

# **KARPAGA VINAYAGA**

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

**ACADEMIC YEAR**

**2018-2019**



# 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/2018-19/ODD/08

26.07.2018

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 27-07-2018 between 10.00 A.M to 12.00 Noon in board room. In this regard, all the IQAC members are requested to attend the meeting without fail.

#### **Agenda**

1. Review of IQAC meeting minutes.
2. Review of minutes of 2018-2019 DAB meeting.
3. Review of Governing Council.
4. Change of Vision, Mission, POs, and PSOs & PEOs of various departments.
5. Discussion of UG & PG curriculum and syllabus.
6. Quality Assurance Initiatives.
7. Analysis of student's academic performance and CO attainment.
8. Mentoring and counseling.
9. Conduct of Academic audits!
10. R&D activities.
11. AQAR Report for the academic year 2017-18

**IQAC - COORDINATOR**

**PRINCIPAL**

**Copy to:**

1. Dean
2. All IQAC members

Principal  
Karpaga Vinayaga College of Engineering and Technology  
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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of the Meeting

Meeting no: 01

Date: 27/07/2018

Venue: Board room

Attended by: All IQAC Members

S. no	Topic	Discussion/Action taken	Responsibility	Target
1.	Activities to be planned for the next semester	◆ IQAC Coordinator briefed about the overall activities to be done in the next semester.	Principal	Continuous
		◆ Discussion was held on FDPs, Workshops to be organized.	HoDs	
		◆ IQAC Coordinator insisted on necessary actions to be taken to improve Programming and problem solving skills of the students.	Training & Placement Coordinator	
		◆ The committee has advised the PMKVY Coordinator to identify the agencies for conducting assessments for all the courses at the earliest.	PMKVY coordinator	
		◆ The committee has advised the EDC coordinator to take immediate steps to apply for MSME Incubation centre.	EDC Coordinators	
2.	Review of minutes of 2018-2019 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
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	All Committee Members	Continuous



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		implementation.		
4.	Change of Vision, Mission, PEO, PSO and Pos of various departments	<ul style="list-style-type: none"> <li>◆ 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.</li> </ul>	HoDs	Continuous
5.	Discussion of UG and PG curriculum and syllabus	<ul style="list-style-type: none"> <li>◆ 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</li> </ul>	HoDs	Continuous
6.	Quality Assurance Initiatives	<ul style="list-style-type: none"> <li>◆ It was suggested to conduct orientation program on pedagogy teaching for new faculty.</li> <li>◆ Usage of information communication tools (ICT) is recommended affectively for improving the quality of teaching and learning.</li> <li>◆ Faculty and Students are motivated to take more online courses in SWAYAM (NPTEL) etc.. and FDPs.</li> </ul>	HoDs	Continuous
7.	Analysis of student's academic performance and CO attainment	<ul style="list-style-type: none"> <li>◆ The Anna University result is found to be more than 85% during Nov/Dec 2017 Examinations.</li> <li>◆ The attainment level of COs was discussed for all the branches.</li> <li>◆ The recommendations were suggested to improve the attainment level by giving mini projects or case studies based on the nature of the subjects.</li> </ul>	HoDs	Continuous
8.	Mentoring and counseling	<ul style="list-style-type: none"> <li>◆ The parents / guardians of weak students are called to meet the mentors and guidelines were given</li> </ul>	Class Advisors	Continuous



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		for further improvements. ♦ Similarly bright students were also appreciated for their wards performance.		
9.	Conduct of Academic audits	♦ The academic process was verified by the regular auditing systems. The annual performance audit report was reviewed.	HoDs	Continuous
10.	R&D Activities	♦ R&D cell activities were discussed, advised faculty members with more than three years experience to register Ph.D Degree. Suggested to apply some funded projects in thrust areas.	R&D Coordinator	Continuous
11.	AQAR Report for the academic year 2017-18	♦ All the department Faculties are requested to submit the necessary details for AQAR report for the Academic year 2017-2018.	All the department faculty	Continuous

**IQAC COORDINATOR**

**PRINCIPAL**

**Principal**  
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### Attendance of IQAC Meeting

Venue: Board room

Date: 27-07-2018

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.V.C.Ravichandran	Professor, ECE	Coordinator	
4	Dr.V.Karthikeyan	Prof & Head of BT	Members	
5	Dr.K.Sivakumar	Prof & Head of BME		
6	Dr.M.Devaraju	Prof & Head of ECE		
7	Dr.A.Jebaraj	Prof & Head of CSE		
8	Dr.D.Saravanan	Prof & Head of MCA		
9	Dr.R.M.Alagu	Prof & Head of MECH		
10	Mr.V.Saikrishnan	Head of S&H		
11	Dr.R.Francis Nicholas Ashok	Prof & Head of Chemistry		
12	Dr.G.Ramesh	Prof & Head of Physics		
13	Mr.S.D.Sudhakar	Administrative officer		Administration
14	Ms.S.Jayadevi	Official NGO	Local Society	
15	Dr.Arumugam	Director, Armatsbioket, Chennai	Industrialist	
16	Mr.Nagarajan	Manager	Industrialist	