

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

3rd MINUTES OF MEETING

25.03.2022

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/EVEN/13

21.03.2022

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 25-03-2022 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 30-11-2021

1. Faculty research grants and journals.
2. Results and Academic activities.
3. Analysis of EDC cell and entrepreneurs.
4. Analysis of Placement and Training activities.
5. Extracurricular activities.
6. Go Green Initiatives
7. Analysis on feedback from Academic Review, Class committee meeting and student's feedback.


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: 03

Date: 25/03/2022

Venue: Board room

Attended by: All IQAC Members

S. no	Topic	Discussion/Action taken	Responsibility	Target	Timeline
1.	Faculty research grants and journals.	◆ The IQAC has instructed all the faculty to apply for research grants and to publish papers in Scopus indexed journals by utilizing summer vacation effectively.	Principal & HoD	Continuous	June 2022
2.	Results and Academic activities	◆ The committee has instructed all the faculty to complete the portions and test should be conducted for students those who have scored less marks in the Internal Assessment Test.	HoDs & Faculty members	Continuous	April 2022
3.	Analysis of EDC cell and entrepreneurs	◆ From the analysis, EDC cell has found out the students and encouraging them for the start ups and future entrepreneurs.	EDC Coordinator	Continuous	March 2022
4.	Analysis of Placement and Training activities.	◆ Suggested to improve the placement through by conducting various online assessment exams.	Training & Placement cell	Continuous	April 2022
5.	Extracurricular activities	◆ Students should be encouraged to participate in zonal, district and state level competition for the athletics and various sport events.	Physical Education Director	Continuous	March 2022



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6.	Go Green Initiative	<ul style="list-style-type: none">◆ Go Green Club should conduct the awareness program on Save Energy. Post banner or stickers like Save Energy, Switch off the Power, when it is not in use.	Go Green Club	Continuous	September 2021
7.	Analysis on feedback 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 been reviewed. Suggested given by them will be analyzed and rectified at the earliest.	HoDs and Class Advisors	Continuous	April 2022


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ACTION TAKEN REPORT

Action taken report for the 2nd Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-2022 was held on 30-11-2021 in the Board room is presented below.

S.No	Action Taken	Responsible Authority	Implementation Status
1.	Analysis of Placement and Training activities.	Training & Placement cell	Various online assessment exams are conducted.
2.	Industry Institution Interaction	Placement & Training Cell	Industry mentor supported program was conducted for all the departments. Workshops, seminars were conducted for the respective departments.
3.	Extracurricular activities	NSS and Club Coordinator	Various programs like NSS, Clubs, Go Green, Health awareness was organized on Saturday's of this Odd Semester.
4.	Collection of feedbacks from Academic Review, Class committee meeting and student's feedback	HoDs and Class Advisors	Feedbacks collected from the students were analyzed and rectified the suggestions given by the students.
5.	Grievances/ Redressal, Sexual Harassment, Anti-Ragging and Women Empowerment cells	Club Coordinators	Monitoring students regularly and collecting Grievances from the students through the college website. https://kveg.in/online-grievance-redressal-mechanism/
6.	Library	Librarian	Faculty members instructed the students to use the library and library study hour has been added in the time table for the students.
7.	Faculty Development Initiatives and Financial	Principal & HoDs	Faculties from various departments submitted their FDPs, Workshops Seminars,



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	support		STTPs and conference details. Financial support was also given for the faculty members by the management.
8.	AQAR Report for the academic year 2020-21	IQAC Coordinator	AQAR report was analyzed and submitted for the Academic year 2020-2021.


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Attendance of IQAC Meeting

Venue: Board room

Date: 25-03-2022

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 & 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	



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IQAC COMMITTEE MEMBERS

S.no	Name of the Member	Designation	Category
1	Dr.P.Kasinatha Pandian	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

Principal