INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2015/2

Date : 01/06/2015

Dear All,

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

It is proposed to conduct the second Internal Quality Assurance Meeting on 10/06/2015 (Wednesday). Please ensure all the members come and discussed with the relevant information as per the agenda.

Date: 10-06-2015

Venue: Conference hall

Time: 9.30 AM

Agenda

- Review of University Results
- NAAC & NBA Accreditation
- Conduct of FDP, Guest Lecture & Workshop
- Placement Training and Carrier Development
- Digital India and E-Learning
- Club Activities
- Student Club Activity

Principal

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 10/06/2015

SSIT/IQAC/MoM/2015/2

Agenda

- Review of University Results
- NAAC & NBA Accreditation
- Conduct of FDP, Guest Lecture & Workshop
- Placement Training and Carrier Development
- Digital India and E-Learning
- Club Activities
- Student Club Activity

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
Dr. 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:-** - 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, IQAC MR & HODs	Next IQAC Meeting
	Results of Audits	- Internal Audit conducted in	- To follow the Annual Audit plan - To be prepared for the BV Surveillance audit	-All the HODs to review the System in their departments for regular updations	MR/ Principal/ HODs/ Staff Members	April'15
	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'14/Dec'14 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 Were closed	Issues 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 to be recorded	HODs	Next IQAC Meeting
Changes that could affect the Quality Management System	No changes in the manual			-	-
Recommendation for improvement	**CSE:** • 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%. **MECHANICAL:** • Before University Exam, "How to Prepare the individual subject and present in the University Exam" Instruction given by the department staff members. • After University result, Arrear students should be identified. Coaching assist to the dull students by the department staff members.				

ACTION TAKEN REPORT

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Improvement of the effectiveness of the quality management and its processes	- 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	

CSE:

- 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.

IT:

- 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.

MBA:

- 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

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MECHANICAL:

- 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)
- 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

	Resource needs	-Budget Proposal for 2015-16	- All the HODs to review Budget proposal for the academic year 2015-16	- 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	-	-	-	-

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

IQAC Coordinator(s)

Principal