

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

1st MINUTES OF MEETING

28.07.2023

ACADEMIC YEAR

2023-2024



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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/2023-24/ODD/04

17.07.2023

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 28-07-2023 between 1.00 P.M to 3.00 P.M in board room. In this regard, all the IQAC members are requested to attend the meeting without fail.

Agenda

1. Review and approval of previous minutes of meeting dated 21.03.2023
2. Review of action taken report of 3rd IQAC meeting for the academic year 2022-23.
3. To appraise the preparedness of SSR submission for 2nd cycle NAAC assessment.
4. Curriculum Aspects.
5. Teaching Learning and Evaluation.
6. Research, Innovation and Extension.
7. Infrastructure and Learning Resources
8. Student Support and Progression.
9. Governance, Leadership and Management.
10. Institutional Values and Best Practices.


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: 28/07/2023

Venue: Board room

Attended by: All IQAC Members

The Committee appreciates the students from Artificial Intelligence and Data Science department for successfully creating the In-house Management Information System (MIS) software for data collection as per the IQAC suggestion in the previous meeting held on 21.03.2023.

S. no	Topic	Discussion/Action taken	Responsibility	Target	Timeline
1.	Review and approval of previous minutes of meeting dated 21.03.2023	◆ Committee has reviewed and approved the previous minutes of meeting dated 21.03.2023	Principal	Completed	-
2.	Review of action taken report of 3 rd IQAC meeting for the academic year 2022-23.	◆ Reviewed the Action Taken Report of 3 rd IQAC meeting for the academic year 2022-23. Action Taken Report attached to this minutes of meeting.	Principal	Completed	-
3.	To appraise the preparedness of SSR submission for 2 nd cycle NAAC assessment.	◆ All the NAAC coordinators have informed the members that the data and related documents for most of the Quantitative as well as Qualitative metrics have been collected, compiled and properly scanned for the 2nd cycle NAAC SSR submission. ◆ It was suggested that the concerned coordinators must review the prepared data and also complete the remaining documentation so to submit IQAC for the further	IQAC Coordinator	Continuous	December 2023



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		evaluation before uploading in SSR.			
4.	Curriculum Aspects	<ul style="list-style-type: none">◆ The committee discussed about the Curriculum syllabus regulation - 2021 for UG and PG programmes.◆ All the respective department should organize the value added courses with the minimum duration of 36 hours.◆ Internship should be made compulsory for the students and report and certificates should be submitted to IQAC.◆ To collect and analyze the feedbacks for all the stakeholders on curriculum and academic feedback.◆ It was recommended that all the concerned will ensure the collection of responses from the respective stakeholders and submit the analysis report to IQAC.	Principal and HoDs	Continuous	May 2024
5.	Teaching Learning and Evaluation	<ul style="list-style-type: none">◆ To improve the enrollment percentage of the students in all programmes.◆ To increase the percentage of faculty with Ph.D and good experience across all the disciplines.◆ To enhance the teaching learning method for all the departments as already our Institution follows the Teaching Learning Process.◆ All the department are requested to improve the result percentage for the upcoming semester exams.◆ To strengthen the mechanism of exam cell grievances	HoDs	Continuous	May 2024
6.	Research, Innovation & Extension	<ul style="list-style-type: none">◆ To appraise the status of seed money projects taken by faculty members.◆ To increase the research publication/books/chapters/IPRs/ Consultancy projects recognizing	HoDs	Continuous	June 2024



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		<p>faculty members for their research achievements.</p> <ul style="list-style-type: none"> ◆ To enhance the extension and outreach activities focusing the issues and challenges faced by surrounding community through clubs. ◆ To review the status of functional linkage with the industry and Institution and also activate the existing MoUs. 			
7.	Infrastructure and Learning Resources	<ul style="list-style-type: none"> ◆ To monitor the infrastructure facilities at regular intervals by the concerned committee 	Dean	Continuous	May 2024
		<ul style="list-style-type: none"> ◆ To appraise the library footfalls and use of subscribed databases. 	Librarian	Continuous	Dec 2023
8.	Student Support and Progression	<ul style="list-style-type: none"> ◆ Scholarship and freeships are to be informed to the students for their perusal. 	Administrative Officer	Continuous	Sep 2023
		<ul style="list-style-type: none"> ◆ To appraise the status and quality of activities organized for students to enhance their skills for getting career opportunities as well as appear in competitive examinations. 	Training and Placement Cell	Continuous	March 2024
		<ul style="list-style-type: none"> ◆ To organize the sports cultural event at District and National level. 	Physical Education Director	Continuous	March 2024
		<ul style="list-style-type: none"> ◆ To outline the strategies for improvement in placement and progression of outgoing students. 	Training and Placement Cell	Continuous	May 2024
		<ul style="list-style-type: none"> ◆ To increase the activities of student clubs towards community outreach. 	NSS and Club Coordinators	Continuous	March 2024
		<ul style="list-style-type: none"> ◆ To discuss about the contribution and engagement of the Alumni in our Institution. 	Alumni Coordinator	Continuous	Feb 2024



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9.	Governance, Leadership and Management	◆ To plan the calendar for the meeting of statutory bodies as well as various committees of the Institution.	Principal	Continuous	April 2024
		◆ To finalize the formats for the activities database.	IQAC Coordinator	Continuous	August 2023
		◆ To organize activities on quality issues by IQAC in association with schools/colleges and other outside agencies.	Principal and IQAC Coordinator	Continuous	April 2024
		◆ Participation of NIRF, ARIIA, DSIR and other ranking system for our Institution.	Principal and IQAC Coordinator	Continuous	Jan 2024
10.	Institutional Values and Best Practices	◆ To organize the regular activities focusing contemporary issues involving students, faculty and staff members.	Principal	Continuous	March 2024
		◆ To identify and Institutionalized best practices for our Institution.	Principal and IQAC	Continuous	Oct 2023


28/7/23
IQAC COORDINATOR


PRINCIPAL



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Attendance of IQAC Meeting

Venue: Board room

Date: 28-07-2023

S.no	Name of the Member	Designation	Category	Signature
1	Dr .P. Kasinatha Pandian	Principal	Chairman	
2	Dr.S.Dinesh Kumar	Associate Dean - Accreditation	Convener	
3	Dr. K. Sivakumar	Associate Dean - Academics	Academic Member	
4	Dr. D. Saravanan	Professor & Exam Cell Coordinator	Academic Member	
5	Dr. A. Manimaran	Associate Professor & Placement Coordinator	Academic Member	
6	Dr. R. Delshi Howsalya Devi	Professor & IPR Cell Coordinator	Academic Member	
7	Dr. R. Muthalagu	Professor & Co-Coordinator IQAC	Academic Member	
8	Dr. K. S. Balamurugan	Professor & EDC Coordinator	Academic Member	
9	Mr. C. Hariharan	Assistant Professor, Department of Mechanical Engineering	Academic Member	
10	Mr. S. D. Sudhakar	Administrative Officer	Administration	
11	Ms. S. Jayadevi	Official of NGO	Local Society	- AB -
12	Mr. Muthuramalingam	Alumni	Vice President- KVCET Alumni Association	
13	Mr.S.Premanand	General Manager- Operations, Wittur Elevator Components, India Pvt. Ltd.	Industrialist	
14	Mr. A.G Sreedhara Narayanan	Managing Director, M/s Banyan Hydraulics and Projects Pvt. Ltd.	Industrialist	
15	A.Mickel Raj	Student 4 th year, Mechanical Engg.	Student Nominee	- AB -



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ACTION TAKEN REPORT

Action taken report for the 3rd Internal Quality Assurance Cell (IQAC) meeting for the academic year 2022-2023 was held on 21-03-2023 in the Board room is presented below.

S.No	Action Taken	Responsible Authority	Implementation Status
1	IQAC Data Collection Initiatives	HoD (Artificial Intelligence and Data science)	Papers, journals were published by faculty members as per the IQAC instruction.
2	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
3	Faculty Appraisal system	Principal	Faculty Appraisal system was made online and faculty activities and achievement are noted through the scorecard system.
4	Accreditation	Principal and IQAC Coordinator	NAAC data collection was also done and it is for complying process for preparation of SSR.
5	Extracurricular activities.	Physical Education Director	Student won zonal, district and state level competition for the various athletics and various sports events.
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


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