

# **KARPAGA VINAYAGA**

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**INTERNAL QUALITY ASSURANCE CELL**

**2<sup>nd</sup> MINUTES OF MEETING**

**14.11.2022**

**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/19

09.11.2022

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 15-11-2022 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 19-07-2022.

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 2021-22.
9. Analysis of student's academic performance and CO attainment.

  
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: 15/11/2022

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"><li>◆ The percentage of placement for the academic year 2021-22 is more than 90%. Suggested to improve the placement through by conducting various online assessment exams.</li></ul>	Training & Placement cell	Continuous	April 2023
2.	Industry Institution Interaction	<ul style="list-style-type: none"><li>◆ Industry mentor should be available for the student's interaction every month.</li><li>◆ The committee suggested to conduct industry supported programs and projects.</li><li>◆ IQAC approved the action plan for seminars, workshops planned by various cell and forums for the year 2022-2023.</li></ul>	Placement & Training Cell	Continuous	March 2023
3.	Extracurricular activities	<ul style="list-style-type: none"><li>◆ Outreach activities are suggested to do nearby villages.</li><li>◆ Club activities are encouraged for the student's interaction for the social development.</li><li>◆ Various programs to be organized through NSS, Clubs for the benefits of the society like health awareness, clean city etc.</li></ul>	NSS and Club Coordinator	Continuous	March 2023
4.	Collection of feedbacks from Academic Review, Class committee meeting and student's feedback	<ul style="list-style-type: none"><li>◆ 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.</li></ul>	HoDs and Class Advisors	Continuous	March 2023
5.	Grievances/	<ul style="list-style-type: none"><li>◆ The minutes and action taken by</li></ul>	Cell	Continuous	April



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	Redressal, Sexual Harassment, Anti-Ragging and Women Empowerment cells	the respective committee was ratified and approved after discussions.	Coordinators		2023
6.	Library	<ul style="list-style-type: none"><li>◆ The committee suggested to increase the usage of library resources.</li><li>◆ New Arrival books are available for the students and staff members for the usage.</li></ul>	Librarian	Continuous	May 2023
7.	Faculty Development Initiatives and Financial support	<ul style="list-style-type: none"><li>◆ FDPs, Seminar, Conference, Workshop, STTPs faculties are advised to attend these programs.</li><li>◆ Faculty members can avail financial support from the Institution for the various programs.</li></ul>	Principal & HoDs	Continuous	June 2023
8.	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	February 2023
9.	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 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	May 2023

  
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### ACTION TAKEN REPORT

Action taken report for the 1<sup>st</sup> Internal Quality Assurance Cell (IQAC) meeting for the academic year 2022-2023 was held on 19-07-2022 in the Board room is presented below.

S.No	Action Taken	Responsible Authority	Implementation Status
1	Discussion of UG & PG curriculum and syllabus	HoDs	Regulation-2021 for the current academic year was implemented. Teaching learning methods are also initiated. Content beyond syllabus has been implemented and value added courses are conducted.
2	Accreditation	Principal	Biotechnology and Mechanical Departments are successfully Accredited by NBA, New Delhi. NIRF, NAAC, ARIIA work has been started.
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 2022-2023 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 19.09.2022 to 24.09.2022
6	Review of 3 <sup>rd</sup> IQAC meeting action taken report.	Principal	Completed
7	R&D Activities	R&D Coordinator	Student's journal papers were submitted in the UGC google indexed journals and some of the faculty members registered for Ph.D. Programme and journal publications was partially completed by the faculty members.



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8	Conduct of Academic audits	HoDs	Course file audit has been verified for the Odd Semester 2022-2023.
9	Entrepreneurship Development Cell	EDC Coordinator	EDC cell identified the students and encouraged the students those who are interested for the Entrepreneurship.
10	Peer Group Project	Peer Group Incharge	Enrolled students and interested students Peer group Project ideas was collected.
11	PMKVY	PMKVY Coordinator	PMKVY courses was conducted for the students

  
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### Attendance of IQAC Meeting

Venue: Board room

Date: 15-11-2022

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.A.Sairam	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	