



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/2016/3

Date : 24/10/2016

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 02/11/2016 (Wednesday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 02-11-2016

Venue: Conference hall

Time: 2.00 PM

Agenda

- Review of Audit plan
- Review of University Results
- Consultancy projects
- Industry feedback
- Resources & infrastructure requirement
- Special coaching requirements
- NPTEL online courses


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 02.11.2016

SSIT/IQAC/MoM/2017/3

Agenda

- Review of Quality Policy
- Review of University Results
- Student and parent feedback
- Department slow learners
- Department arrear list students
- Resources & infrastructure requirement
- Special coaching required students' list

Members Attended

Dr. K.Palanikumar	Principal
Dr.C.R Senthilnathan	IQAC Coordinator
Dr.T.Srinivasan	Head – MECH/ IQAC Coordinator
Dr.S.Rajaraman	NBA Coordinator
Dr. S.Murali	NAAC Coordinator
Dr. G.Prakash	NAAC Coordinator
Ms.G.Valarmathi	ISO Coordinator
Mr. V.Selvakumar	Head – MBA
Dr. G.Thamaraiselvi	Head – ECE



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



Dr. D. Muruga Radha Devi	Head -- IT
Dr. M. Jagadeesh Kumar	Head - EEE
Dr.K.C. Suresh	Head – CSE
Ms.K.Ramya	Head – Civil
Mr.V.Balaji	Head – S & H
Mr. A.Srithar	Asso. Professor – Mech
Mr. AAnabazhagan	Asso. Professor – EEE
Dr. B.Sreedevi	Asso. Professor -- CSE
Ms.V.Brindhadevi	Asso. Professor -- IT
Dr.TNM. Tharinni Mai	Senior Librarian
Dr.Ranjith Donna	PED

[Handwritten signatures and initials in blue ink, including 'Dr. A.Srithar' and 'R. Sreedevi']

S.NO	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Strategic planning review of Quality Policy and Objectives	- Quality policy - College Objectives and Individual department wise objectives reviewed (Departments reports enclosed)	- Quality Policy no Changes required <u>Objectives</u> - University Exam Results Nov/Dec ECE-91%, MECH-91% CSE-94%, IT-93.31 , CIVIL-86%, EEE- 89.5 , MBA-87.5%, S&H-96.50% -Library 100% achieved on Books procurement by Mar' 17 - Overall Rank holders 53 in 2015-16	-HODs to monitor their Objectives in department on monthly basis	Principal, MR & HODs	Next IQAC meeting



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



			-Overall Placement _____			
Results of Audits	- Internal Audit conducted in Dec'16 and April'17 All the issues were closed with proper corrective actions	- To follow the Annual Audit plan - To be prepared for the BV Surveillance audit	- All departments to updated their records as per IQAC requirements	MR/ Principal/ HODs/ Staff Members	Next IQAC meeting	
Customer Feed Back	- Students feedback and analysis - Parents Feedback and analysis	- Students Feedback Satisfaction overall 89.093% - Parents Feedback Satisfaction overall 93.375%	-To implement the suggestions given by students (if any)	- Principal &All HODs	Next IQAC meeting	
Process Performance and Service Conformity	-University results of Nov/Dec'16 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	



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



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 recorded	HODs	Next IQAC meeting
Recommendation for improvement by IQAC	<p><u>IT</u></p> <ul style="list-style-type: none"> • Wi-Fi facility may be provided for value added teaching. • Storage to keep course files , and library books. <p><u>CSE</u></p> <ul style="list-style-type: none"> • After University result, 1 arrear and 2 arrear students should be identified .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%. <p><u>ECE</u></p> <ul style="list-style-type: none"> • 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 <p><u>EEE</u></p> <ul style="list-style-type: none"> • Laboratories other than curriculum to be created for better understanding of electrical engineering concepts • Career oriented courses can be conducted <p><u>MECHANICAL</u></p> <ul style="list-style-type: none"> • For before university exam, to insist more attention to PART – A Question & Answer. • Assignment practice for theory (diagram oriented) paper. • After University result, Arrear students should be identified. Coaching assist to the dull students by the department staff members. 				



		<p><u>CIVIL</u></p> <ul style="list-style-type: none"> • 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 • Repeated Anna University questions to be given as assignment • Repeated class test to be conducted <p><u>H&S</u></p> <ul style="list-style-type: none"> • 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. <p><u>LIBRARY</u></p> <ul style="list-style-type: none"> • Weak students were given special attention during evening hours. • To collect more e-resources. • Students appeared the NPTEL Exam through Central library • To Encourage students to register National Digital Library
<p><u>ACTION TAKEN REPORT</u></p>		
	<p>Improvement of the effectiveness of the quality management and its processes</p>	<p><u>IT</u></p> <ul style="list-style-type: none"> • 1 of the staff members Completed her Ph.D and 4 Staff members are doing their Ph.D. • Skill Rack tests are conducted for staff members in order to provide efficient training for students. • Skill rack tests arranged for III yr students to perform well in campus interviews. • We have initiated the preparation of Pre qualifier and SAR report for NBA.



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">• 7 of the staff members are doing Ph D .• One professor for the Department• Skill rack tests were scheduled to all faculties for updating their knowledge.15 best trainers were chosen from the final test to train students. <p><u>ECE</u></p> <ul style="list-style-type: none">• 8 staff members are doing Ph.D.• 1 staff member have submitted the thesis• 12 staff members have published paper in the reputed journal.• 8 staff members have obtained 100% result in the university examination (NOV/DEC 2016). <p><u>EEE</u></p> <ul style="list-style-type: none">• 7 Staff Members produced 100 % result in the Nov-Dec 2016 University Examination.• Eight students participated in EBAJA -16 Competition held at Pithampur, Indore. .• R.Krishnakumar, M.Navaneeth, R.Shachin shibi of third year students secured first place in the Paper presentation conducted by MIT, chennai. <p><u>MECHANICAL</u></p> <ul style="list-style-type: none">• Best ISTE student award was given to K.R.Bharath of Final year Mechanical Engineering student.• Students projects were submitted in IEDC & SAE.• 15 of the staff members are doing Ph. D• Class tests were conducted for weak students every week in a class. <p><u>CIVIL</u></p> <ul style="list-style-type: none">• 04 staff member are pursuing Ph.D.• Staff members are asked to publish papers• IEDC Completed Project (PAH- Purifier) applied for pattern <p><u>MBA</u></p> <ul style="list-style-type: none">• Faculty members published papers in National, International Conferences & Journals.
--	--



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">• 100% result achieved by All staff members in different subjects in University Exams.• 5 staff members are pursuing PhD
<u>OVERALL SUGGESTIONS BY IQAC</u> 1. Each Department should be provided with LCD Projector after the discussion by the management. 2. Consultancy Projects should be improved . 3. More Exposure for technology is needed for staff.	

IQAC Coordinator(s)

[Handwritten signatures in blue ink]

[Handwritten signature in blue ink]
Principal