



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/M1/2015/3

Date : 01/10/2015

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 15/10/2015 (Thursday). Please ensure all the members come prepared with the relevant information as per the agenda.

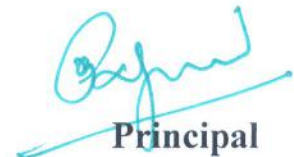
Date: 15-10-2015

Venue: Conference hall

Time: 11.00 AM

Agenda

- Review of Quality Management system
- Staff Training Programmes
- Review of infrastructure
- Review of University results
- Review of placement programmes
- Review of vendor performance
- Library and sports requirements


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 15.10.2015

SSIT/IQAC/MoM/2015/3

Agenda

- Review of Quality Management system
- Staff Training Programmes
- Review of infrastructure
- Review of University results
- Review of placement programmes
- Review of vendor performance
- Library and sports requirements

Members Attended

Dr. K.Palanikumar	Principal
Dr.C.R Senthilnathan	IQAC Coordinators
Mr.T.Srinivasan	
Ms.Valarmathi	ISO Coordinator
Mr. V.Selvakumar	Head – MBA
Mr. A.Srithar	Head – Mech
Mr. AAnabazhagan	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 Donna	PED

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



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S.NO	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Pending Points from previous IQAC Meeting	Nil				-
	Strategic planning review of Quality Policy and Objectives	- Quality policy -College Objectives & Individual department wise objectives reviewed	- Quality Policy no changes - Objectives achievement satisfactory and required to give more focus on research and consultancy projects	-HODs to monitor their Objectives in departments on monthly basis	Principal, MR& HODs	Next IQAC meeting
	Customer Feed Back	- Students feedback and analysis - Industry Feedback	-Students Feedback for the current semester not yet collected by all the departments -Industry Feedback to be included during Placement activities	-To collect the feedback before issue of hall tickets and analyze - Format to be designed and get feedback based on Industry requirement.	- Principal & All HODs Principal, Placement Incharge	Next IQAC meeting
	Quality Process Performance	-University results of Mar/Apr 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



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		<p>-Consultancy Projects planned in the objectives</p> <p>-Alumni Meetings</p>	<p>- More focus to be given for the consultancy projects by the departments</p> <p>- Feedbacks should be taken from Alumni</p> <p>- Minutes of Alumni meetings organized to be reviewed</p>	<p>-HOD & Staff to approach industries for the consultancy projects</p> <p>-Alumni feedback form to be designed and given to departments</p> <p>-Department Alumni meeting Minutes to be presented during next meeting by Heads of the department</p> <p>-Include Alumni feedback in the department report</p>	<p>-HOD</p> <p>-MR / Principal</p> <p>-HOD</p> <p>-MR</p>	<p>meeting</p>
	Status of Proactive and corrective actions	Proactive and corrective actions recorded by individual departments	To record more problems for rectification	- 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	<ul style="list-style-type: none">• All departments to introduce one or two Innovative Teaching Practices per semester• Library should monitor library utilization for staff and students separately and also monitor• EEE department should include University Rank targets in the department objectives
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ACTION TAKEN REPORT

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

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
- 90% of the final year students got placed.

IT

-Wi-Fi facility may be provided for value added teaching.

MECHANICAL

- 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.

CIVIL

- Two days workshop on advanced structural analysis and design III years conducted on 18/07 & 19/07
- Entrepreneurship awareness camp 08/09 to 10/09



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- 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.

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


- 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.


IQAC Coordinator(s)




Principal