1st INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

ACADEMIC YEAR: 2014- 2015

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K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE – 637 215

REF: KSRIET/IQAC/2014-15   **DATE: 04.07.2014**

CIRCULAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The 1ˢᵗ **Internal Quality Assurance Cell** (IQAC) Meeting is planned to be held at the Board room on 11.07.2014 at 10.00 am for the academic year 2014– 15. In this regard, all the IQAC members are asked to attend the meeting without fail.

The agenda is as follows.

1. Approval of Vision, Mission, PEO, PSO and PO statements of institution and various departments
2. Review of DAC meeting minutes (2014-15 odd sem)
3. Formulation of various committees and cells C
4. Discussion of UG & PG curriculum and syllabus
5. Quality Assurance Initiatives
6. Level and Target Prescription
7. PO , PSO and PEO Mapping
8. Analysis on Placement and Training activities
9. Analysis on Students Academic Performance and CO attainment
10. Mentoring and counseling
11. Industry Institution Interaction
12. Extra-curricular activities through sports, NSS, YRC etc
13. Student performance in competitive exams
14. Professional societies and student forum activities
15. Formulation of Academic Review, Class Committee Meeting and Student's feedback
16. Feedback from Stakeholders and its analysis
17. Conduct of academic audits
18. R&D activities
19. Library
20. Development of Infrastructure
21. Any other matter

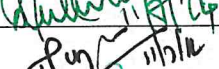**IQAC COORDINATOR**   **PRINCIPAL**
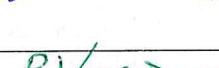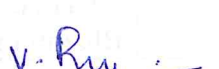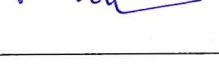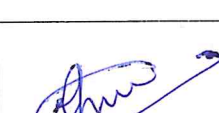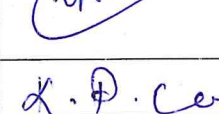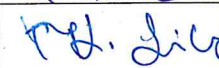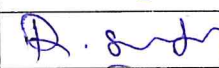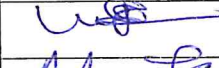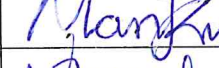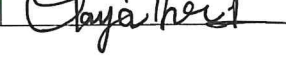
Copy to All Stakeholders

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2014 – 2015

ATTENDANCE SHEET

Date: 11.07.2014

S.No	Name of the Committee Members	Role	Signature
1.	Mr.R.Srinivasan	Chairman	
2.	Dr.M.Venkatesan, Principal	Convener	
3.	Dr.P.Meenakshi Devi, Head/IT	Co-Convener	
4.	Dr.B.Kalaavathi, Head/CSE	Member	
5.	Dr.P.Murugesan, Head/ Mech	Member	
6.	Dr.R.Jeyabharath, Head/EEE	Member	
7.	Mr.R.Nandakumar, Head/ECE	Member	
8.	Dr.J.C.Kannan, Head/S&H	Member	
9.	Dr.P.Veena, Academic coordinator	Member	
10.	Mr. Ranjith V, HR - Talent Acquisition, Aspire Systems, Chennai.	Employer	
11.	Mr.KGS. Saravanan, Chief Executive Officer, Rukshaya Emerging Technologies, Bangalore.	Employer	
12.	Dr.T.Purusothaman Associate Professor, Department of CSE, Government College of Technology, Coimbatore-641013	Academician	
13.	Mr.KP Chithaarth, IV Mech	Student	
14.	Mr.Mohammed Sirajudeen KSA, III Mech	Student	
15.	Mr.Sudarvannan R, II Mech	Student	
16.	Mr. Vijay.S, I Mech	Student	
17.	Mr. Manoj kumar.C.A, IV EEE	Student	
18.	Mr. Vimalanathan.C, III EEE	Student	
19.	Ms. Gayathri.T, II EEE	Student	

20.	Mr. Thiyagarajan.S, I EEE	Student	
21.	Ms.Indhumathi S, IV ECE	Student	
22.	Ms.Loha Priya E, III ECE	Student	
23.	Mr.Prakashraj M, II ECE	Student	
24.	Mr. Saravanan.R, I ECE	Student	
25.	Mr.Nethravathi.V, IV-CSE	Student	
26.	Mr.Jayaprakash V, III CSE	Student	
27.	Ms.Chanya P, II-CSE	Student	
28.	Mr.AswinSankar.C, I-CSE	Student	
29.	Mr.S.Nirmal Raj, IV IT	Student	
30.	Ms.J.Janani, III IT	Student	
31.	Mr.Muralidharan.R, II IT	Student	
32.	Mr. Roshan.A, I IT	Student	
33.	Mr.Rajendran.N, Professor, F/O R.Jeya kannan, 5/641 A, 19th cross street, Bharathipur, Madurai	Parent	

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Period: June 2014 – May 2015

Date of Meeting: 11.07.2014

Venue: Board Room

With reference to the circular dated 04.07.2014, the members for Internal Quality Assurance Cell were assembled at the Board Room for discussion of the various agenda.

The Principal, Convener of the Internal Quality Assurance Cell welcomed the committee members for the first IQAC meeting. Further, the board was made open for various suggestions and discussions. The plan for the current academic year 2014 -15 was also briefed by the convener.

The following are the suggestions/ action taken on the performance of the institution.

S. No	Agenda	Discussion/Action taken	Resp	Target
1.	Approval of Vision, Mission, PEO, PSO and PO statements of institution and various departments	The Vision, Mission statements of the Institution was approved by the IQAC. Further the Vision, Mission, PEO, PO, PSO statements of all the departments were reviewed and approved by the IQAC.	Principal	C
2.	Review of DAC meeting minutes (2014-15 odd sem)	The minutes of DAC meetings of all departments are reviewed and approved for action in the current academic year. Suggestions were given for betterment	PC	C
3.	Formulation of various committees and cells	The IQAC suggested formulating the following list of committees/Cells for smooth operation of the institute and for its rapid growth. Though some of the cells were in operation indirectly, a formal creation of the below mentioned committees were suggested: 1. Entrepreneurship Development Cell (EDC) 2. Mentoring Committee and Counseling	Principal	C

		(MCC) 3. Women Empowerment Cell 4. Student Affairs and Welfare Committee 5. Games and Sports Committee(GSC) 6. Infrastructure Management Committee (IMC) 7. Research and Development Cell (R&D) 8. Faculty Club 9. Library Committee 10. Canteen Committee 11. Cultural Committee		
4.	Discussion of UG & PG curriculum and syllabus	The curriculum and syllabus of R2008 and R2013 were analyzed. It was suggested to identify the curriculum gaps be comparing with premier universities. The IQAC suggested all departments to introduce content beyond syllabus and conduct value additions.	PC	C
5.	Quality Assurance Initiatives	To promote Outcome based Education (OBE) it is suggested to conduct orientation program every year on Pedagogy teaching for new faculty. Further it was planned to conduct awareness program on the usage of ICT tools for enhancing teaching learning process.	Principal	C
6.	Level and Target Prescription	The committee recommended all departments to formulate Levels and target for every batch of students. IQAC gave suggestions and guidelines to formulate the same.	PC	C
7.	PO , PSO and PEO Mapping	Guidelines were given for analyzing PO, PSO and PEO attainment. The committee suggested each department to formulate rubrics for CO PO mapping based on the nature of subjects.	PC	C

8.	Analysis on Placement and Training activities	As the first batch of students is attending the placement, steps are suggested to concentrate on attaining higher placement record. It is anticipated to get good numbers on the day 1 company Wipro. Training is planned for the companies which have given their tentative schedule of visit	T&P	C
9.	Analysis on Students Academic Performance and CO definition	The performance of students in the last three years was analyzed. The committee recommended to form atleast 5 COs for each course of the program. The guideline for framing and mapping the COs was given by the members.	PC	C
10.	Mentoring and counseling	It is advised to provide mentoring and counseling sessions regularly for all department students. An external counselor sessions are also planned to look into issues of students	Faculty	C
11.	Industry Institution Interaction	To bridge the gap between Industry and Institute an III cell is formulated and approved by IQAC. The cells responsibilities and initiatives are briefed. It was suggested to sign MoUs with various foreign Universities and Industries for the benefit and faculty and students	Principal& III cell coordinator	C
12.	Extra-curricular activities through sports, NSS, YRC etc	The committee members suggested to equal importance to extra-curricular activities through NSS, YRC to keep students in touch with the society and its present issues. Further to promote team spirit and self confidence the cell recommended to increase the sports and cultural participation.	Principal, PD & respective coordinator	C
13.	Student performance in competitive exams	The real excellence is when the academic knowledge is used efficiently to get through competitive exams. So, the committee advised to	PC	C

		create awareness among students on competitive exams.		
14.	Professional societies and student forum activities	The institution has already formulated various chapters like ISTE & CSI. IQAC recommended toinaugurate EDC cell and Women Empowerment Cell. It also suggested the cells and forums to conduct more programs and create active contribution to the development of various skills. It is planned to conduct National Conference – 1 /dept National level Technical Symposium – 1/dept Guest Lectures/ workshops – minimum of One program/semester under various professional societies/cells/forums	PC	C
15.	Formulation of Academic Review, Class Committee Meeting and Student's feedback	IQAC suggested formulating committees to monitor the academic process and get students feedback through various process. In addition to online feedback and class committee, it was suggested to frame Academic review team	PC	C
16.	Feedback from Stakeholders and its analysis	All departments were asked to frame various feedback survey forms for Vision, Mission, PO, PSO, PEO framing/ Attainment analysis. The feedbacks were to be considered as one method of indirect assessment for attainments of PO, PSO and PEO. Further the consolidated analyses of the feedbacks are to be done.	Principal	C
17.	Conduct of academic audits	It was suggested to conduct file audits to monitor the documentation process. The following were approved by the IQAC. Faculty files – 2 Audits/ per sem Department files – 1 Audit/year Stock verification for labs & Library- 1/ year	Academic coordinator	

18.	R&D activities	The approval for formation of R&D cell was given. The members asked to promote research and motivate faculty to publish more journal/ conference publications. It was suggested to conduct awareness program on various agencies and schemes for submitting proposals.	R&D coordinator	C
19.	Library	The committee suggested to increase the number of e-journals and magazines. It is recommended to increase the usage of library effectively for knowledge up gradation.	Librarian	C
20.	Development of Infrastructure	Infrastructure of institution have been reviewed and found to be good.	Principal	C
21.	Any other matter	It was suggested to take initiatives to develop the employability skills of the students. Further key stress was given towards development of the institution in all fields.	Principal	C

IQAC COORDINATOR

CONVENER
(Internal Quality Assurance Cell)