

# **KARPAGA VINAYAGA**

**COLLEGE OF ENGINEERING AND TECHNOLOGY**

**INTERNAL QUALITY ASSURANCE CELL**

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

**29.11.2023**

**ACADEMIC YEAR**

**2023-2024**



# 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/2023-24/ODD/15

20.11.2023

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 29-11-2023 between 10.00 A.M to 12.00 Noon in board room. In this regard, all the IQAC members are requested to attend the meeting without fail.

#### **Agenda**

1. Review and approval of previous minutes of meeting dated 28.07.2023
2. Review of action taken report of 1<sup>st</sup> IQAC meeting for the academic year 2023-24.
3. Review the status of NAAC work.
4. Accreditation.
5. Go Green Initiative.
6. Academic Progression.

  
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: 29/11/2023

Venue: Board room

Attended by: All IQAC Members

S. no	Topic	Discussion/Action taken	Responsibility	Target	Timeline
1.	Review and approval of previous minutes of meeting dated 28.07.2023	◆ Committee has reviewed and approved the previous minutes of meeting dated 28.07.2023	Principal	Completed	-
2.	Review of action taken report of 1 <sup>st</sup> IQAC meeting for the academic year 2023-24.	◆ Reviewed the Action Taken Report of 1 <sup>st</sup> IQAC meeting for the academic year 2023-24. Action Taken Report attached to this minutes of meeting.	Principal	Completed	-
3.	Review the status of NAAC work	◆ NAAC coordinator meeting was held and work progression was discussed and timeline for submission of SSR was also discussed	Principal and Associate Dean Accreditation	Continuous	Dec 2023
4.	Accreditation	◆ NIRF work and submission was discussed.	Principal and Associate Dean Accreditation	Continuous	Jan 2024
5.	Go Green Initiative	◆ Go Green Club proposed an approval for developing the waste disposal area into the “Go Green Garden”	Principal and Associate Dean Accreditation	Continuous	March 2024



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6.	Academic Progression	<ul style="list-style-type: none"><li>◆ Academic progress and portion completion was discussed.</li><li>◆ University question papers and repeated question bank should be provided for the student's perusal.</li></ul>	Principal and Associate Dean Academics	Continuous	April 2024
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IQAC COORDINATOR

  
PRINCIPAL



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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 2023-2024 was held on 28-07-2023 in the Board room is presented below.

S.No	Action Taken	Responsible Authority	Implementation Status
1	Review and approval of previous minutes of meeting dated 21.03.2023	Principal	Previous minutes of meeting was reviewed and approved.
2	Review of action taken report of 1 <sup>st</sup> IQAC meeting for the academic year 2023-24.	Principal	Action taken report of 3 <sup>rd</sup> IQAC meeting for the academic year 2023-24 was reviewed.
3	To appraise the preparedness of SSR submission for 2 <sup>nd</sup> cycle NAAC assessment.	IQAC Coordinator	Collected data are verified by Principal and IQAC coordinator for compiling SSR and submission processing work was started.
4	Curriculum Aspects	Principal and HoDs	Value added course from various department are organized and remaining department are awaiting to complete the VAC by next semester. Internship for 3 <sup>rd</sup> and 4 <sup>th</sup> year are in process for the approval from company. Feedback for all the stakeholders was collected for the 1 <sup>st</sup> cycle. And submitted to IQAC.
5	Teaching Learning and Evaluation	HoDs	Enrollment percentage for the academic year 2023-24 was improved compared to the previous academic year 2022-23. Percentage of faculty with Ph.D was also increased as per the IQAC suggestion.



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			<p>Teaching learning method was already improved with ICT enabled classes with different techniques teaching methods.</p> <p>Result percentage for the academic year 2022-23 is moderate compared to the previous semester and actions are taken for the students those who are having single and two arrears.(Coaching class for the students)</p>
6	Research, Innovation & Extension	HoDs	<p>Journal publication/book/ book chapters/ conference/patent all the research works are gradually increased in ODD Sem 2023-24.</p> <p>Extension and outreach activities are organized by NSS and Clubs for the social community welfare.</p> <p>Existing MoUs and new MoUs with Industry are signed successfully.</p>
7	Infrastructure and Learning Resources	Dean	Infrastructure facilities are maintained regularly.
		Librarian	Faculty and students are requested to increase the library usage. E-journals and digital library are used to the fullest.
8	Student Support and Progression	Administrative Officer	Scholarship and freeships are circulars are circulated to students and requested to applying for the scholarships.
		Training and Placement Cell	Various training and soft skills classes are regularly conducted in the Employability training skill period. Career guidance program are also organized by the Training and Placement Cell.



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		Physical Education Director	Students are actively participated in the cultural and other sports event at district and National level competitions.
		Alumni Coordinator	Alumni meet was planned and awaiting for the final date from the Management. Alumni Interaction, Alumni Lecture series and Alumni contribution are regularly processed and the reports are submitted to IQAC.
9	Governance, Leadership and Management	Principal	Calendar plan for the meeting with statutory bodies as well as various committees of the Institution was planned and circulated to all the committee members.
		IQAC Coordinator	IQAC has circulated the formats for all the activities and it is followed by all the departments.
		Principal and IQAC Coordinator	Participation of NIRF, ARIIA, DSIR and other ranking system for our Institution has been started and it is in the submission stage.
10	Institutional Values and Best Practices	Principal	Various activities was organized by the NSS and Clubs for the social community outreach.
		Principal and IQAC	Institutional Best practices are already identified and following on the regular basis.

  
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### Attendance of IQAC Meeting

Venue: Board room

Date: 29-11-2023

S.no	Name of the Member	Designation	Category	Signature
1	Dr .P. Kasinatha Pandian	Principal	Chairman	
2	Dr.S.Dinesh Kumar	Associate Dean - Accreditation	Convener	
3	Dr. K. Sivakumar	Associate Dean - Academics	Academic Member	
4	Dr. D. Saravanan	Professor & Exam Cell Coordinator	Academic Member	
5	Dr. A. Manimaran	Associate Professor & Placement Coordinator	Academic Member	- AB -
6	Dr. R. Delshi Howsalya Devi	Professor & IPR Cell Coordinator	Academic Member	
7	Dr. R. Muthalagu	Professor & Co-Coordinator IQAC	Academic Member	R. Muthalagu
8	Dr. K. S. Balamurugan	Professor & EDC Coordinator	Academic Member	
9	Mr. C. Hariharan	Assistant Professor, Department of Mechanical Engineering	Academic Member	- AB -
10	Mr. S. D. Sudhakar	Administrative Officer	Administration	
11	Ms. S. Jayadevi	Official of NGO	Local Society	
12	Mr. Muthuramalingam	Alumni	Vice President- KVCET Alumni Association	
13	Mr.S.Premanand	General Manager- Operations, Wittur Elevator Components, India Pvt. Ltd.	Industrialist	
14	Mr. A.G Sreedhara Narayanan	Managing Director, M/s Banyan Hydraulics and Projects Pvt. Ltd.	Industrialist	
15	A.Mickel Raj	Student 4 <sup>th</sup> year, Mechanical Engg.	Student Nominee	