

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

3rd MINUTES OF MEETING

21.03.2023

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/EVEN/13

16.03.2023

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 21-03-2023 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 15-11-2022

1. IQAC Data Collection Initiatives.
2. Results and Academic activities.
3. Faculty Appraisal System.
4. Accreditation.
5. Extracurricular activities.
6. 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: 21/03/2023

Venue: Board room

Attended by: All IQAC Members

S. no	Topic	Discussion/Action taken	Responsibility	Target	
1.	IQAC Data Collection Initiatives	◆ To ease the data collection and minimization of paper work, IQAC suggested to develop the In-house MIS software by Artificial Intelligence and Data science Students for collecting data.	HoD (Artificial Intelligence and Data science)	Continuous	
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	
3.	Faculty Appraisal system	◆ It was suggested to make faculty appraisal through online.	Principal	Continuous	
4.	Accreditation	◆ NAAC work progress status was discussed and advised to upload the document in the NAAC website	Principal and IQAC Coordinator	Continuous	
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	



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6.	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 2023
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ACTION TAKEN REPORT

Action taken report for the 2nd Internal Quality Assurance Cell (IQAC) meeting for the academic year 2022-2023 was held on 15-11-2022 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	Career guidance program was also conducted. Various online assessment exams are conducted.
2.	Industry Institution Interaction	Placement & Training Cell	Industry mentor was organized every month for the students. Industry 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 clubs	Club Coordinators	No Anti-ragging and Sexual Harassment cases were recorded. 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



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			use the library and library study hour has been added in the time table for the students.
7.	Faculty Development Initiatives and Financial support	Principal & HoDs	Faculties from various departments submitted their FDPs, Workshops Seminars, STTPs and conference details. Financial support was also given for the faculty members by the management.
8.	AQAR Report for the academic year 2021-22	IQAC Coordinator	AQAR report was analyzed and submitted for the Academic year 2021-2022.
	Analysis of student's academic performance and CO attainment	HoDs	Result analysis is less compared to the previous year, Coaching classes for the weak students and students having single and two arrear was called for the special coaching to prepare for the university exams.


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Attendance of IQAC Meeting

Venue: Board room

Date: 21-03-2023

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	



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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, 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


PRINCIPAL