SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+'Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044 www.sairamit.edu.in. Tel: 044 –
22512333 / 22512111.

INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2019/1

Date : 21/06/2019

Dear All,

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

It is proposed to conduct the Internal Quality Assurance Meeting on 04/08/2019 (Thursday). Please ensure all the members come prepared with the relevant information as per the agenda.

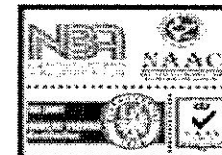**Date:** 04-08-2019   **Venue:** Conference hall   **Time:** 10.30 AM

Agenda

- Review of Quality plan
- Student University result
- Student admissions
- Stakeholder feedback
- Students academic review

PRINCIPAL

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

INTERNAL QUALITY ASSURANCE CELL

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+' Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044.www.sairamit.edu.in. Tel: 044 –
22512333 / 22512111.

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 04.08.2019

SSIT/IQAC/MoM/2019/2

Agenda

- Review of Quality plan
- Student University result
- Student admissions
- Stakeholder feedback
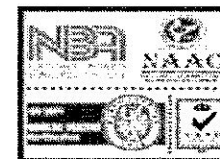- Students academic review

Members Attended

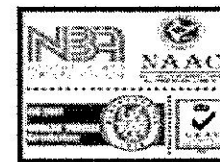|			
		Dr. K.Palanikumar	Principal
Dr.C.R Senthilnathan	IQAC Coordinator	Dr.S.Murali	IQAC Co-Coordinator
Mr. A.Srithar	Head – Mechanical	Mr. A. Anabazhagan	Head – EEE
Dr. G.Thamaraiselvi	Head – ECE	Dr. B.Sreedevi	Head – CSE
Mr.V.Balaji	Head – S & H	Mrs. Ramya	Head – Civil
Mr.V.Selvakumar	Head – MBA	Dr. BrindaDevi	Head - IT
Dr.Ranjith	PD	Dr.TNM.Tharinnimai	Senior Librarian

1

INTERNAL QUALITY ASSURANCE CELL

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+'Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044.www.sairamit.edu.in. Tel: 044 –
22512333 / 22512111.

SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
1	Pending issues from the previous review meeting	NIL				
2	Changes in internal issues (Strength and Weakness)	Current strength and weakness are reviewed for Overall College and Individual Departments	PPT copies attached (Principals office and to all HOD)	To review SWOT analysis for the academic year 2019-2020		Principal/ HODs Oct'19
3	Changes in External issues (Opportunities and Threats(Risk))	Current opportunities & threats are reviewed for overall College and Individual Departments	PPT copies attached (Principals office and to all HOD)	To review SWOT analysis for the academic year 2019-2020		Principal/ HODs JOct'19
4	Customer satisfaction Index (Students)	Students' academic feedback 82.4% -Academic Feedbacks are collected twice in a year	To Collect online feedback twice in a semester (First -- mid semester and Second- end of the semester)	HODs analyse the feedback and to take appropriate action. The report to be		HOD

INTERNAL QUALITY ASSURANCE CELL

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+'Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044 www.sairamit.edu.in. Tel: 044 –
22512333 / 22512111.

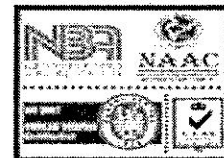| SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
				submitted to principal with in three working days. Effectiveness of the action taken t be monitored by the HODs after 2 weeks and record the out come		
5	Feedback from the stakeholders - Employees	-Employee feedback collected in a standardized Format	To review the Employee feedback for the requirements from staff members	-HODs to summarize and list out necessary points - To satisfy		 Principal/

3

INTERNAL QUALITY ASSURANCE CELL

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+' Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044.www.sairamit.edu.in. Tel: 044 –
22512333 / 22512111.

SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
	- Parent	Avg 88% (expecting 100% placement & improvement in soft skills)	-Planned to conduct AMCAT training for II yr and III yr students	the students requirement

-Monitoring the training activities | | HODs |
| | - Alumni | Avg 79% (collected during Alumni meet 2019) | -Planned for TEDx events

- To Implement the requirements of Industry | Encouraging students for TEDx events

- To discuss periodically in Department meeting with staff
-HODs to monitor the mentoring process | | |
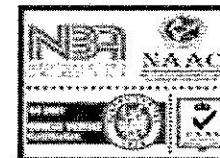| | - Industry | -Avg. 81.2% Reviewed the Industry Requirements | | | | |
| | - Top Management | -Expecting good result and mentoring | -To conduct Regular test and to improve the performance of poor students | | | |
| 6 | Review of quality policy | Reviewed | No changes in the Policy to continue the same | | | |

4

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+'Grade | An ISO 9001:2015 Certified Institution |
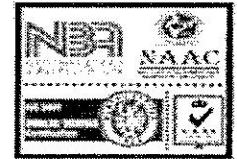*Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.*
Sai Leo Nagar, West Tambaram, Chennai-600 044 www.sairamit.edu.in. Tel: 044 –
22512333 / 22512111.

SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
7	Review of Quality objective (college)	College Objectives Reviewed for Apr'-19 -81.5% Dec'-18 -69.4%.	-To fulfill the Objectives on Guest Lecture, Seminars, etc., - To include MOUs - To increase the Placement above 50%	- HODs to review the College Objectives		Principal/ HODs
8	Review of Quality objective (Department)	Objective reviewed department wise	- All 3rd year Students must go for internships (2 months)			
9	Process Performance and product / service conformity 1.academic calendar 2. Syllabus 3. Time table 4.Lesson Plan 5. Log Book	Admissions (UG) for 2019-20 1. Academic calendar for 2019-20 reviewed 2. New AU regulation 2017 to be followed wherever applicable 3. Time Table 4. Lesson Plan are followed subject wise	- To review the Admissions process for the academic year 2019-20 (ECE, MECH,EEE & CIVIL) 1. To complete the activities as per calendar 2. I & II year	- To plan the admission process with the committee members		Top Management/ Principal

5

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+'Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044 www.sairamit.edu.in. Tel: 044 –
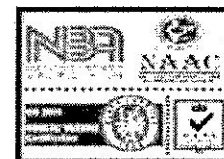22512333 / 22512111.

SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
		5. Log Book periodically reviewed by HODs	students new regulation followed 3. No Change			
10	Monitoring and measurement Results 1.Internal assessment 2.university results 3. placement	Result Analysis reviewed May -2019- and Dec- 2018 University Results April'19 UG and PG are reviewed - Final year placement activities	All the department to achieve the targets on Results in the Even semester -84.72% of the students placed and to achieve 100%	- HODs to monitor the students performances in the Internal Assessment Test - To invite more companies for placement		HODs/ Individual Subject Faculties Placement Cell

6

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+' Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044 www.sairamit.edu.in. Tel: 044 –
22512333 / 22512111.

SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
11	Supplier / External service provider & performance review	Vendor performance and vendor rating (PPT attached department wise)				
12	Adequacy of resources need (pending resource needs)	Review of requirements department-wise discussed				
13	Effectiveness of action taken to address the risk	How to mitigate the risk (Action plan) - Department wise risk reviewed	-Top management regularly stress on impact of electronic gadgets in common meetings with students	-Mentors are advised to counsel the students regarding the impact of electronic gadgets		-HODs/ Mentor
14	Effectiveness of action taken to address opportunities	How to use the opportunities (Action plan) Department wise	Management decided to offer 50 % fee waiver for qualified	More number of students and staffs should		-HODs/ Mentor

INTERNAL QUALITY ASSURANCE CELL

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+' Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044.www.sairamit.edu.in. Tel: 044 –
22512333 / 22512111.

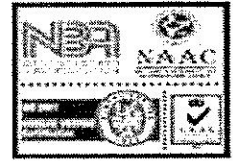| SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
		opportunities reviewed	staffs in NPTEL exam.	be encouraged to do NPTEL courses.		
15	Opportunities for improvement	- Students career plan	Classify the students from II year according to their interest in career plan like placement / higher studies/ entrepreneurship etc -Internship of students to be encouraged for 3rd Year (2 months)	To give structured form for identifying their interest & plan to guide & present report accordingly		HODs
16	Top Management feedback	- Mentorship should be properly monitored - Result must be concentrated				

8

INTERNAL QUALITY ASSURANCE CELL

SRI SAI RAM INSTITUTE OF TECHNOLOGY

NBA Accredited | Accredited by NAAC with 'A+'Grade | An ISO 9001:2015 Certified Institution |
Approved by AICTE, New Delhi | Affiliated to Anna University, Chennai.
Sai Leo Nagar, West Tambaram, Chennai-600 044 www.sairamit.edu.in. Tel: 044 – 22512333 / 22512111.

SNo	Agenda Points	Points Discussed	Decision taken	Action Required	Resource needs	Responsibilities and Target dates
		- Improve Quality of Education				

IQAC – coordinator

PRINCIPAL

9

INTERNAL QUALITY ASSURANCE CELL