

## INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2018/1

Date: 21/02/2018

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 24/02/2018 (Saturday). Please ensure all the members come prepared with the relevant information as per the agenda.

**Date:** 24-02-2018

**Venue:** Conference hall

**Time:** 10.00 AM

### Agenda

- Review of New Quality Policy
- Review of University Results
- Students External Participation (Conferences, Workshop, Hackathon, IDCE Projects)
- Placement and Higher studies Training Programme
- NCC/ NSS/ Sports/ Club Events Participation / Conducted
- Parents Meet / Students Feed Back / Teaching Need
- Cultural Program Schedule Preparation

Copy to: HoD: CSE,

ECE,

IT,

MBA,

Manager,

P.Ed

CIVIL,

EEE,

Mech,

Library,

  
Principal



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### MINUTES OF IQAC MEETING held on 24.02.2018

SSIT/IQAC/M/2018/1

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- Review of New Quality Policy
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(Conferences, Workshop, Hackathon, IDCE Projects)
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#### Members Attended

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



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Dr. G.Thamaraiselvi	Head – ECE
Dr. V.Brindhadevi	Head -- IT
Dr. M. Jagadeesh Kumar	Head - EEE
Dr. B.Sreedevi	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.TNM. Tharinni Mai	Senior Librarian
Dr.Ranjith <del>Donna</del>	PED



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## INTERNAL QUALITY AUDIT CELL REVIEW MEETING

Period : Feb'18 to June'18

Date : 24.02.2018

S.NO	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
1	Pending Points from previous Management Review Meeting	- Upgradation to new ISO 9001:2015 standard postponed to next academic year 2017-18			MR/ Principal/ IQAC/HODs	
<b>Input</b>						
2	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 <b>Objectives</b> - University Exam Results Nov/Dec'16 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 Placement	-HODs to monitor their Objectives in department on monthly basis	MR/Principal/ IQAC & HODs	Next IQAC meeting
3	Results of Audits	- Internal Audit conducted in Dec'16 - 17 Quality issues	- To follow the Annual Audit plan  - To be prepared for the BV Surveillance audit	- All departments to updated their records as per ISO	Principal/ IQAC/ HODs/ Staff Members	



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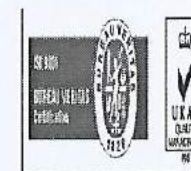


		All the Quality issues were closed with proper corrective actions		requirements		
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S.NO	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
4	Customer Feed Back	- Students feedback and analysis  - Parents Feedback and analysis	- Students Feedback Satisfaction overall 89.093%  - Parents Feedback Satisfaction overall 93.375%	-To implement the suggestions given by students (if any)	- Principal/ IQAC TEAM &All HODs	Next IQAC meeting
5	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
6	Status of Preventive and corrective actions	CAP's recorded by individual departments All the CAPs are closed	To record more problems for rectification	- HOD's to monitor the Root cause and corrective actions recorded in the CAPs	HODs	Next IQAC meeting



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7	Changes that could affect the Quality Management System	No Changes				
8	Recommendation for improvement	<p><b><u>IT</u></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><u>CSE</u></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 and Mentors</li> <li>• Maths subject can be given specific focus. 10 Students from various years and sections are attending Maths coaching class for 5 hrs a day.</li> <li>• Retest failures and absentees should write the same exam again until they score 60%.</li> <li>• Students having arrear will be conducted with special Model exam in their respective failed subjects before the exam.</li> <li>• Important questions from all the V units can be given to students and they should be asked to write tests in Library &amp; lab hours.</li> <li>• Initiating Mini projects in each lab.</li> <li>• Encouraging students to participate in innovative project exhibitions.</li> <li>• Setting up centre of excellence for latest technologies through which students can do certified programs.</li> </ul> <p><b><u>ECE</u></b></p> <ul style="list-style-type: none"> <li>• To train the weak students by giving University questions.</li> <li>• To conduct classes for arrear subjects (problematic subjects)</li> <li>• To conduct model exam for the arrear subjects</li> </ul>				



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**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.
- Special classes for Hostel Students & their study habits should be monitored.

**LIBRARY**

- 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



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**Output**

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Improvement of the effectiveness of the quality management and its processes

**IT**

- 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.
- Students those have 8.5 CGPA are provided with extra books.
- Students are motivated to write NPTEL online courses.3 of the students passed and got certification in C++ with a score of 75 out of 100.
- Students were made to register in NDL inorder to get more informations ,videos in various topics.
- Encouraging Students to participate in various technical Events International /National Conferences.

**CSE**

- 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.
- Skill rack tests were arranged to II yr & III yr students to perform well in campus interviews.
- Two Doctorates for the Department.
- Separate language laboratory has been established to develop soft skills of students.
- 16 of the faculties out of 23 have secured 100% results in their subjects.
- One more LCD projector has been added to the Department.
- 30 Machines have been improved from 4GB to 8GB configuration
- Centralized AC for the language lab.

**ECE**

- 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).





### EEE

- 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.
- By securing 16 Ranks EEE emerged second position among all the Anna university affiliated colleges
- Five students got their paper selected for presenting in the International conference to beheld at Nanyang University Singapore

### MECHANICAL

- 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.
- 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

### CIVIL

- 04 staff member are pursuing Ph.D.
- Staff members are asked to publish papers
- IEDC Completed Project (PAH- Purifier) applied for pattern
- 2 IEDC projects are submitted for getting approval.
- Working on one project towards Swatch Bharath.

### MBA



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		<ul style="list-style-type: none"> <li>Faculty members published papers in National, International Conferences &amp; Journals.</li> <li>100% result achieved by All staff members in different subjects in University Exams.</li> <li>5 staff members are pursuing PhD</li> <li>Planning of Parents meeting</li> </ul>				
10	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
11	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
12	Review of amendments in documents	-No Amendments in Apex Manual and Procedure Manual	-	-	-	-
13	Any specific issue	Nil	-	-	-	-
14	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	-



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**OVERALL SUGGESTIONS BY CONSULTANT/ PRINCIPAL**

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.
4. Guest Lecture Should be organized with Dignitaries from Industries related to current subjects.
5. To provide Wi-Fi to all departments.
6. Percentage of Placement should be improved from Core Industries, Particularly in the branch of EEE, CIVIL And Mechanical Departments.

Tentative date for next MRM : III week of October'17

**OVERALL SUGGESTIONS BY IQAC**

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)

  
Principal