



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.
(An ISO 9001:2008 Certified Institution) www.sairamit.edu.in



INTERNAL QUALITY ASSURANCE CELL

SSIT/IQAC/M/2016/1

Date : 01/02/2016

Dear All,

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

It is proposed to conduct the annual Internal Quality Assurance Meeting on 19/02/2016 (Friday). Please ensure all the members come prepared with the relevant information as per the agenda.

Date: 19-02-2016

Venue: Conference hall

Time: 2.00 PM

Agenda

- Review of Quality audit plan
- Student placement review
- Guest lectures and Workshops
- Resources & infrastructure requirement
- Review of University Results
- Special coaching requirements
- FDP

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 19.02.2016

SSIT/IQAC/MoM/2016/1

Agenda

- Review of Quality audit plan
- Student placement review
- Guest lectures and Workshops
- Resources & infrastructure requirement
- Review of University Results
- Special coaching requirements

Members Attended

Dr. K.Palanikumar	Principal
Dr.C.R Senthilnathan	IQAC Coordinators
Mr.T.Srinivasan	
Dr.S.Rajarajan	NBA Coordinator
Ms.G.Valarmathi	ISO Coordinator
Mr. V.Selvakumar	Head – MBA
Mr. A.Srithar	Head – Mech
Mr. A. Anabazhagan	Head – EEE
Dr.. G.Thamaraiselvi	Head – ECE
Ms. B.Sreedevi	Head – CSE
Ms.K.Ramya	Head – Civil
Mr.V.Balaji	Head – S & H
Ms.V.Brindhadevi	Head -- IT
Dr.TNM. Tharinni Mai	Senior Librarian
Mr.Ranjith Donna	PED

Handwritten signatures and initials in blue ink:
- Top right: *Reddy*
- Next to Dr.C.R Senthilnathan: *Heath*
- Next to Mr.T.Srinivasan: *T. Srinivasan*
- Next to Dr.S.Rajarajan: *RS*
- Next to Ms.G.Valarmathi: *Valarmathi*
- Next to Mr. V.Selvakumar: *V. Selvakumar*
- Next to Mr. A.Srithar: *AS*
- Next to Mr. A. Anabazhagan: *A. Anabazhagan*
- Next to Dr.. G.Thamaraiselvi: *G. Thamaraiselvi*
- Next to Ms. B.Sreedevi: *BS*
- Next to Ms.K.Ramya: *K. Ramya*
- Next to Mr.V.Balaji: *V. Balaji*
- Next to Ms.V.Brindhadevi: *Brindhadevi*
- Next to Dr.TNM. Tharinni Mai: *Tharinni Mai*
- Next to Mr.Ranjith Donna: *Ranjith Donna*



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	PARTICULARS	POINTS DISCUSSED	DECISION TAKEN	ACTION REQUIRED	RESPONSIBILITY	TARGET DATE
	Pending Points from previous Management Review Meeting	There are no Pending points to be discussed	-	-	-	-
	Strategic planning review of Quality Policy and Objectives	Discussed regarding the Quality Policy and Objectives	-To implement the Quality Policy of the Sairam Group. -Objectives Attendance Percentage decided to 95%	-Quality Policy to adhere with the changes for SSIT -HODs to control the student attendance.	Principal and Manager	-
	Results of Audits	Internal quality audit conducted on 20.01.16	NCRs reviewed closed-6 NCRs	-	Principal and Manager	Completed on 30.01.16
	Customer Feed Back	Parents and Students Feed Back	Feedback is to be Analyzed for every semester	-	MR	-
	Process Performance and Product Conformity	Discussed for I year(97.5%) and III Sem(91%) (Script wise)	To improve the results	To monitor the slow learners by the class co-ordinators.	Principal and HODs	01.05.16

	Status of Proactive and corrective actions	Action to be taken for corrective and preventive have been discussed	Instructed the HODs of all the departments to take necessary steps	The HODs have to maintain the files.	HOD and Principal	-
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			for corrective and preventive action			
	Changes that could affect the Quality Management System	New version manuals are ready	NIL	NIL	-	-
	Recommendation for improvement	1.FDP 2.KAIZEN file reviewed	1.To send the faculty for the FDP programs 2.To improve the No. of KAIZENs per employee	To be monitored by the HOD during the department meetings.	Principal Principal and HOD	01.05.16 01.04.16
	Improvement of the effectiveness of the quality management and its processes	-Systematic works in the departments -Academic Audit	-To go for certification before April -To conduct academic audits once in a semester	-To contact the Certification Body for the audit. -To identify the Resources and start the academic audits	Principal	01.04.16 01.06.16
	Resource needs	To develop the Infrastructure	It has been decided to invest Rs.1 Cr to 1.5 Cr per year	Investment plan to be made.	Principal and HOD	01.06.16
	Training and Human Resource Development	To develop the skills of the staff members and students	It is decided to depute staff members and students to participate in various programmes conducted in Anna University and other places (like FDP, SDP, Workshops etc.) Presenting papers in National and International Conferences.	Action has already been taken and deputing the students and staff to participate in National and International Conferences.	Principal and HOD	



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	Supplier performance review	Regarding vendor rating reports are maintained in the department	Vendor rating files to be reviewed	Vendor rating files reviewed found satisfactory	-	-
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ACTION TAKEN REPORT

CSE

- Conducted Entrepreneurship Awareness Camp to 3rd year students funded by IEDC
- One professor for the Department

ECE

- .
- 8 staff members have published paper in the reputed journal.
- 3 staff members has obtained 100% result in the university examination
- 90% of the final year students got placed.
- 23% of 2014 batch students got admissions in foreign universities for doing higher studies.

MECHANICAL

- 2 professors and 12 of the staff members are doing Ph. D
- Tutorials were conducted every week in a class.
- Weak students were given special attention.

CIVIL

- Two days workshop on advanced structural analysis and design III years conducted on 18/07 & 19/07
- Students projects were submitted in IEDC. One of the project is selected.

MBA

- All of our Faculty members published papers in National, International Conferences & Journals.
- 4 seminars are arranged.
- 100% result achieved by all staff members in different subjects in University Exams.



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- Industrial visit to Coca cola company, Chennai was arranged.

H&S

- Hostel Students Performance monitored periodically & special classes done regularly.
- ARREARS STUDENTS WERE MOTIVATED TO CLEAR ARREAR EXAMS especially MATHS(all years) & ENGG GRAPHICS

LIBRARY:

- Weak students were given special attention during evening hours.
- To collect more e-resources.

IQAC Coordinator(s)

T. Srinivas
A. Phenthat

[Signature]
Principal