

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

1st MINUTES OF MEETING

21.07.2020

ACADEMIC YEAR

2020-2021



Saravanan <saravanan@kveg.in>

INTERNAL QUALITY ASSURANCE CELL MEETING - Reg

1 message

Internal Quality Assurance Cell <kvctiqac@kveg.in>

Tue, July 20, 2020 at 1:40 PM

To: V.Karthikeyan <karthikeyan@kveg.in>, K.Sivakumar <sivakumar@kveg.in>, S.Parasuraman <parasuraman@kveg.in>, R.Neduchezian <neduchezhianan@kveg.in>, R.M.Alagu <alagu@kveg.in>, K.Balakrishnan <balakrishnan@kveg.in>, K.Thilak <thilak@kveg.in>, D.Sudhakar <sudhakar@kveg.in>, S.Jayadevi <jayadevingo@gmail.com>, S.Arumugam <arumugam.director@gmail.com>, N.Nagarajan <nagarajan78@gmail.com>

Cc: pkpandian@kveg.in, subbaraj@kveg.in

Dear Team,

This is to inform that Internal Quality Assurance Cell Meeting is scheduled on 21 July 2020 between 1.00 P.M to 2.00 P.M through Google Meet platform. In this regard, all the IQAC members are requested to attend the online meeting without fail.

Agenda:

- Discussion of UG & PG curriculum and syllabus.
- Accreditation.
- Review of Governing Council.
- Review of minutes of 2020-2021 DAB meeting.
- Mentoring and counseling.
- Review of 3rd IQAC meetings action taken report.
- Analysis of student's academic performance and CO attainment.
- R&D activities.
- Conduct of Academic audits.
- AQAR Report for the academic year 2019-20.
- Activities to be planned for the next semester.
- Quality Assurance Initiatives.



Saravanan <saravanan@kveg.in>

INTERNAL QUALITY ASSURANCE CELL MEETING MINUTES- Reg

2 messages

Internal Quality Assurance Cell <kvcetiqaac@kveg.in>

Wed, July 21, 2020 at 2:05 PM

To: V.Karthikeyan <karthikeyan@kveg.in>, K.Sivakumar <sivakumar@kveg.in>, S.Parasuraman <parasuraman@kveg.in>, R.Neduchezian <neduchezhianan@kveg.in>, R.M.Alagu <alagu@kveg.in>, K.Balakrishnan <balakrishnan@kveg.in>, K.Thilak <thilak@kveg.in>, D.Sudhakar <sudhakar@kveg.in>, D.Saravanan <Saravanan@kveg.in> S.Jayadevi <jayadevingo@gmail.com>, S.Arumugam <arumugam.director@gmail.com>, N.Nagarajan <nagarajan78@gmail.com>

Cc: pkpandian@kveg.in, subbaraj@kveg.in

Dear Team,

This is to inform that Internal Quality Assurance Cell Meeting was held today through Google Meet platform. In this regard, we have attached the 1st IQAC minutes of the meeting for academic year 2020-2021 and 3rd IQAC meeting's Action taken report for the academic year 2019-2020 in this mail for your kind perusal.



1ST IQAC MINUTES OF MEETING 2020-2021.pdf

375K



3RD IQAC MEETING'S ACTION TAKEN REPORT 2019-2020.pdf

327K



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GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Meeting no: 01

Date: 21/07/2020

Venue: Google Meet

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 2021
2.	Accreditation	◆ NBA Accreditation process for the following department are initiated. (Automobile Engg. Biomedical Engg. Computer Science Engg. Mechanical Engg. Biotechnology)	Respective Department HoDs	Continuous	May 2022
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 2021
4.	Review of minutes of 2020-2021 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	March 2021
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	March 2021



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		appreciated for their wards performance and they are 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 95% during Nov/Dec 2019 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 2021
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 2021
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	March 2021
10.	AQAR Report for the academic year 2019-20	<ul style="list-style-type: none"> ◆ All the department Faculties are requested to submit the necessary details for AQAR report for the Academic year 2019-2020. 	All the department faculty	Continuous	December 2021
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	May 2021
		<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 effectively 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 2021

IQAC COORDINATOR

PRINCIPAL



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ACTION TAKEN REPORT

Action taken report for the 3rd Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-2020 was held on 17-03-2020 in the Google Meet 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 20.04.2020
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 through online platform.
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	During this pandemic period no events were conducted.
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

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Attendance of IQAC Meeting

Venue: Google Meet

Date: 21-07-2020

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.K.Thilak	Prof & Head of Physics		
10	Mr.S.D.Sudhakar	Administrative officer	Administration	
11	Ms.S.Jayadevi	Official NGO	Local Society	
12	Dr.Arumugam	Director, Armatsbioket, Chennai	Industrialist	
13	Mr.Nagarajan	Manager	Industrialist	