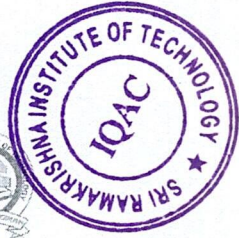# Sri Ramakrishna Institute of Technology

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06.03.2023

Minutes of IQAC Meeting 8

Venue: Board Room   **Date of Meeting:** 06.03.2023   **Time:** 02.00 PM

Members Present: IQAC Director, IQAC Committee Members

Agenda: Academics and Annual Day celebration 2023

The following main points were discussed in the meeting:

1. The first Internal Test for senior classes is concluded and the academic activities are reviewed

2. First Semester examinations will commence in this month. The Academic schedule for second semester is presented and approved

3. Lab Examinations are scheduled before the commencement of theory examination

4. Preparedness of Annual Day event management committee is reviewed

5. Budget is presented. Necessary approvals are obtained.

6. Process is initiated to find best outgoing students, rank holders compilation of annual report.

Dr.C.R.Hema
IQAC Director

Dr.M.Paulraj
IQAC Chairman

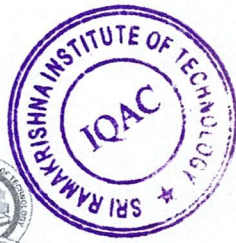| SI. No.	IQAC Committee Members	Signature
1	Dr. B. Chokkalingam, HOD/MECH	
2	Dr. S. Anila, HOD/ECE	
3	Dr. V. Chitra, HOD/S&H	
4	Dr. P. S. Prakash, professor, CSE	
5	Dr. M. Suresh Kumar, HOD/IT	
6	Dr. R. Nagendran, Associate professor, IT	
7	Dr. J. J. Adri Jovin, Associate professor, IT	
8	Dr. N. V. Shibu, Associate Professor, CSE	
9	Mr. R. Kannan, Administrative Officer	

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10.02.2023

Minutes of IQAC Meeting 7

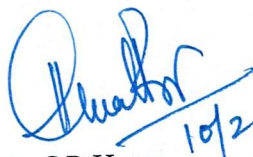**Venue:** Board Room   **Date of Meeting:** 10.02.2023   **Time:** 11.00 AM

Members Present: IQAC Director, IQAC Committee Members

Agenda: Annual Day celebration 2023

The following main points were discussed in the meeting:

1. It is proposed to conduct Annual day celebration on 17.03.2023

2. The committee members will be framed before next meeting.

3. Approval from Management is awaiting. Process regarding fixation of Chief Guest is initiated

4. Dr. S. Anila is appointed as the coordinator for the function.

Dr.C.R.Hema
IQAC Director

Dr.M.Paulraj
IQAC Chairman

1

SI. No.	IQAC Committee Members	Signature
1	Dr. B. Chokkalingam, HOD/MECH	B.Cht 10-02-2023
2	Dr. S. Anila, HOD/ECE	10/02/23
3	Dr. V. Chitra, HOD/S&H	V. Chitra 10/2/23
4	Dr. P. S. Prakash, professor, CSE	10/2/23
5	Dr. M. Suresh Kumar, HOD/IT	10/2/23
6	Dr. R. Nagendran, Associate professor, IT	10/2/23
7	Dr. J. J. Adri Jovin, Associate professor, IT	
8	Dr. N. V. Shibu, Associate Professor, CSE	
9	Mr. R. Kannan, Administrative Officer	10/2/23

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27.01.2023

Minutes of IQAC Meeting 6

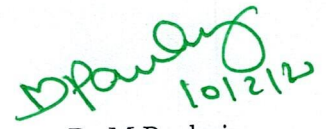**Venue:** Board Room   **Date of Meeting:** 27.01.2023   **Time:** 03.00 PM

Members Present: IQAC Director, IQAC Committee Members

Agenda: NAAC Accreditation Preparedness

The following main points were discussed in the meeting:

1. It is proposed to schedule next review meeting on 15.02.2023

2. Stake holders should be informed on the status of NAAC visit schedule

3. Lab In-charges ensure the cleanliness of laboratories

4. If there is any need to add display charts, bring it to the notice of IQAC at the earliest

5. Decide on the Fine Arts events to be rehearsed

6. Awareness should be given to students, not to change the arrangements of furniture's in class without prior approval

7. External audits needs to be scheduled to benchmark our performance

Dr.C.R.Hema
IQAC Director

Dr.M.Paulraj
IQAC Chairman

27.01.2023

SI. No.	IQAC Committee Members	Signature
1	Dr. B. Chokkalingam, HOD/MECH	B.Ch 27-01-2023
2	Dr. S. Anila, HOD/ECE	27/01/23
3	Dr. V. Chitra, HOD/S&H	V. Chitra 27/1/23
4	Dr. P. S. Prakash, professor, CSE	27/1/23
5	Dr. M. Suresh Kumar, HOD/IT	27/1/23
6	Dr. R. Nagendran, Associate professor, IT	27/1/23
7	Dr. J. J. Adri Jovin, Associate professor, IT	
8	Dr. N. V. Shibu, Associate Professor, CSE	
9	Mr. R. Kannan, Administrative Officer	27/01/23

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24.01.2023

Minutes of IQAC Meeting 5

Venue: Board Room **Date of Meeting:** 24.01.2023 **Time:** 10.00 AM

Members Present: IQAC Director, IQAC Committee Members

Agenda: Republic day celebration & Alumni Association Affairs

The following main points were discussed in the meeting:

1. As part of republic day celebration, flag hoisting will be done at 9:00 am on 26.01.2023.

2. Head of the Departments take steps to make the participation of students in flag hoisting ceremony.

3. Alumni general body meeting is also scheduled on 26/01/2023. It is proposed to honor staff members who have successfully completed 10 years (a decade of service) at SRIT.

4. It is proposed to conduct faculty meet with the Alumni and discuss about the opportunities of closed collaboration with faculty.

Dr.C.R.Hema
IQAC Director

Dr.M.Paulraj
IQAC Chairman

24.01.2023

SI. No.	IQAC Committee Members	Signature
1	Dr. B. Chokkalingam, HOD/MECH	B-CM 24-01-2023
2	Dr. S. Anila, HOD/ECE	A.S 24/01/23
3	Dr. V. Chitra, HOD/S&H	V. Chitra 24/1/23
4	Dr. P. S. Prakash, professor, CSE	24/1/23
5	Dr. M. Suresh Kumar, HOD/IT	24/1/23
6	Dr. R. Nagendran, Associate professor, IT	24/1/23
7	Dr. J. J. Adri Jovin, Associate professor, IT	
8	Dr. N. V. Shibu, Associate Professor, CSE	
9	Mr. R. Kannan, Administrative Officer	24/01/23

Sri Ramakrishna Institute of Technology

04.01.2023

Minutes of IQAC Meeting 4

Venue: Board Room   **Date of Meeting:** 04.01.2023   **Time:** 10.00 AM

Members Present: IQAC Director, IQAC Committee Members

Agenda: Pongal Festival Celebration

The following main points were discussed in the meeting:

1. Pongal celebration events is decided to be conducted for two days 12/11/2023 and 13/11/2023

2. Completions like Essay writing, Poem recitation and Elocution are decided to be conducted on 12/11/2023

3. Events like Pongal preparation, Tug of war, Kolam and rangoli are decided to be conducted on 13/11/2023

4. Registration fees can be collected from students for certain events to control student registration

5. Dr. B. Chokkalingam is appointed as the overall coordinator and he shall submit the approximate budget of the programme

6. Traditional dresses are allowed on the day of festival

Dr.C.R.Hema
IQAC Director

Dr.M.Paulraj
IQAC Chairman

04.01.2023

SI. No.	IQAC Committee Members	Signature
1	Dr. B. Chokkalingam, HOD/MECH	B.Ch 04-01.2023
2	Dr. S. Anila, HOD/ECE	04/01/23
3	Dr. V. Chitra, HOD/S&H	V. Chitra 4/1/23
4	Dr. P. S. Prakash, professor, CSE	6/1/23
5	Dr. M. Suresh Kumar, HOD/IT	4/1/23
6	Dr. R. Nagendran, Associate professor, IT	4/1/23
7	Dr. J. J. Adri Jovin, Associate professor, IT	Adri Jovin
8	Dr. N. V. Shibu, Associate Professor, CSE	
9	Mr. R. Kannan, Administrative Officer	04/01/23

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13.12.2022

Minutes of IQAC Meeting 3

Venue: Board Room   **Date of Meeting:** 13.12.2022   **Time:** 10.00 AM

Members Present: IQAC Director, IQAC Committee Members
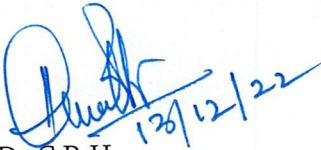
Agenda: NIRF

The following main points were discussed in the meeting:

1. The following faculty members are assigned to complete the submission process of NIRF:

1	Dr.S.Anila	HOD/ECE
2	Dr.C.R.Hema	HOD/EEE
3	Dr.P.S.Prakash	Professor /CSE
4	Dr.N.v.Shibu	Associate Professor /CSE
5	Dr.R.N.Devendra Kumar	Associate Professor /CSE

2. The members are requested to collect and process the data for the submission to NIRF Immediately.

3. Further they are also requested to present the various criteria's to be implemented to the under-signed on 14.12.2022. they are also requested to complete the NIRF and submit the report to the undersigned on or before 24.12.2022

Dr.C.R.Hema
IQAC Director

Dr.M.Paulraj
IQAC Chairman

SI. No.	IQAC Committee Members	Signature
1	Dr. B. Chokkalingam, HOD/MECH	B.Ch 13-12-2022
2	Dr. S. Anila, HOD/ECE	13/12/21
3	Dr. V. Chitra, HOD/S&H	V. Chitra 13/12/21
4	Dr. P. S. Prakash, professor, CSE	13/12/22
5	Dr. M. Suresh Kumar, HOD/IT	13/12/22
6	Dr. R. Nagendran, Associate professor, IT	13/12/22
7	Dr. J. J. Adri Jovin, Associate professor, IT	
8	Dr. N. V. Shibu, Associate Professor, CSE	
9	Mr. R. Kannan, Administrative Officer	13/12/22

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30.11.2022

Minutes of IQAC Meeting 2

Venue: Board Room   **Date of Meeting:** 30.11.2022   **Time:** 10.00 AM

Members Present: IQAC Director, IQAC Committee Members

Agenda: Action Plan

The following main points were discussed in the meeting:

1. All the heads of the Departments are instructed to submit the department event action plan for the academic year 2022-2023 must be submitted to the IQAC office on or before 10.12.2022

2. The event organizer are requested to follow the SOP meticulously and must conduct all the events as per the action plan.

3. All the Research Cluster Heads are directed to conduct the cluster meeting with the cluster member and submit the action plan for research event, list of members and minutes of the meeting for the academic year 2022-2023 must be submitted to the IQAC office on or before 10.12.2022

Dr.C.R.Hema
IQAC Director

Dr.M.Paulraj
IQAC Chairman

1

SI. No.	IQAC Committee Members	Signature
1	Dr. B. Chokkalingam, HOD/MECH	B-Ch 30-11-2022
2	Dr. S. Anila, HOD/ECE	30/11/22
3	Dr. V. Chitra, HOD/S&H	V. Chitra 30/11/22
4	Dr. P. S. Prakash, professor, CSE	30/11/22
5	Dr. M. Suresh Kumar, HOD/IT	30/11/22
6	Dr. R. Nagendran, Associate professor, IT	30/11/22
7	Dr. J. J. Adri Jovin, Associate professor, IT	
8	Dr. N. V. Shibu, Associate Professor, CSE	
9	Mr. R. Kannan, Administrative Officer	30/11/22

SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY

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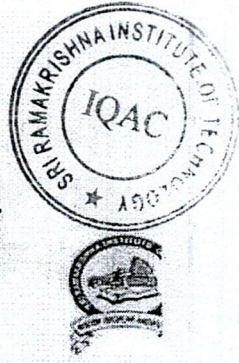
Date: 05.07.2022

Minutes of HOD Meeting

Date of Meeting: 04.07.2022	Time: 3:00 pm to 4:30 pm
Agenda: Planning of Academic affairs for Odd Semester of Academic Year 2022-2023	
Venue: SRIT Board Room	

Members:

Dr M Paulraj, Principal

Dr C R Hema, HOD/EEE

Dr B Chokkalingam, HOD/ME

Dr S Nagarani, HOD/Mathematics

Dr J J Adri Jovin, COE

Dr R M S Parvathi, HOD/CSE

Dr S Anila, HOD/ECE

Dr M Suresh Kumar, HOD/IT

Dr V Chitra, HOD/S&H

Dr R Nagendran, Academic Coordinator

End Semester Examination June / July 2022- Review:

Instances of malpractices are being reported in ongoing laboratory and theory examinations.

☑Action Required:

Tutors are instructed to give strict instructions / warning / awareness to students and their parents through whatsapp groups regarding consequences of involving in such activities. Further, the following points are to be informed.

- The students involved in such malpractices will get their **conduct certificate marked as satisfactory**
- If any banned electronic gadgets are confiscated from the exam hall, such items will be returned only after the completion of enquiry

Final Year Project - Regarding:

Standard Operating Procedure (SOP) for the execution of final year project and the conduct of project review will be uploaded in SRIT web portal. The SOP formulation is initiated and will be completed in a day or two. The students are expected to come prepared with the basics in the domain of their project work during the zeroth week of academic semester calendar. The project review team will be constituted with 3 members.

- Member 1: Head of the concerned Department
- Member 2: An expert nominated by the Principal
- Member 3: Project Supervisor

The details of Member 1, Member 2 and Project Coordinator for the Departments are listed below.

Department	Member 1	Member 2	Project Coordinator
Civil Engineering	Mr.R. Sudharshan	Dr.B. Chokkalingam	Mr Sampath
Computer Science and Engineering	Dr. R.M.S. Parvathi	Dr. J. J. Adri Jovin	Dr N S Kavitha
Electrical and Electronics Engineering	Dr. C. R. Hema	Dr. M. Suresh Kumar	Dr. S. Udaiyakumar
Electronics and Communication engineering	Dr S Anila	Dr. C. R. Hema	Dr. A. N. Jayanthi
Mechanical Engineering	Dr.B. Chokkalingam	Dr S Anila	Dr. D. Sathish
Information Technology	Dr. M. Suresh Kumar	Dr. R.M.S. Parvathi	Dr. T.C. Ezhil Selvan

☆ Important:
- There will be three reviews, and the third review is considered as a mock project viva examination. So, the students are expected to complete the project and submit the final report in the third review.
- If the student needs to attend internship, as a part of fulfilling placement offer, then they can rise the request in person to The Principal in the presence of concerned HOD. The student needs to agree on attending all the reviews, failing which the granted permission will be withdrawn. The academic requirements will be informed to the company in advance.
- The project reviews will be scheduled only on Saturday to enable students undergoing internships to attend the review.
- The student undergoing internship can submit a proposal to consider the company assigned project as their academic project, before pursuing the project work. The suitability and grant of approval for the proposal will be decided by the board after due scrutiny.

☑Action Required:
- Faculty members should immediately provide Final Year Project titles for students. Students should select a title of their choice.
- The offered final year project titles should be made available in the Department notice board. A snapshot of the same should be send to The Principal.

Placement Drives:

The placement drives for final year students will be resumed form **11th July 2022.**

☆ Important:

- Final year students who wish to attend internship training during the period **should not register for placement drives**. This should be communicated to them and enforced strictly.

Value Added Programme:

☑Action Required:

- Collect the statistics of BEC completion status among second years and third years. Ensure majority of students in second and third year get trained and sit for BEC examination in the upcoming semester.

- Inform the students migrating to third year to complete two-week internship training and earn credits. Next academic year, their internship may interfere with placement drives. So, this vacation is the suitable time.

- Physics and Chemistry department must identify around 15 potential students among third year and train them on basic physics and chemistry (Higher Secondary Syllabus) for getting them placed in Solitron

Curricular Affairs:

College reopens for Academic year 2022-2023, odd semester on **25th July 2022.** The academic calendar for the upcoming semester will be finalized and made available in the SRIT web portal. Faculty members and students are informed to refer the same to plan the conduct and completion of assigned courses.

☆ Important:

- The continuous Internal Assessment (CIA) grading will be as per the guidelines of Anna University.

- For theory courses: the ratio of Internal: External is 40:60

- For Laboratory courses: the ratio of Internal: External is 60:40

- For Theory with in-built laboratory component, the ratio is 50:50

- For analytical courses, CIA component includes **two classroom sit-in assignments** which is of open book type

- For non-analytical courses, CIA component includes 5 quiz and 1 Assignment / Presentation. It is advised to have assessments within the classroom (Possibly)

- The internal test will be of 2 hours duration. Two tests will be scheduled in a day. **The CIA weightage for internal tests will be 12.5 each**

- Faculty members should prepare UAF, SLT, Midterm question papers with vetting forms and other assessment tools before the conduct of courses. No further intimation regarding this will b given in this regard.

- The academic records like log book should not have any over writing or whitener marks. No of students present for each session should be marked in the log book with faculty signature.

- **Attendance should not be posted beyond the actual credit hours (45 / 60) for the** courses. There will be 8 hours per working day.

- Attendance for internal exams is to be maintained in a separate sheet and not to be accommodated in the course log book

- **Tutors should submit the course-wise cumulative attendance consolidated over every fortnight to The Principal office in the next working day.** The attendance should be consolidated over the following weeks [2nd week, 4th week, 6th week, 8th week, 10th week, 12th week, and 14th week]

- IAC should verify whether assessments for CIA are conducted as per the schedule given in the UAF form.

- Faculty members are encouraged to serve as resource person in the area of their expertise for academic events conducted outside the Institution.

Conduct of Laboratory Courses
☆ Important:

- Students should maintain observation notebook for the laboratory courses. They should get verification from Course Coordinator before copying the contents of observation to record notebook

- The verification signatures of course coordinator in observation and record notebook should indicate date of verification.

- Separate SOP for the conduct of laboratory courses will be made available at the earliest.

- Laboratory dress code should be strictly enforced. Violators should not be permitted to attend laboratory session.

First Year Orientation Programme
First year orientation will commence probably in the first or second week of October 2022. It is planned to conduct Student Orientation, Inauguration of First year Association and Cultural programs on the same day. Staff members who completed UHV will be taking sessions during the orientation programme. Association in-charge can consider revision of association fees.

Reconstitution of Academic Division

The academic division is reconstituted with effect from 04.07.2022. The academic division "Control and Instrumentation" is discontinued as the courses under this category are either scarce or can be accommodated other available divisions like "Power" and "Electronics". The reconstitution is as follows

Department	Division	Division Head	Member 1	Member 2
Civil Engineering	Structural Engineering	Mr R Sudharsan	-	-
	Environmental and Water Resources			
	Geotechnical Engineering and Transportation			
Mechanical Engineering	Manufacturing Engineering and materials	Dr B Chokkalingam	Mr B Varun	Mr I Karthikeyan
	Engineering Design and Drafting	Mr R Immanuel	Mr. S.Boovendravarman	Dr. M. Veeramanikandan
	Thermal Engineering	Dr S Benjamin Franklin	Dr D Sathish	Mr L Jery Rajkumar
CSE / IT	Programming and Algorithm Complexity	Mr.M. Marimuthu	Dr Jim Mathew Philip	Dr R N Devendra Kumar
	Architecture and Computation	Dr N S Kavitha	Mr S Rajesh	Dr T C Ezhilselvan
	Software Development and Applications	Dr R Nagendran	Ms S J Savitha	Ms S Hebziba Jeba Rani
	Computing Methodology	Dr J J Adri Jovin	Ms K Saranya	Ms J Mala
	Network and Information Management	Dr N V Shibu	Dr Prakash	Mr K Sathyasheelan

|				
EEE / ECE	Power	Dr C R Hema	Dr. G Kannayeram	Mr A P Roger Rozario
	Electronics	Dr A N Jayanthi	Ms J Glory Priyadharshini	Ms L Malathi
	Signal Processing and Intelligent Systems	Dr S Anila	Dr C R Hema	Dr D Binu
	Communication	Dr S Mary Praveena	Mr V Ganesh	Ms A K Kavitha
Science and Humanities	Physics	Dr V Chitra	Dr M Muthukrishnaveni	
	Chemistry	Dr S Senthilkumar	Ms S Arjuman Banu	
	Mathematics	Dr S Nagarani	Dr S Saravanakumar	Dr S Anne Susan Georgena
	English	Dr V Gopinathan	Ms T Radhika	

Drafted by: Dr N V Shibu

Principal

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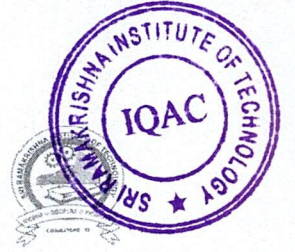
15.06.2022

Minutes of IQAC Meeting 1

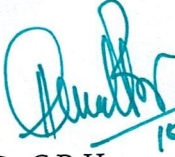**Venue:** Board Room   **Date of Meeting:** 15.06.2022   **Time:** 11.00 AM

Members Present: IQAC Director, IQAC Committee Members

Agenda: IQAC Committee 2022-2023

The following main points were discussed in the meeting:

1. The following teaching faculty members are assigned as IQAC Committee members for the academic year 2022-2023:

   1. Dr. B. Chokkalingam, HOD/MECH

   2. Dr. S. Anila, HOD/ECE

   3. Dr. V. Chitra, HOD/S&H

   4. Dr. P. S. Prakash, professor, CSE

   5. Dr. M. Suresh Kumar, HOD/IT

   6. Dr. R. Nagendran, Associate professor, IT

   7. Dr. J. J. Adri Jovin, Associate professor, IT

   8. Dr. N. V. Shibu, Associate Professor, CSE

2. The IQAC Committee members are instructed to collect the necessary documents for NAAC.

3. All NAAC Criteria heads are instructed to submit the hard copy of the criteria wise data to the under-signed along with documents to be uploaded by 23.06.2022

Dr.C.R.Hema
IQAC Director

Dr.M.Paulraj
IQAC Chairman

15.06.2022

SI. No.	IQAC Committee Members	Signature
1	Dr. B. Chokkalingam, HOD/MECH	B Ch 15-06-2022
2	Dr. S. Anila, HOD/ECE	15/06/22
3	Dr. V. Chitra, HOD/S&H	V. Chitra 15/6/2022
4	Dr. P. S. Prakash, professor, CSE	Absent
5	Dr. M. Suresh Kumar, HOD/IT	15/6/22
6	Dr. R. Nagendran, Associate professor, IT	15/6/22
7	Dr. J. J. Adri Jovin, Associate professor, IT	
8	Dr. N. V. Shibu, Associate Professor, CSE	
9	Mr. R. Kannan, Administrative Officer	15/6/22