

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

3rd MINUTES OF MEETING

18.03.2024

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/EVEN/13


11.03.2024

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 18-03-2024 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

1. Review and approval of previous minutes of meeting dated 29.11.2023
2. Review of action taken report of 2nd IQAC meeting for the academic year 2023-24.
3. Review the status of NAAC work.
4. Accreditation.
5. R& D Cell
6. Branding and Admission.
7. Cells and Clubs


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: 18/03/2024

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 29.11.2023	◆ Committee has reviewed and approved the previous minutes of meeting dated 29.11.2023	Principal	Completed	-
2.	Review of action taken report of 2 nd IQAC meeting for the academic year 2023-24.	◆ Reviewed the Action Taken Report of 2 nd IQAC meeting for the academic year 2023-24. Action Taken Report attached to this minutes of meeting.	Principal and IQAC Coordinator	Completed	-
3.	Review the status of NAAC work.	◆ NAAC SSR was successfully submitted on 18 th December 2023. ◆ NAAC DVV clarification was also analyzed and submitted NAAC DVV clarification on 16 th February 2024	Principal and Associate Dean Accreditation	Awaiting for the Peer Team Visit	Tentative month of peer team visit (April – June)
4.	Accreditation.	◆ NIRF ranking was successfully submitted and awaiting for the results.	Principal and Associate Dean Accreditation	Awaiting for the Results	-



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5.	R & D Cell.	<ul style="list-style-type: none">◆ Faculty members are advised to publish two paper per year.◆ For Research work faculty members can avail incentives for the publication.◆ Faculty members are requested to attend the Faculty Development Program during the lean period to gain knowledge in IOT, Additive Manufacturing, 3D printing and other technological areas of the respective departments.	Principal, Associate Dean Accreditation and Associate Dean Academics	Continuous	Dec – Jan 2023 and June – July 2024
6.	Branding and Admission.	<ul style="list-style-type: none">◆ Branding the Institution achievements and other extra-curricular activities by our students.◆ Student's achievements should be displayed in our college website.◆ Admission for the academic year 2024-2025 should be in the increasing state.	Associate Dean Operations	Continuous	April 2024
7.	Cells and Clubs	<ul style="list-style-type: none">◆ All the Cells and Clubs should conduct outreach activities regularly with the prior permission.◆ All the Cells are requested to submit the report for the event to IQAC.	Associate Dean Accreditation	Continuous	April 2024


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ACTION TAKEN REPORT

Action taken report for the 2nd Internal Quality Assurance Cell (IQAC) meeting for the academic year 2023-2024 was held on 29-11-2023 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 28.07.2023	Principal	Previous minutes of meeting was reviewed and approved.
2.	Review of action taken report of 2 nd IQAC meeting for the academic year 2023-24.	Principal	Action taken report of 2 nd IQAC meeting for the academic year 2023-24 was reviewed.
3.	Review the status of NAAC work	Principal and Associate Dean Accreditation	NAAC DVV clarification was successfully submitted on 16 th February 2024. Awaiting for the Peer Team Visit.
4.	Accreditation	Principal and Associate Dean Accreditation	NIRF ranking was also submitted in the month of January 2024.
5.	Go Green Initiative	Principal and Associate Dean Accreditation	Go Green Club's approval for developing the waste disposal area into the "Go Green Garden" was sanctioned. Go Green Garden has been initiated and completed.
6.	Academic Progression	Principal and Associate Dean Academics	Faculty members finished the portion as per the suggestion given by IQAC in the previous meeting. University question papers and question bank are provided for the students.


IQAC COORDINATOR


PRINCIPAL



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Attendance of IQAC Meeting

Venue: Board room

Date: 18-03-2024

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	
6	Dr. R. Delshi Howsalya Devi	Professor & IPR Cell Coordinator	Academic Member	-AB-
7	Dr. R. Muthalagu	Professor & Co-Coordinator IQAC	Academic Member	
8	Dr. K. S. Balamurugan	Professor & EDC Coordinator	Academic Member	
9	Mr. C. Hariharan	Assistant Professor, Department of Mechanical Engineering	Academic Member	
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 th year, Mechanical Engg.	Student Nominee	




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IQAC COMMITTEE 2023-2024

S.no	Name of the Member	Designation	Category
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
6	Dr. R. Delshi Howsalya Devi	Professor & IPR Cell Coordinator	Academic Member
7	Dr. R. Muthalagu	Professor & Co-Coordinator IQAC	Academic Member
8	Dr. K. S. Balamurugan	Professor & EDC Coordinator	Academic Member
9	Mr. C. Hariharan	Assistant Professor, Department of Mechanical Engineering	Academic Member
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 th year, Mechanical Engg.	Student Nominee


Principal