

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING

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/ODD/08

21.07.2021

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 22-07-2021 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. Discussion of UG & PG curriculum and syllabus.
2. Change of Vision, Mission, POs, and PSOs & PEOs of various departments.
3. Review of Governing Council.
4. Review of minutes of 2021-2022 DAB meeting.
5. Mentoring and counseling.
6. Review of 3rd IQAC meetings action taken report.
7. Analysis of student's academic performance and CO attainment.
8. R&D activities.
9. Conduct of Academic audits.
10. AQAR Report for the academic year 2020-21.
11. Activities to be planned for the next semester.
12. Quality Assurance Initiatives.


IQAC - COORDINATOR


PRINCIPAL

Copy to:

1. Dean
2. All IQAC members

Principal
Karpaga Vinayaga College of Engineering and Technology
Chinnakolambakkam, Madhuranthagam Taluk - 603 308
Chengalpattu District



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Meeting no: 01

Date: 22/07/2021

Venue: Board room

Attended by: All IQAC Members

S. no	Topic	Discussion/Action taken	Responsibility	Target
1.	Discussion of UG and PG curriculum and syllabus	◆ Regulation 2021 curriculum and syllabus were analyzed and the committee identified some technological gaps. To fulfill those gaps content beyond syllabus and value added course are suggested to increase the students performance	HoDs	Continuous
2.	Change of Vision, Mission, PEO, PSO and Pos of various departments	◆ Feedbacks and suggestions seem to be good, from various stakeholders on Vision, Mission, PEO, PSO and Pos. Hence it is suggested to continue the same.	HoDs	Continuous
3.	Review of Governing Council Minutes	◆ The minutes of Governing Council were discussed and the suggestions given by the committee was put forth to the members for implementation.	All Committee Members	Continuous
4.	Review of minutes of 2021-2022 DAB meeting	◆ All department DAB meeting minutes were discussed and approved for action in forthcoming semester. ◆ Major recommendations and suggestions were considered.	HoDs & Committee Members	Continuous
5.	Mentoring and counseling	◆ The parents / guardians of weak students are called to meet the mentors and guidelines were given for further improvements. ◆ Similarly bright students were also	Class Advisors	Continuous



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		appreciated for their wards performance.		
6.	Review of 3 rd IQAC meeting action taken report.	<ul style="list-style-type: none"> ◆ Action taken report of 3rd IQAC meeting of previous Academic year was reviewed 	IQAC Coordinator	Completed
7.	Analysis of student's academic performance and CO attainment	<ul style="list-style-type: none"> ◆ The Anna University result is found to be 95.74% during Nov/Dec 2020 Examinations. ◆ The attainment level of COs was discussed for all the branches. ◆ The recommendations were suggested to improve the attainment level by giving mini projects or case studies based on the nature of the subjects. 	HoDs	Continuous
8.	R&D Activities	<ul style="list-style-type: none"> ◆ R&D cell activities were discussed, advised faculty members to publish two journals and with more than three years experience to register Ph.D Degree. 	R&D Coordinator	Continuous
9.	Conduct of Academic audits	<ul style="list-style-type: none"> ◆ The academic process was verified by the regular auditing systems. The annual performance audit report was reviewed. 	HoDs	Continuous
10.	AQAR Report for the academic year 2020-21	<ul style="list-style-type: none"> ◆ All the department Faculties are requested to submit the necessary details for AQAR report for the Academic year 2020-2021. 	All the department faculty	Continuous
11.	Activities to be planned for the next semester	<ul style="list-style-type: none"> ◆ IQAC Coordinator briefed about the overall activities to be done in the next semester. 	Principal	Continuous
		<ul style="list-style-type: none"> ◆ Discussion was held on FDPs, Workshops to be organized. 	HoDs	
		<ul style="list-style-type: none"> ◆ IQAC Coordinator insisted on necessary actions to be taken to improve Programming and problem solving skills of the students. 	Training & Placement Coordinator	



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		<ul style="list-style-type: none">◆ The committee has advised the PMKVY Coordinator to identify the agencies for conducting assessments for all the courses at the earliest.	PMKVY coordinator	
		<ul style="list-style-type: none">◆ The committee has advised the EDC coordinator to take immediate steps to improve the MSME Incubation centre.	EDC Coordinators	
12.	Quality Assurance Initiatives	<ul style="list-style-type: none">◆ It was suggested to conduct orientation program on pedagogy teaching for new faculty.◆ Usage of information communication tools (ICT) is recommended affectively for improving the quality of teaching and learning.◆ Faculty and Students are motivated to take more online courses in SWAYAM (NPTEL) etc.. and FDPs.	HoDs	Continuous


IQAC COORDINATOR


PRINCIPAL

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ACTION TAKEN REPORT

Action taken report for the 3rd Internal Quality Assurance Cell (IQAC) meeting for the academic year 2020-2021 was held on 23-03-2021 in the Board room is presented below.

S.No	Action Taken	Responsible Authority	Implementation Status
1	Faculty research grants and journals.	Principal & HoD	Papers, journals were published by faculty members as per the IQAC instruction.
2	Results and Academic activities.	HoDs & Faculty members	Faculty members completed the portion before the Model exam and conducted class test for the weak students those who achieved less marks in IAT 1 & IAT 2
3	Analysis of EDC cell and entrepreneurs.	EDC Coordinator	Some of the students were identified for their startup ideas by EDC cell and they were supported by the EDC cell and by the management.
4	Analysis of Placement and Training activities.	Training & Placement cell	As per the committees suggestion, students were guided to attend the various online assessment exam held on 19.04.2021
5	Extracurricular activities.	Physical Education Director	Won University level Gold medal in Ball Badminton –Men's team and Basket ball – Women's team.



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			Won district level gold medal in athletics events like 100m, 200m, 400m running race. Won University level silver medal in Basket Ball - Men's team, Hockey - Men's team and Table Tennis - Men's team.
6	Analysis on feedback from Academic review, class committee meeting and student's feedback.	HoDs and Class Advisors	Students feedback form was analyzed and rectified their feedbacks


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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.Lakshmi Prabha	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

Principal

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Attendance of IQAC Meeting

Venue: Board room

Date: 30-11-2021

S.no	Name of the Member	Designation	Category	Signature
1	Dr.P.Kasinatha Pandiah	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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Circular

Ref. No.: KVCET/CIR/IQAC/2021-22/ODD/15

29.11.2021

This is to inform that Internal Quality Assurance Cell (IQAC) meeting is scheduled on 30-11-2021 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 22-07-2021.


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 clubs
6. Library.
7. Faculty Development Initiatives and Financial support.
8. AQAR Report for the academic year 2020-21.


IQAC - COORDINATOR


PRINCIPAL

Copy to:

1. Dean
2. All IQAC members


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Meeting no: 02

Date: 30/11/2021

Venue: Board room

Attended by: All IQAC Members

S. no	Topic	Discussion/Action taken	Responsibility	Target
1.	Analysis of Placement and Training activities.	<ul style="list-style-type: none">◆ The percentage of placement for the academic 2020-21 is more than 90%. Suggested to improve the placement through by conducting various online assessment exams.	Training & Placement cell	Continuous
2.	Industry Institution Interaction	<ul style="list-style-type: none">◆ The committee suggested to conduct industry supported programs and projects. It was planned to conduct workshop on Big data Analytics, Green energy management and IOT related projects.◆ IQAC approved the action plan for seminars, workshops planned by various cell and forums for the year 2021-2022	Placement & Training Cell	Continuous
3.	Extracurricular activities	<ul style="list-style-type: none">◆ Various programs to be organized through NSS, YRC for the benefits of the society like health awareness, clean city etc.	NSS Coordinator	Continuous
4.	Collection of feedbacks 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 to be collected. Suggestions given by them will be analyzed and rectified at the earliest.	HoDs and Class Advisors	Continuous
5.	Grievances/ Redressal, Sexual Harassment, Anti-Ragging and Women Empowerment clubs	<ul style="list-style-type: none">◆ The minutes and action taken by the respective committee was ratified and approved after discussions.	Club Coordinators	Continuous



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6.	Library	◆ The committee suggested the faculty members to increase the usage of library resources.	Librarian	Continuous
7.	Faculty Development Initiatives and Financial support	◆ The details of FDP, Workshops, Seminars, STTPs attended by faculty was discussed and found to be good and the financial support received by faculty is approved by the committee.	Principal & HoDs	Continuous
8.	AQAR Report for the academic year 2020-21	◆ AQAR report has been collected from all the departments.	IQAC Coordinator	Continuous


IQAC COORDINATOR


PRINCIPAL

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ACTION TAKEN REPORT

Action taken report for the 1st Internal Quality Assurance Cell (IQAC) meeting for the academic year 2021-2022 was held on 22-07-2021 in the Board room is presented below.

S.No	Action Taken	Responsible Authority	Implementation Status
1	Discussion of UG and PG curriculum and syllabus	HoDs	Content beyond syllabus has been implemented and value added courses are conducted.
2	Change of Vision, Mission, PEO, PSO and POs of various departments	HoDs	Continuing the same Vision, Mission, PEO, PSOs, and POs.
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 2021-2022 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 20.09.2021 to 25.09.2021
6	Analysis of student's academic performance and CO attainment	HoDs	Recommendation of CO attainment improvement process has been discussed in the previous meeting, in this regard students has been instructed to do mini projects or case studies based on the nature of the studies.
7	R&D Activities	R&D Coordinator	Total of five faculties were registered for the



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			Ph.D programme. Funded projects were also recorded.
8	Conduct of Academic audits	HoDs	Course file audit has been verified for the Odd Semester 2021-2022.
9	AQAR Report for the academic year 2020-21	All the department faculty	Report Collected.
10	Activities to be planned for the next semester	Principal & HoDs	Target activities plan is approved in the Executive Meeting and circulated to all department heads on 20.07.2021
11	Quality Assurance Initiatives	HoDs	Orientation program on Pedagogy teaching for new faculty was held on 02.08.2021

[Handwritten Signature]
20.11.21

IQAC COORDINATOR

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3	Dr.D.Saravanan	Professor & Head of S&H	Coordinator
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5	Dr.V.Karthikeyan	Prof & Head of BT	
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Attendance of IQAC Meeting

Venue: Board room

Date: 19-07-2022

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.R.Neduchelian	Prof & Head of CSE		
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Circular

Ref. No.: KVCET/CIR/IQAC/2021-22/EVEN/13

24.03.2022

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. Analysis on feedback from Academic Review, Class committee meeting and student's feedback.


IQAC - COORDINATOR


PRINCIPAL
Principal

Karpaga Vinayaga College of Engineering and Technology
Chinnakolambakkam, Madhuranthagam Taluk - 603 308

Copy to:

1. Dean
2. All IQAC members



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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
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
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.	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
4.	Analysis of Placement and Training activities.	◆ Suggested to improve the placement through by conducting various online assessment exams.	Training & Placement cell	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	◆ 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
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IQAC COORDINATOR


PRINCIPAL

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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 supported program was conducted for all the departments. Workshops, seminars were conducted for the respective departments. Students submitted their IOT related projects on 21.02.2022
3.	Extracurricular activities	NSS Coordinator	Various programs like NSS, YRC, 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	Monitoring students regularly and collecting Grievances from the students through the college website. https://kveg.in/online-grievance-redressal-mechanism/



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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 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 2020-21	IQAC Coordinator	AQAR report was analyzed and submitted for the Academic year 2020-2021.


28/12/22
IQAC COORDINATOR


PRINCIPAL

Principal

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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.Lakshmi Prabha	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
Principal

Karpaga Vinayaga College of Engineering and Technology
Chinnakolambakkam, Madhuranthagam T.k - 603 308
Chengalpattu District



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

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	