



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/2015/1

Date : 02/02/2015

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 13/02/2015 (Friday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 13-02-2015

Venue: Conference hall

Time: 11.00 AM

Agenda

- Review of Quality Policy and objectives
- Review of University Results
- Student and parent feedback
- Infrastructure required
- Budget for next academic year
- Training & development


Principal

Copy to: HoD: CSE, CIVIL,
ECE, EEE,
IT, Mech,
MBA;
Manager, Library,
P.Ed



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

MINUTES OF IQAC MEETING held on 13.02.2015

SSIT/IQAC/MoM/2015/1

Agenda

- Review of Quality Policy and objectives
- Review of University Results
- Student and parent feedback
- Infrastructure required
- Budget for next academic year
- Training & development

Members Attended

Dr. K.Palanikumar	Principal
Dr.C.R Senthilnathan	IQAC Coordinators
Mr. T.Srinivasan	NAAC 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
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

Handwritten signatures and initials in blue ink, including 'Balaji', 'Senthilnathan', 'Srinivasan', 'Valarmathi', 'Selvakumar', 'Srithar', 'Anabazhagan', 'Thamaraiselvi', 'Sreedevi', 'Ramya', 'Balaji', 'Brindhadevi', 'Tharinni Mai', and 'Ranjith Donna'.



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



	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	- Quality policy - College Objectives & Individual department wise objectives reviewed	- Quality Policy no changes Objectives:- - To produce Result analysis summary in the format given. - Atleast One Research Paper or Consultancy Project has to be included.	-HODs to monitor their Objectives in departments on monthly basis.	Principal, MR & HODs	Next IQAC meeting
	Results of Audits	- Internal Quality Audit conducted	- To follow the Annual Audit plan	-All the HODs to review the System in their departments for regular updations	MR/ Principal/ HODs/ Staff Members	April' 15



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



Customer Feed Back	- Students feedback and analysis (Department wise report enclosed)	-Feedback analysis for the ODD semester was carried out by all the departments. -Industry Feedback to be included during Placement activities	-Staffs were also counseled. Improvements are found effective. - Format to be designed and get feedback based of Industry requirement.	- Principal & All HODs Principal, Placement Incharge	Next IQAC meeting
Process Performance and Service Conformity	University results of Nov/Dec 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	Individual departments Quality issues are closed	-CAP day-to-day can be revised and improved for general problems like week students, retest, etc.,	- HOD's to monitor the Root cause and corrective actions recorded in the CAPs	HODs	Next IQAC meeting
Changes that could affect the Quality Management System	No changes in the manual			-	-
Recommendation for improvement	<p>CSE:</p> <ul style="list-style-type: none"> • 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. • Many students who failed in Mathematics were allotted special coaching with respective Maths Faculty. • After UT 2,the arrear students were given special coaching in Lab by conducting repeated tests. • Retest failures and absentees should write the same exam again until they score 60%. <p>MECHANICAL:</p> <ul style="list-style-type: none"> • Before University Exam, “How to Prepare the individual subject and present in the University Exam” Instruction given by the department staff members. 				



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



		<ul style="list-style-type: none"> After University result, Arrear students should be identified. Coaching assist to the dull students by the department staff members. <p>ECE</p> <ul style="list-style-type: none"> Can train the weak students by giving University questions and make them study and write test during the lab hours (after completing experiments) Can conduct classes for arrear subjects (problematic subjects) 				
Resource needs	-Budget Proposal	- All the HODs to review 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	-	-	-	-	

ACTION TAKEN REPORT

Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none"> - Conducted Project exhibition in 2014-15 - Conducted Placement & Training _____ - Conducted Conference/ Workshop/Seminar _____ - College Rank Position in over all pass percentage _____ during the last Three Years in subject wise and Student wise
--	---



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



		<p><u>CSE:</u></p> <ul style="list-style-type: none">• Classes taken in a smart way using LCD,OHP• 6 of the staff members are doing Ph D• One professor for the Department• Skill rack tests arranged for III yr students to perform well in campus interviews.• Week students were given special attention during study holidays.• Students projects were submitted in IEDC.• Faculty members submitted papers in National, International Conferences & Journals.• Separate language laboratory has been established to develop soft skills of students.• Mini Projects were given for development of Department. <p><u>IT:</u></p> <ul style="list-style-type: none">• Conducting Two mark test for all students.• Classes taken in a smart way using LCD,OHP• 3 of the staff members are doing Ph.D• Skill rack tests arranged for III yr students to perform well in campus interviews.• Weak students were given special attention during study holidays.• Three set of question paper was set .Out of this 1 question paper was chosen for unit test, remaining 2 question paper were given as assignments.• We have initiated the preparation of SAR report for NBA.• A First International Conference on Computing and Information Technology will be conducted by our Department on August 13-14th ,2015. <p><u>MBA:</u></p> <ul style="list-style-type: none">• One staff completed PhD and 5 are pursuing PhD• 100% result achieved by 5 staff members in University Exams• About 10 students published the paper in International & National Conferences <p><u>MECHANICAL:</u></p> <ul style="list-style-type: none">• Classes taken in a smart way using LCD, OHP.• 11 of the staff members are doing Ph. D.• One separate lab provided for making composites (for R & D activities)
--	--	--



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



		<ul style="list-style-type: none">• EDUMATE Web portal was developed for automating student details, attendance, and test and Re test marks, etc,• Skill rack tests arranged for III yr students to perform well in campus interviews.• Weak students were given special attention during study holidays
--	--	--

[Handwritten Signature]
IQAC Coordinator(s)
[Handwritten Signature]

[Handwritten Signature]
Principal