

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF IQAC MEETING held on 07/10/2022

SSIT/IQAC/MoM/2022/

Agenda:

JA03-C/IQAC/2022-2023.01.01: Review of previous meeting deliberations

JA03-C/IQAC/2022-2023.01.02: Review on quality assessment for the academic year 2021-2022

- Admissions
- Infrastructural Extension
- Curriculum enrichment / Pedagogical initiatives
- Self learning Initiatives
- Professional Society Activities
- Placement, Higher studies and Entrepreneurship
- Extension activities
- Faculty Qualification improvements
- Publications and IPR
- R & D and Consultancy
- Industry Institute Interaction
- Recognitions and Awards

JA03-C/IQAC/2022-2023.01.03: Stakeholders Feedback and Evaluation

JA03-C/IQAC/2022-2023.01.04: Quality Sustenance and Enhancement for 2022 – 2023.

JA03-C/IQAC/2022-2023.01.05: Others, if any



Members Attended:

S. No	Name of the Member	Designation	Category	Position in Committee
1	Mr. Sai Prakash Leo Muthu	Chairman/CEO	Management	Management Representative
2	Mr.K.Naresh Raj	Chief Information Officer	Management	Management Representative
3	Dr. K.Palanikumar	Principal	Head of the Institution	Chairperson
4	Dr.S.Rajurajan	Professor	Dean (Academics)	Member
5	Dr.S.Murali	Professor	HoD / MECH	IQAC Coordinator
6	Mrs. S. Deivanayagi	Asso.Prof / ECE	SCOPE - Member	IQAC Co - Coordinator
7	Mrs. D. Pushgara Rami	Asst Prof / ECE	SCOPE - Member	IQAC Co - Coordinator
8	Dr. S. Rathika	Asso.Prof / Chem	SCOPE - Member	Member
9	Mrs. Anuratha	Asso.Prof / IT	SCOPE - Member	Member
10	Dr. G.Thamaraiselvi	HoD / ECE	Controller of Examinations	Member
11	Mr.R.Natarajan	CEO, Revathy Industries, Chennai	Industrialist	Member
12	President	Poonthandalan Village Panchayat	Local Society	Member
13	Mr.R.Sivakumar	ERESA Technologies, Chennai	Parent	Member
14	Mrs. Baby Gowri	Sri Sairam Polytechnic College, Chennai	Parent	Member
15	Dr.M.Shanmugasunder	Dean(R&D)	Dean(R&D)	Member
16	Dr.V.Brindha Devi	HoD / IT	Teaching faculty	Member
17	Dr. B.Sreedevi	HoD / CSE	Teaching faculty	Member
18	Mr. V. Balaji	HoD / S & H	Teaching faculty	Member
19	Dr. G. Prakash	HoD / EEE	Teaching faculty	Member
20	Dr. Su. Suganthi	HoD / AIDS	Teaching faculty	Member
21	Dr. M.Pachaiammal @ Priya	HoD / CCE	Teaching faculty	Member
22	Dr. C.R.Senthilnathan	HoD / MBA	Teaching faculty	Member
23	Dr.T.N.M.Thariniimai	Senior Librarian	Teaching faculty	Member
24	Mr.S.Ramaraj	Manager	Administration	Member



25	Mr. S. Prasath Kumar	Asst. Prof / ECE	Training and Placement Officer	Member
26	Dr.P.Ranjith	Physical Education Director	Physical Education	Member
27	Mr.P.Rajkumar	Application Development Associate, Accenture.	Alumni/ECE	Member
28	Mr.Praveen Daniel	Assistant System Engineer, TCS.	Alumni/CSE	Member
29	Mrs.R.Vivega	Technical Assistant	Non-Teaching	Member
30	Mr.M.Tarane Kumar	Student/BE-MECH	IV year Student	Member
31	Ms. Ravi Revathy	Student/BE-CSE	III year Student	Member
32	Mr.T.Vinish	Student/BE-IT	III year Student	Member
33	Mr. Jayakumar	Student/BE-EEE	III year Student	Member

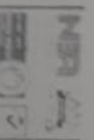
MINUTES OF IQAC MEETING

- Principal Dr.K.Palanikumar welcomed the IQAC members for this 25th meeting.
- IQAC coordinator Dr.S.Murali presented the IQAC activities before the IQAC members.
- SHRI.SAI PRAKASH LEO MUTHU, CHAIRMAN & CEO appreciated the work done by the IQAC. He insisted IQAC conduct an Awareness program for the faculty members and collaborate every activity with EOMS.
- Mr.R.Natarajan, CEO, Revathy Industries, Chennai, the Industrial member of IQAC said he is willing to sign MoU with our Institution and provide projects to our students.

S.No	Agenda Points	Points Discussed	Decision taken	Action Required	Responsibilities & Target dates
1.	Approval of the Minutes of 25 th meeting (held 07 th October 2022) and Action Taken report (ATR) is placed before the members for the approval	Nil	Approved	Nil	IQAC
2.	Curriculum enrichment / Pedagogical initiatives	SAIL App helps the students for the betterment in understanding the concepts of the subjects and to know about the	Insist the students to take the daily and weekly challenge in SAIL App	Subject handling faculty members have to monitor and encourage the students to	Subject handling Faculty, Mentor, HoDs



S.No	Agenda Points	Points Discussed	Decision taken	Action Required	Responsibilities & Target dates
3	Self learning Initiatives	The percentage of Enrollment is 81.62% The percentage of registration is 77.80% Students asked for the awareness regarding NPTEL exams	Awareness have to be provided	improve the academic performance	Talent Enabler & HoDs
4	Professional Society Activities	Awareness program should be conducted for all the faculty members and students to explore the societies in IEEE. All the Faculty members are asked to become a member of IEEE SIGHT	Awareness program will be arranged	Steps to be taken to conduct awareness program	IQAC November 2022
5	Higher studies	Students must be motivated to do higher studies in reputed universities	Expo to explore the opportunities available	Need to be followed and monitored by the HoDs	HoDs, Higher Studies Cell, IQAC
6	Entrepreneurship	Students need to be encouraged as Job providers not Job seekers	Students must be encouraged to participate in various project competitions	Need to be followed and monitored by the HoDs	HoDs, Entrepreneurship Cell, IQAC
7	Publications and IPR	50% of the amount will be sponsored by the management if the students attend International conferences rated in Top	Internal Scrutinizing will be done	Need to be followed and monitored by the HoDs	HoDs & IQAC

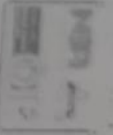


S.No	Agenda Points	Points Discussed	Decision taken	Action Required	Responsibilities & Target dates
8.	Quality Sustenance and Enhancement	To attain A++ grade in second cycle of NAAC accreditation To apply for more multidisciplinary UG & PG programs on emerging areas	Preparation of AQAR 21-22 The following programs are suggested: Robotics and Biomedical Engineering, Gaming Technology & M.Tech. Digital Manufacturing		Principal & HoD's
		To apply for more multidisciplinary project proposals	Minimum 2 proposals per department		HoD's
		To apply and conduct FDPs and workshops with NAAC academic and financial sponsorship	One FDP and One workshop proposal to be submitted during this year		IQAC
		To establish more Centers of Excellence in emerging areas	In process		HoD's
		To enhance the students skill by conducting more value added courses and certification courses.	As per our Autonomous regulations its mandatory to do NPTEL courses in each semester and		IQAC & HoD's



SAI KAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution affiliated to Anna University & Approved by AICTE, New Delhi
Approved by NBA and NAAC, A+ Grade
Sai Leo Nagar, West Tambaram, Chennai - 600 044. www.saiiramit.edu.in



S.No	Agenda Points	Points Discussed	Decision taken	Action Required	Responsibilities & Target dates
		To strengthen the Industry - Institute collaboration To have a continuous feedback system on all the quality initiatives from stakeholders	Value added courses in each year All the faculty members are encouraged to attend the Industrial training SSS and stake holders feedbacks are already been done and need to be continued		Principal & HoD's IQAC & HoD's

PRINCIPAL