

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

2nd MINUTES OF MEETING

30.11.2021

ACADEMIC YEAR

2021-2022



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/2021-22/ODD/15

23.11.2021

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 30-11-2021 between 10.00 A.M to 11.00 A.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 22-07-2021.

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. AQAR Report for the academic year 2020-21.


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: 02

Date: 30/11/2021

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 2020-21 is more than 90%. Suggested to improve the placement through by conducting various online assessment exams.	Training & Placement cell	Continuous	April 2022
2.	Industry Institution Interaction	<ul style="list-style-type: none">◆ The committee suggested to conduct industry supported programs and projects.◆ Industry mentor is mandatory for the departments.◆ IQAC approved the action plan for seminars, workshops planned by various cell and forums for the year 2021-2022	Placement & Training Cell	Continuous	March 2022
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.◆ Outreach activities should be organized by all the clubs and NSS	NSS and Club Coordinator	Continuous	March 2022
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 2022
5.	Grievances/ Redressal, Sexual Harassment, Anti-Ragging and Women	<ul style="list-style-type: none">◆ The minutes and action taken by the respective committee was ratified and approved after discussions.	Cell Coordinators	Continuous	March 2022



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	Empowerment cells				
6.	Library	<ul style="list-style-type: none">◆ The committee suggested to use the library resources to the fullest.◆ Students and faculty members to requested to increase the usage of library resources.	Librarian	Continuous	April 2022
7.	Faculty Development Initiatives and Financial support	<ul style="list-style-type: none">◆ 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 2022
8.	AQAR Report for the academic year 2020-21	<ul style="list-style-type: none">◆ AQAR report has been collected from all the departments.	IQAC Coordinator	Continuous	Oct 2021


IQAC COORDINATOR


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ACTION TAKEN REPORT

Action taken report for the 1st Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-2022 was held on 22-07-2021 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.
2	Accreditation – NBA, NAAC, NIRF and other rankings systems	HoDs	Successfully submitted NBA SSR on January 2021 for AUTO, BME, BT, CSE and MECH. Data collection for NAAC, NIRF was completed during the lean period.
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 2021-2022 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 20.09.2021 to 25.09.2021. Fast learner was identified and enrolled for the peer group project for the ongoing semester.
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



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			studies.
7	R&D Activities	R&D Coordinator	Faculty members claimed the incentive amount for the journal publications, patent filing, and conference attended etc.,
8	Conduct of Academic audits	HoDs	Course file audit has been verified for the Odd Semester 2021-2022.
9	AQAR Report for the academic year 2020-21	All the department faculty	Report Collected.
10	Peer Group Projects	Peer Group Incharge	Peer group project ideas from all departments were recorded and awaiting for principal approval.
11	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 20.07.2021
12	Peer Group Projects	Peer Group Incharge	Ideas from various departments were recorded and awaiting for the principal approval.
13	Faculty Welfare Initiative	Principal	Faculty members can avail the incentives for the various publications and other extra-curricular activities.


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Attendance of IQAC Meeting

Venue: Board room

Date: 30-11-2021

S.no	Name of the Member	Designation	Category	Signature
1	Dr.P.Kasinatha Pandiah	Principal	Chairman	
2	Dr.L.Subbaraj	Dean	Member	
3	Dr.D.Saravanan	Professor & Head of 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	