

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

2nd MINUTES OF MEETING

25.11.2019

ACADEMIC YEAR

2019-2020



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/2019-20/ODD/17

19.11.2019

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 26-11-2019 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

The committee has approved the minutes of the earlier meeting held on 23-07-2019.

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 clubs
6. Library.
7. Faculty Development Initiatives and Financial support.
8. AQAR Report for the academic year 2018-19.


IQAC - COORDINATOR


PRINCIPAL

Copy to:

1. Dean
2. The Members of IQAC
3. IQAC File



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: 02

Date: 25/11/2019

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 2018-19 is more than 90%. Suggested to improve the placement through by conducting various online assessment exams.	Training & Placement cell	Continuous	May 2020
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 for the respective departments.◆ IQAC approved the action plan for seminars, workshops planned by various cell and forums for the year 2019-2020.	Placement & Training Cell	Continuous	April 2020
3.	Extracurricular activities	<ul style="list-style-type: none">◆ Various programs to be organized through NSS, Clubs for the benefits of the society.	NSS & Club Coordinator	Continuous	March 2020
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	March 2020
5.	Grievances/ Redressal, Sexual Harassment, Anti-Ragging and Women Empowerment clubs	<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 2020
6.	Library	<ul style="list-style-type: none">◆ The committee insisted about the	Librarian	Continuous	May 2020



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

		arrival of new books, journals in the library and suggested to increase the usage of library resources.			
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	June 2020
8.	AQAR Report for the academic year 2018-19	◆ AQAR report has been collected from all the departments.	IQAC Coordinator	Continuous	December 2020


IQAC COORDINATOR


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

ACTION TAKEN REPORT

Action taken report for the 1st Internal Quality Assurance Cell (IQAC) meeting for the academic year 2019-2020 was held on 23-07-2019 in the Board room is presented below.

S.No	Action Taken	Responsible Authority	Implementation Status
1	Discussion of UG and PG curriculum and syllabus	HoDs	Content beyond syllabus has been implemented and value added courses are conducted as per the committee suggestion.
2	Change of Vision, Mission, PEO, PSO and POs of various departments	HoDs	Continuing the same Vision, Mission, PEO, PSOs, and POs.
3	Review of Governing Council Minutes	All Committee Members	The Governing Council minutes discussed in the previous IQAC meeting are Implemented.
4	Review of minutes of 2019-2020 DAB meeting	HoDs & Committee Members	All departments DAB meeting minutes were analyzed and approved.
5	Mentoring and counseling	Class Advisors	Parents/ Guardian meeting for weak students was held between 23.09.2019 to 28.09.2019
6	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.
7	R&D Activities	R&D Coordinator	Total of five faculties were registered for the Ph.D programme. Funded projects were also recorded.
8	Conduct of Academic audits	HoDs	Course file audit has been verified for the



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

			Odd Semester 2019-2020.
9	AQAR Report for the academic year 2018-19	All the department faculty	Report Collected.
10	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 23.07.2019.
11	Quality Assurance Initiatives	HoDs	Orientation program on Pedagogy teaching for new faculty was held on 07.08.2019


IQAC COORDINATOR


PRINCIPAL



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakblambakkam, Madhuranthagam Taluk, Chengalpattu District - 603 308, Tamil Nadu

Attendance of IQAC Meeting

Venue: Board room

Date: 25-11-2019

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.R.Francis Nicholas Ashok	Prof & Head of Chemistry		
10	Dr.K.Thilak	Prof & Head of Physics		
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	