

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

2nd MINUTES OF MEETING

29.11.2018

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/19

23.11.2018

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 29-11-2018 between 2.00 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

The committee has approved the minutes of the earlier meeting held on 27-07-2018.

1. Analysis of Placement and Training activities.
2. Industry Institution Interaction.
3. Extracurricular activities.
4. Collection of feedbacks from Academic Review, Class committee meeting and student's feedback.
5. Grievances/ Redressal, Sexual Harassment, Anti-Ragging and Women Empowerment cells
6. Library.
7. Faculty Development Initiatives and Financial support.
8. Go Green Initiatives.
9. AQAR Report for the academic year 2017-18.

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IQAC – COORDINATOR

[Signature]
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: 02

Date: 29/11/2018

Venue: Board room

Attended by: All IQAC Members

S. no	Topic	Discussion/Action taken	Responsibility	Target	Timeline
1.	Analysis of Placement and Training activities.	<ul style="list-style-type: none">◆ The percentage of placement for the academic year 2017-18 is more than 90%. Suggested to improve the placement through by conducting various online assessment exams.	Training & Placement cell	Continuous	May 2019
2.	Industry Institution Interaction	<ul style="list-style-type: none">◆ The committee suggested to conduct industry supported programs and projects. It was planned to conduct workshop on Big data Analytics, Green energy management and IOT related projects.◆ IQAC approved the action plan for seminars, workshops planned by various cell and forums for the year 2018-2019.	Placement & Training Cell	Continuous	April 2019
3.	Extracurricular activities	<ul style="list-style-type: none">◆ Various programs to be organized through NSS, Clubs for the benefits of the society like health awareness, clean city etc.	NSS & Club Coordinator	Continuous	March 2019
4.	Collection of feedbacks from Academic Review, Class committee meeting and student's feedback	<ul style="list-style-type: none">◆ Student's feedback in Academic Review meeting class committee meeting has to be collected. Suggestions given by them will be analyzed and rectified at the earliest.	HoDs and Class Advisors	Continuous (Thrice in a semester)	March 2019
5.	Grievances Redressal, Sexual Harassment, Anti-Ragging & Women Empowerment	<ul style="list-style-type: none">◆ The minutes and action taken by the respective committee was analyzed and approved after discussions.	Club Coordinators	Continuous	March 2019



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	clubs				
6.	Library	◆ The committee suggested the students and faculty members to increase the usage of library resources.	Librarian	Continuous	April 2019
7.	Faculty Development Initiatives and Financial support	◆ The details of FDP, Workshops, Seminars, STTPs attended by faculty was discussed and found to be good and the financial support received by faculty is approved by the committee.	Principal & HoDs	Continuous	(Nov-Dec 2018, May-June 2019)
8.	Go Green Initiatives	◆ It was suggested to implement the green campus initiatives throughout the Institution.	Principal	Continuous	January 2019
9.	AQAR Report for the academic year 2017-18	◆ AQAR report has been collected from all the departments.	IQAC Coordinator	Completed	Dec 2019

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29/11

IQAC COORDINATOR

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PRINCIPAL



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ACTION TAKEN REPORT

Action taken report for the 1st Internal Quality Assurance Cell (IQAC) meeting held on 27-07-2018 in the Board room is presented below.

S.No	Action Taken	Responsible Authority	Implementation Status
1.	Activities to be planned for the next semester	Principal & HoDs	Target activities plan is approved in the Executive Meeting and circulated to all department heads on 27.07.2018
2.	Review of minutes of 2018-2019 DAB meeting	HoDs & Committee Members	All departments DAB meeting minutes were analyzed and approved.
3.	Review of Governing Council Minutes	All Committee Members	The Governing Council minutes discussed in the previous IQAC meeting are Implemented.
4.	Change of Vision, Mission, PEO, PSO and POs of various departments	HoDs	Continuing the same Vision, Mission, PEO, PSOs, and POs.
5.	Discussion of UG and PG curriculum and syllabus	HoDs	Content beyond syllabus has been implemented and value added courses are conducted.
6.	Quality Assurance Initiatives	HoDs	Orientation program on Pedagogy teaching for new faculty was held on 20.08.2018
7.	Analysis of student's academic performance and CO attainment	HoDs	Recommendation of CO attainment improvement process has been discussed in the previous meeting, in this regard students has been instructed to do mini projects or case studies based on the nature of the studies.
8.	Mentoring and counseling	Class Advisors	Parents/ Guardian meeting for weak students was held on 24.08.2018
9.	Conduct of Academic audits	HoDs	Course file audit has been verified for the Odd Semester 2018-2019.



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10.	R&D Activities	R&D Coordinator	Total of four faculties were registered for the Ph.D programme. Funded projects were also recorded.
11.	AQAR Report for the academic year 2017-18	All the department faculty	Report Collected.

Len Samuel
29/11

IQAC COORDINATOR

[Signature]

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Attendance of IQAC Meeting

Venue: Board room

Date: 29-11-2018

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	