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/2016/2   Date: 01/06/2016

Dear All,

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

It is proposed to conduct the second Internal Quality Assurance Meeting on 10/06/2016 (Friday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 10-06-2016

Venue: Conference hall

Time: 9.30 AM

Agenda

- Conduct of FDP and Symposium
- Review of University Results
- NBA & NACC Files
- Conduct of Mini and Main Project
- Resources & infrastructure requirement
- Review of Club Activity
- NPTEL Registration
- Student Intenship

Principal

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INTERNAL QUALITY ASSURANCE CELL
MINUTES OF IQAC MEETING held on 10/06/2016

SSIT/IQAC/MoM/2016/2

Agenda

- Review of University Results
- NBA & NACC Files
- Conduct of Mini and Main Project
- Review of Club Activity
- NPTEL online Registration
- Student Internship

Members Attended

Dr. K.Palanikumar	Principal
Dr.C.R Senthilnathan	IQAC Coordinators
Mr.T.Srinivasan	
Dr.S.Rajarajan	NBA Coordinator
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
Dr.Ranjith Donna	PED

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Recommendation for improvement	**IT :** - Wi-Fi facility may be provided for value added teaching. **CSE :** - After University result, arrear students should be identified .Student toppers in respective subjects should be nominated to assist the dull students. - Maths subject can be given specific focus. 10 Students from various years and sections are attending Maths coaching class for 5 hrs a day - 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%. - 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 :** - 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) - Can 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, "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. **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. **MBA:** - Retest failures and absentees should write the same exam again until they score 60%. - Students were asked to write Part-A questions in all the subjects Unit wise. **H&S** - To reduce Paper work of Faculties.

		- Special Classes for Lateral Entry Students to be extended to all departments. - Special classes for Hostel Students & their study habits should be monitored. **LIBRARY:** - To add Scanner & Hard disk for Central Library.

ACTION TAKEN REPORT

	Improvement of the effectiveness of the quality management and its processes	**IT :** • Classes are 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 Pre qualifier and SAR report for NBA. • Students those have 8.5 CGPA are provided with extra books. • 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 . **CSE :** • 7 of the staff members are doing Ph D . • Internship for Inautix placed students was conducted in CSE Dept. Around 100 students from various colleges across Tamilnadu Participated.CSE Student Mr.Seshadri won the first prize in coding contest among 450 students. • One professor for the Department • Skill rack tests arranged for III yr students to perform well in campus interviews. • Two Doctorates for the Department. • Students projects were submitted in IEDC, TNSCST & E-commerce. • Separate language laboratory has been established to develop soft skills of students. • 14 of the faculties out of 23 have secured 100% results in their subjects. • Best outgoing TCS student award was given to D.Preethi of CSE.

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ECE :

- 8 staff members are doing Ph.D.
- 15 staff members have published paper in the reputed journal.
- 4 staff members has obtained 100% result in the university examination (Nov/Dec 2015).
- 90% of the final year students got placed.
- 10% of 2012-16 batch students got admissions in foreign universities for doing higher studies.
- In the second batch 15 students have completed the training in BSNL.
- 20% students have participated and won in the National symposium conducted in other colleges.
- 20% students have attended the workshop in Anna University.
- 20 students have presented the paper in national & international conferences.
- Batch of 4 students are going to apply patent for their project.

EEE :

- 2 Staff Members produced 100 % result in the NOV/DEC 2015 University Examination
- Two staff have enrolled Ph.D Research January 2016 session in Anna University , Chennai.
- First National Conference **ISEES -16** is organized on April 4th 2016
- **STAFF PUBLICATION-** Internationl Journal – 3, International Conference - 3, National conference - 15 .
- Dr.M.Jagadeeshkumar has delivered a **Guest lecture** in Velammal Engineering college .
- Dept of EEE got sanctioned seven days **Faculty Development Programme approved by Anna University Chennai.**
- By securing 12 ranks , EEE Department stands **third** among all the university rank holding colleges.

MECHANICAL:

- Best outgoing ISTE student award was given to Edvin Jerry of Final year Mechanical Engineering student.
- Students projects were submitted in IEDC & SAE.
- 12 of the staff members are doing Ph. D
- Class tests were conducted for weak students every week in a class.
- One separate lab provided for making composites (for R & D activities)
- Weak students were given special attention during study holidays
- Anna University solved question papers were issued to the students for the exam preparation

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CIVIL:
- One of the staff member is persuing Ph.D.
- Designing Sewage treatment plant for college.
- Students projects were submitted in IEDC. One of the project is selected.

MBA:
- Faculty members published papers in National, International Conferences & Journals.
- 100% result achieved by All staff members in different subjects in University Exams.
- Students are encouraged to do Management projects on freelance
- 5 staff members are pursuing PhD

H&S
- Hostel Students Performance to be monitored periodically & special classes on to be done regularly.
- Arrears Students Were Motivated To Clear Arrear Exams especially Maths (all years) & Engg Graphics

LIBRARY:
- NPTEL Programme – Digital Library
- Weak students were given special attention during evening hours.
- To collect e-resources

	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 2016-17	- HOD to analyze the training needs of the staff and provide necessary training	HODs	Next IQAC Meeting

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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 2016-17	- HOD to analyze the training needs of the staff and provide necessary training	HODs	Next IQAC meeting
Supplier performance review	Supplier performance reviewed	Vendor rating reports are maintained in the department.	- To send letter to suppliers who are in below 80% rating	HODs and Incharges	-
OVERALL SUGGESTIONS BY IQAC • Consultancy Projects should be improved • Industry Feedback should be collected from all the Department • All the Publication should be Indexed					

IQAC Coordinator(s)

Principal