

### SAI KAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi Accredited by NBA and NAAC "A+" | An ISO 9001:2015 Certified and MHRD NIRF ranked institution Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.sairamit.edu.in



# INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF IQAC MEETING held on 17.03.2021

SSIT/IQAC/MoM/2020/01

### Agenda

Constitution of AQAR 2020-21 steering committee.

Conduct of BoS meeting and approval of curriculum and syllabi for all programme.

Review of revised NAAC SSR format for second cycle accreditation.

• AICTE internship/Research and Development/Grants/Funded project proposals/MoUs for faculty and students.

#### Members Attended

Dr. K.Palanikumar
Dr.S.Murali
Dr.S.Rajarajan
Mr.Poornachandra
Mr.R.Sivakumar

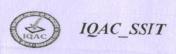
Dr.S.Murali
Principal
IQAC/ NAAC Coordinator
IQAC Coordinator
Entrepreneur
FRESA Technologies, Cher

Dr. G.Thamaraiselvi Dr.V.Brindha Devi Mr.V.Balaji Dr.Ranjith Ms.S.Deivanayagi C.Dlip Viswaraj Haran Vigneshwaran S.Dhanush Entrepreneur Properties of the properties of the

Mr.K.Muruganandham
President
Mr.S.Sujay Sudarshan
Mr. A. Anabazhagan
Dr. B.Sreedevi
Mrs. Ramya
Mr.V.Selvakumar
Dr.TNM.Tharinnimai
Ms.D.Pushgara Rani
M.Harish
V.Meenalochini
S.Shri Shayam Sundar

Dr.C.R Senthilnathan

IQAC Coordinator
Thermal Energy systems
Poonthandalam village panchayat
CEO, Professional Elevators,
Chennai
Head – EEE
Head – CSE
Head – Civil
Head – MBA
Senior Librarian
Co-Coordinator
Student/BE- CSE
Student/BE- IT
Student/BE- EEE



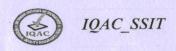


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S.No	Agenda Points	<b>Points Discussed</b>	Decision taken	Action Required	Responsibilities and Target dates
1	Pending issues from the previous review meeting	NIL			
2	Review and redefine autonomous curriculum and syllabi for the academic year 2021-2022	It is decided to revise and refine the curriculum and syllabi for the academic year 2021-2022	Board of studies meeting to be conducted by each department	To discuss with the Department HoDs	HoDs. BY MARCH 2021
3	Conduct of seminar/workshop/ National conferences/ International conferences in all departments with the theme of SDG	It is decided to organize seminar/workshop/ National conferences/International conferences in all departments with the theme of SDG	All HoDs are requested to take necessary initative	HoDs of all departments confirm the dates and events.	HoDs. MAY 2021
4	Conduct of student satisfaction survey for the academic year 2020-2021	IQAC Co- ordinator is requested to restructure the survey questionnaire to incorporate on institutional quality aspects and to conduct online survey during the	IQAC and NAAC Coordinators are requested to take necessary initiative	IQAC Coordinator, NAAC Coordinator and HoDs need to	IQAC Coordinator and



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S.No	Agenda Points	Leo Nagar, West Tambaram, Chenr Points Discussed	Decision taken	Action Required	Responsibilities and Target dates
		month of June 2021		finalize the questionnaire	NAAC Coordinator. JUNE 2021
9	Conduct of two days NAAC sponsored workshop	It is decided to submit a proposal to NAAC for conducting two days national workshop.	IQAC Coordinator is requested to submit the proposal.	IQAC Coordinator is requested to decide on the pre requisite for the conduct of the workshop	IQAC Coordinator SEP 2021

IQAC - Coordinator

PRINCIPAL

