

# **KARPAGA VINAYAGA**

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

**ACADEMIC YEAR**

**2022-2023**



# 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/2022-23/ODD/10

18.07.2022

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 19-07-2022 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 2022-2023 DAB meeting.
5. Mentoring and counseling.
6. Review of 3<sup>rd</sup> IQAC meeting 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 2021-22.
11. Activities to be planned for the next semester.
12. Quality Assurance Initiatives.

  
IQAC - COORDINATOR

  
PRINCIPAL

Copy to:

1. Dean
2. All IQAC members



# 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

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### Minutes of the Meeting

Meeting no: 01

Date: 19/07/2022

Venue: Board room

Attended by: All IQAC Members

S. no	Topic	Discussion/Action taken	Responsibility	Target
1.	Discussion of UG and PG curriculum and syllabus	◆ Regulation 2021 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
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
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
4.	Review of minutes of 2022-2023 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
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



# 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

		appreciated for their wards performance.		
6.	Review of 3 <sup>rd</sup> IQAC meeting action taken report.	<ul style="list-style-type: none"> <li>◆ Action taken report of 3<sup>rd</sup> IQAC meeting of previous Academic year was reviewed.</li> </ul>	IQAC Coordinator	Completed
7.	Analysis of student's academic performance and CO attainment	<ul style="list-style-type: none"> <li>◆ The Anna University result is found more than 85% during Nov/Dec 2021 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.	R&D Activities	<ul style="list-style-type: none"> <li>◆ R&amp;D cell activities were discussed, advised faculty members to publish two journals and with more than three years experience to register Ph.D Degree.</li> </ul>	R&D Coordinator	Continuous
9.	Conduct of Academic audits	<ul style="list-style-type: none"> <li>◆ The academic process was verified by the regular auditing systems. The annual performance audit report was reviewed.</li> </ul>	HoDs	Continuous
10.	AQAR Report for the academic year 2021-22	<ul style="list-style-type: none"> <li>◆ All the department Faculties are requested to submit the necessary details for AQAR report for the Academic year 2021-2022.</li> </ul>	All the department faculty	Continuous
11.	Activities to be planned for the next semester	<ul style="list-style-type: none"> <li>◆ IQAC Coordinator briefed about the overall activities to be done in the next semester.</li> </ul>	Principal	Continuous
		<ul style="list-style-type: none"> <li>◆ Discussion was held on FDPs, Workshops to be organized.</li> </ul>	HoDs	
		<ul style="list-style-type: none"> <li>◆ IQAC Coordinator insisted on necessary actions to be taken to improve Programming and problem solving skills of the students.</li> </ul>	Training & Placement Coordinator	



# 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

		<ul style="list-style-type: none"><li>◆ The committee has advised the PMKVY Coordinator to identify the agencies for conducting assessments for all the courses at the earliest.</li></ul>	PMKVY coordinator	
		<ul style="list-style-type: none"><li>◆ The committee has advised the EDC coordinator to take immediate steps to improve the MSME Incubation centre.</li></ul>	EDC Coordinators	
12.	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

*19/7/22*  
IQAC COORDINATOR

*[Signature]*  
PRINCIPAL



# 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

### Attendance of IQAC Meeting

Venue: Board room

Date: 19-07-2022

S.no	Name of the Member	Designation	Category	Signature
1	Dr.P.Kasinatha Pandian	Principal	Chairman	
2	Dr.L.Subbaraj	Dean	Member	
3	Dr.D.Saravanan	Professor, S&H	Coordinator	
4	Dr.S.Dinesh Kumar	Prof & Head of Mechanical	Members	
5	Dr.V.Karthikeyan	Prof & Head of BT		
6	Dr.K.Sivakumar	Prof & Head of BME		
7	Dr.S.Parasuraman	Prof & Head of ECE		
8	Dr.R.Neduchelian	Prof & Head of CSE		
9	Dr.S.Karthikeyan	Prof & Head of Automobile		
10	Ms.K.E.Lakshmiprabha	Associate Prof & Head of EEE		
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	