



# 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/2017/3

Date : 19/10/2017

Dear All,

Sub: Internal Quality Assurance Meeting (IQAC) –Reg.  
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It is proposed to conduct the annual Internal Quality Assurance Meeting on 02/11/2017 (Thursday). Please ensure all the members come prepared with the relevant information as per the agenda.

**Date:** 02-11-2017

**Venue:** Conference hall

**Time:** 10.30 AM

### Agenda

- Review of Quality Policy
- Review of University Results
- Student and parent feedback
- Department slow learners
- Department arrear students
- Resources & infrastructure requirement
- Special coaching 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 02.11.2017**

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 Coordinators
Dr.T.Srinivasan	
Dr.S.Murali	NAAC Coordinator
Dr. G.Prakash	
Dr.S.Rajarajan	NBA Coordinator
Ms.Valarmathi	ISO Coordinator
Mr. V.Selvakumar	Professor and Head – MBA
Mr. A.Srithar	Professor and Head – Mech
Mr. A.Anbazhagan	Professor and Head – EEE



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Dr. G.Thamaraiselvi	Professor and Head – ECE
Dr. B.Sreedevi	Professor and Head – CSE
Ms.K.Ramya	Professor and Head – Civil
Mr.V.Balaji	Professor and Head – S & H
Ms.V.Brindhadevi	Professor and Head -- IT
Dr.Tharinnimai	Librarian
Dr.Ranjith Donna	PED

S.NO	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Strategic planning review of Quality Policy and Objectives	<ul style="list-style-type: none"> <li>- Quality policy</li> <li>- College Objectives and Individual department wise objectives reviewed</li> </ul> (Departments reports enclosed)	<ul style="list-style-type: none"> <li>- Quality Policy no Changes required</li> <li><b>Objectives</b></li> <li>- University Exam Results</li> </ul> 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 -Overall Placement	-HODs to monitor their Objectives in department on monthly basis	Principal, MR & HODs	Next IQAC meeting
	Results of Audits	<ul style="list-style-type: none"> <li>- Internal Audit conducted</li> </ul> All the issues were closed with proper corrective actions	<ul style="list-style-type: none"> <li>- To follow the Annual Audit plan</li> <li>- To be prepared for the BV Surveillance audit</li> </ul>	- All departments to updated their records as per IQAC requirements	MR/ Principal/ HODs/ Staff Members	Next IQAC meeting





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	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 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
	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><b>IT</b></p> <ul style="list-style-type: none"> <li>• Wi-Fi facility may be provided for value added teaching.</li> <li>• Storage to keep course files , and library books.</li> </ul> <p><b>CSE</b></p> <ul style="list-style-type: none"> <li>• After University result, 1 arrear and 2 arrear students should be identified .25 Students were counseled with Principal,HOD</li> </ul>				



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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%.

**ECE**

- 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

**EEE**

- Laboratories other than curriculum to be created for better understanding of electrical engineering concepts
- Career oriented courses can be conducted

**MECHANICAL**

- 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.

**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
- Repeated Anna University questions to given as assignment
- Repeated class test to be conducted

**H&S**

- To reduce Paper work of Faculties.
- Special Classes for Lateral Entry Students to be extended to all departments.



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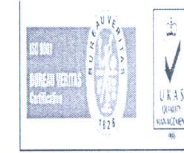


		<ul style="list-style-type: none"> <li>• Special classes for Hostel Students &amp; their study habits should be monitored.</li> </ul> <p><b><u>LIBRARY</u></b></p> <ul style="list-style-type: none"> <li>• Weak students were given special attention during evening hours.</li> <li>• To collect more e-resources.</li> <li>• Students appeared the NPTEL Exam through Central library</li> <li>• To Encourage students to register National Digital Library</li> </ul>
	<p>Improvement of the effectiveness of the quality management and its processes</p>	<p><b><u>IT</u></b></p> <ul style="list-style-type: none"> <li>• 1 of the staff members Completed her Ph.D and 4 Staff members are doing their Ph.D.</li> <li>• Skill Rack tests are conducted for staff members in order to provide efficient training for students.</li> <li>• Skill rack tests arranged for III yr students to perform well in campus interviews.</li> </ul> <p><b><u>CSE</u></b></p> <ul style="list-style-type: none"> <li>• 7 of the staff members are doing Ph D .</li> <li>• One professor for the Department</li> <li>• Skill rack tests were scheduled to all faculties for updating their knowledge.15 best trainers were chosen from the final test to train students.</li> </ul> <p><b><u>ECE</u></b></p> <ul style="list-style-type: none"> <li>• 8 staff members are doing Ph.D.</li> <li>• 1 staff member have submitted the thesis</li> <li>• 12 staff members have published paper in the reputed journal.</li> <li>• 8 staff members have obtained 100% result in the university examination</li> </ul> <p><b><u>EEE</u></b></p> <ul style="list-style-type: none"> <li>• 7 Staff Members produced 100 % result in University Examination.</li> <li>• Eight students participated in EBAJA Competition held at Pithambur, Indore.</li> </ul>





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	<p><b><u>MECHANICAL</u></b></p> <ul style="list-style-type: none"><li>• Students projects were submitted in IEDC &amp; SAE.</li><li>• 15 of the staff members are doing Ph. D</li><li>• Class tests were conducted for weak students every week in a class.</li></ul> <p><b><u>CIVIL</u></b></p> <ul style="list-style-type: none"><li>• 04 staff member are pursuing Ph.D.</li><li>• Staff members are asked to publish papers</li><li>• IEDC Completed Project (PAH- Purifier) applied for pattern</li></ul> <p><b><u>MBA</u></b></p> <ul style="list-style-type: none"><li>• Faculty members published papers in National, International Conferences &amp; Journals.</li><li>• 100% result achieved by <b>All</b> staff members in different subjects in University Exams.</li><li>• 5 staff members are pursuing PhD</li></ul>
<p><b><u>OVERALL SUGGESTIONS BY IQAC</u></b></p> <ol style="list-style-type: none"><li>1. Each Department should be provided with LCD Projector after the discussion by the management.</li><li>2. Consultancy Projects should be improved.</li><li>3. More Exposure for technology is needed for staff.</li></ol>	

*Phenithra*  
IQAC Coordinator(s)  
*T. Srinivas*

*Prasanna*  
Principal