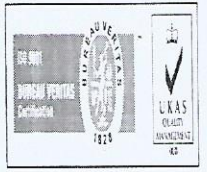




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INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2018/2

Date : 01/06/2018

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 06/06/2018 (Wednesday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 06-06-2018 **Venue:** Conference hall **Time:** 10.30 AM

Agenda

- Review of Quality plan
- Student placement
- Resources & infrastructure requirement
- Weak student coaching requirements
- Seminars/ Workshops
- NAAC Peer team visit


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 06.06.2018

SSIT/IQAC/MoM/2018/2

Agenda

- Review of Quality plan
- Student placement
- Resources & infrastructure requirement
- Weak student coaching requirements
- Seminars/ Workshops
- NAAC Peer team visit

Members Attended

Dr. K.Palanikumar	Principal
Dr.C.R Senthilnathan	IQAC Coordinators
Dr.T.Srinivasan	
Mr. A.Srithar	Assoc Prof – Mech
Mr. A.Anabazhagan	Assoc. Prof– EEE
Dr. G.Thamaraiselvi	Head – ECE
Dr. B.Sreedevi	Head – CSE



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Mr.V.Balaji	Head – S & H
Dr.V.Brindha devi	Head - IT
Dr.TNM.Tharinnimai	Senior Librarian
Dr.Ranjith	PED

Date: 06.06.2018

S.NO	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Pending Points from previous IQAC Meeting	Nil				-
Input						
2	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 & HODs	Next IQAC meeting
3	Results of Quality Audits	- Internal quality Audit conducted	- To follow the Annual quality plan - To be prepared for the QA	-All the HODs to review the System in their departments for regular updations	IQAC/ Principal/ HODs/ Staff Members	Next IQAC meeting



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S.NO	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
4	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
5	Process Performance and Service Conformity	University results of Nov'17/Dec'17 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
6	Status of corrective actions for quality	Quality issues recorded by individual departments All the quality issues are closed	Can be revised and improved for general problems like weak students, retest, etc.,	- HOD's to monitor the Root cause and corrective actions recorded	HODs	Next IQAC meeting
7	Changes that could affect the Quality Management System	NAAC Peer team visit preparations			Principal IQAC & All HODs -	-



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8	Recommendation for improvement	<p><u>CSE:</u></p> <ul style="list-style-type: none"> • 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%. <p><u>MECHANICAL:</u></p> <ul style="list-style-type: none"> • 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. <p><u>ECE</u></p> <ul style="list-style-type: none"> • 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)
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ACTION TAKEN REPORT

	Improvement of the effectiveness of the quality management and its processes	<ul style="list-style-type: none"> - Conducted Project exhibition in 2017-18 - Conducted Placement & Training - Conducted Conference/ Workshop/Seminar - College Rank Position in over all pass percentage 12th during the last Three Years in subject wise and Student wise <p><u>CSE:</u></p> <ul style="list-style-type: none"> • Classes taken in a smart way using LCD,OHP • 5 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.
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- 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 International Conference on Computing and Information Technology will be conducted by our Department.

MBA:

- 5 are pursuing PhD
- 100% result achieved by 5 staff members in University Exams
- About 6 staff published the paper in International & National Conferences

MECHANICAL:

- Classes taken in a smart way using LCD, OHP.
- 9 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



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	Resource needs	-Budget Proposal for 2018-19	- All the HODs to review Budget proposal for the academic year 2018-19	- 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 into quality process	- To monitor the effectiveness of Quality implementation	HODs	-

S.NO	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Supplier performance review	Supplier performance reviewed	Vendor rating reports are maintained in the department.	To monitor vendor performance regularly	HOD	-
Tentative date for next meeting : II week of Nov'18						

Shenithra
 IQAC Coordinator(s)

[Signature]
 PRINCIPAL