

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

1st MINUTES OF MEETING

23.07.2019

ACADEMIC YEAR

2019-2020



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

Circular

Ref. No.: KVCET/CIR/IQAC/2019-20/ODD/09

16.07.2019

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 23-07-2019 between 1.00 P.M to 2.00 P.M in board room. In this regard, all the IQAC members are requested to attend the meeting without fail.

Agenda

1. Discussion of UG & PG curriculum and syllabus.
2. Change of Vision, Mission, POs, and PSOs & PEOs of various departments.
3. Review of Governing Council.
4. Review of minutes of 2019-2020 DAB meeting.
5. Mentoring and counseling.
6. Review of 3rd IQAC meetings action taken report.
7. Analysis of student's academic performance and CO attainment.
8. R&D activities.
9. Conduct of Academic audits.
10. AQAR Report for the academic year 2018-19.
11. Activities to be planned for the next semester.
12. Quality Assurance Initiatives.


IQAC - COORDINATOR


PRINCIPAL

Copy to:

1. Dean
2. The Members of IQAC
3. IQAC File



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Meeting no: 01

Date: 23/07/2019

Venue: Board room

Attended by: All IQAC Members

| S. no | Topic | Discussion/Action taken | Responsibility | Target | Timeline |
|-------|--|---|--------------------------|------------|----------|
| 1. | Discussion of UG & PG curriculum and syllabus | ◆ Regulation 2017 curriculum and syllabus were analyzed and the committee identified some technological gaps. To fulfill those gaps content beyond syllabus and value added course are suggested to increase the students performance | HoDs | Continuous | May 2020 |
| 2. | Change of Vision, Mission, PEO, PSO and POs of various departments | ◆ Feedbacks and suggestions seem to be good, from various stakeholders on Vision, Mission, PEO, PSO and POs. Hence it is suggested to continue the same. | HoDs | Continuous | May 2020 |
| 3. | Review of Governing Council Minutes | ◆ The minutes of Governing Council were discussed and the suggestions given by the committee was put forth to the members for implementation. | All Committee Members | Continuous | May 2020 |
| 4. | Review of minutes of 2019-2020 DAB meeting | ◆ All department DAB meeting minutes were discussed and approved for action in forthcoming semester. ◆ Major recommendations and suggestions were considered. | HoDs & Committee Members | Continuous | May 2020 |
| 5. | Mentoring and counseling | ◆ The parents / guardians of weak students are called to meet the mentors and guidelines were given for further improvements. ◆ Similarly bright students were also | Class Advisors | Continuous | May 2020 |



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|-----|--|---|----------------------------------|------------|---------------|
| | | appreciated and insisted to do the peer group projects. | | | |
| 6. | Review of 3 rd IQAC meeting action taken report. | <ul style="list-style-type: none"> Action taken report of 3rd IQAC meeting of previous Academic year was reviewed | IQAC Coordinator | Completed | - |
| 7. | Analysis of student's academic performance and CO attainment | <ul style="list-style-type: none"> The Anna University result is found to be more than 80% during Nov/Dec 2018 Examinations. The attainment level of COs was discussed for all the branches. The recommendations were suggested to improve the attainment level by giving mini projects or case studies based on the nature of the subjects. | HoDs | Continuous | April 2020 |
| 8. | R&D Activities | <ul style="list-style-type: none"> R&D cell activities were discussed, advised faculty members to publish two journals per year and with more than three years experience to register Ph.D Degree. | R&D Coordinator | Continuous | June 2020 |
| 9. | Conduct of Academic audits | <ul style="list-style-type: none"> The academic process was verified by the regular auditing systems. The annual performance audit report was reviewed. | HoDs | Continuous | April 2020 |
| 10. | AQAR Report for the academic year 2018-19 | <ul style="list-style-type: none"> All the department Faculties are requested to submit the necessary details for AQAR report for the Academic year 2018-2019. | All the department faculty | Continuous | December 2020 |
| 11. | Activities to be planned for the next semester | <ul style="list-style-type: none"> IQAC Coordinator briefed about the overall activities to be done in the next semester. | Principal | Continuous | January 2020 |
| | | <ul style="list-style-type: none"> Discussion was held on FDPs, Workshops to be organized. | HoDs | | |
| | | <ul style="list-style-type: none"> IQAC Coordinator insisted on necessary actions to be taken to improve Programming and problem solving skills of the students. | Training & Placement Coordinator | | |



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| | | | | | |
|-----|-------------------------------|--|-------------------|------------|----------|
| | | <ul style="list-style-type: none">◆ The committee has advised the PMKVY Coordinator to identify the agencies for conducting assessments for all the courses at the earliest. | PMKVY coordinator | | |
| | | <ul style="list-style-type: none">◆ The committee has advised the EDC coordinator to take immediate steps to improve the MSME Incubation centre. | EDC Coordinators | | |
| 12. | Quality Assurance Initiatives | <ul style="list-style-type: none">◆ It was suggested to conduct orientation program on pedagogy teaching for new faculty.◆ Usage of information communication tools (ICT) is recommended affectively for improving the quality of teaching and learning.◆ Faculty and Students are motivated to take more online courses in SWAYAM (NPTEL) etc.. and FDPs. | HoDs | Continuous | May 2020 |


IQAC COORDINATOR


PRINCIPAL



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Attendance of IQAC Meeting

Venue: Board room

Date: 23-07-2019

| S.no | Name of the Member | Designation | Category | Signature |
|------|-----------------------------|---------------------------------|----------------|-----------|
| 1 | Dr.P.Kasinatha Pandian , | Principal | Chairman | |
| 2 | Dr.L.Subbaraj | Dean, Prof & Head of Civil | Member | |
| 3 | Dr.D.Saravanan | Professor, S&H | Coordinator | |
| 4 | Dr.V.Karthikeyan | Prof & Head of BT | Members | |
| 5 | Dr.K.Sivakumar | Prof & Head of BME | | |
| 6 | Dr.S.Parasuraman | Prof & Head of ECE | | |
| 7 | Dr.R.Neduchelian | Prof & Head of CSE | | |
| 8 | Dr.R.M.Alagu | Prof & Head of MECH | | |
| 9 | Dr.R.Francis Nicholas Ashok | Prof & Head of Chemistry | | |
| 10 | Dr.K.Thilak | Prof & Head of Physics | | |
| 11 | Mr.S.D.Sudhakar | Administrative officer | Administration | |
| 12 | Ms.S.Jayadevi | Official NGO | Local Society | |
| 13 | Dr.Arumugam | Director, Armatsbioket, Chennai | Industrialist | |
| 14 | Mr.Nagarajan | Manager | Industrialist | |



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ACTION TAKEN REPORT

Action taken report for the 3rd Internal Quality Assurance Cell (IQAC) meeting for the academic year 2018-2019 was held on 29-03-2019 in the Board room is presented below.

| S.No | Action Taken | Responsible Authority | Implementation Status |
|------|--|-----------------------------|---|
| 1 | Analysis of Placement and Training activities. | Training & Placement cell | As per the committees suggestion, students were guided to attend the various online assessment exam held on 16.04.2019 |
| 2 | Faculty research grants and journals. | Principal & HoD | Papers, journals were published by faculty members as per the IQAC instruction. |
| 3 | Results and Academic activities. | HoDs & Faculty members | Faculty members completed the portion before the Model exam and conducted class test for the weak students those who achieved less marks in IAT 1 & IAT 2 |
| 4 | Analysis of EDC cell and entrepreneurs. | EDC Coordinator | Some of the students were identified for their startup ideas by EDC cell and they were supported by the EDC cell and by the management. |
| 5 | Extracurricular activities. | Physical Education Director | Won University level Gold medal in Ball Badminton –Men’s team and Basket ball – Women’s team. Won district level gold medal in athletics events like 100m, 200m, 400m running race. Won University level silver medal in Basket Ball – Men’s team, Hockey – Men’s team and Table Tennis – Men’s team. |
| 6 | Analysis on feedback from Academic review, class committee meeting and student’s feedback. | HoDs and Class Advisors | Students feedback form was analyzed and rectified their feedbacks |


IQAC COORDINATOR


PRINCIPAL