
- Students projects were submitted in IEDC & SAE.
- 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.
- 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.
- Following the EDUMATE for student database and reducing the paperwork.

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 .

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- 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.

	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	- HOD to analyze the training needs of the staff and provide necessary training	HODs	Next IQAC MEETING