2nd INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

ACADEMIC YEAR: 2015- 2016

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE – 637 215

REF: KSRIET/IQAC/2015-16   DATE: 08.07.2015

CIRCULAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The 2nd **Internal Quality Assurance Cell** (IQAC) Meeting is planned to be held at the Board room on 17.07.2015 at 10.00 am for the academic year 2015– 16. In this regard, all the IQAC members are asked to attend the meeting without fail.

The agenda is as follows.

1. Review of 1st IQAC Meeting minutes
2. Review of minutes of 2014-15 even semester and 2015-16 odd semester DAC meeting
3. Review of Governing Council Minutes
4. Change of Vision, Mission, POs, PSOs & PEOs of various departments
5. Budget Allocation and Utilization
6. Level & Target Prescription
7. Discussion of UG & PG curriculum and syllabus
8. Quality Assurance Initiatives
9. Approval of Value added courses for the academic year 2015-16
10. Average Percentage of courses with Practical Exposure
11. Analysis on PO, PSO and PEOs attainment
12. Analysis on Placement and Training activities
13. Analysis on Students Academic Performance and CO attainment
14. Mentoring and counseling
15. Industry Institution Interaction
16. Extra-curricular activities through sports, NSS, YRC etc
17. Student performance in competitive exams
18. Professional societies and student forum activities
19. Analysis on feedback from Academic Review, Class Committee Meeting and Student's feedback
20. Analysis on feedback obtained from Stakeholders and Analysis of Suggestions given by Feedback Review Committee
21. Conduct of academic audits
22. R&D activities
23. Library
24. Development of Infrastructure
25. Strategic Plan of Institution
26. 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 2015 – 2016

ATTENDANCE SHEET

Date: 17.07.2015

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.	P. Narentheran Trainee, NVH India Autoparts Pvt. LTD., Irrungattukottai, Chennai.	Alumni	
14.	Mr.Mohammed Sirajudeen KSA, IV MECH	Student	
15.	Mr.Sudarvannan R, III Mech	Student	
16.	Mr. Vijay.S, II Mech	Student	
17.	Mr. Vijay.P, I Mech	Student	

18.	Mr. Vimalanathan.C, IV EEE	Student	
19.	Ms. Gayathri.T, III EEE	Student	
20.	Mr. Thiyagarajan.S, II EEE	Student	
21.	Mr. Arun kumar.C, I EEE	Student	
22.	Ms.Loha Priya E, IV ECE	Student	
23.	Mr.Prakashraj M, III ECE	Student	
24.	Mr. Saravanan.R, II ECE	Student	
25.	Ms. Gokila.T, I ECE	Student	
26.	Mr.Jayaprakash.V, IV-CSE	Student	
27.	Ms.Chanya.P, III-CSE	Student	
28.	Mr.AswinSankar.C II-CSE	Student	
29.	Ms.Pavithra.E,I-CSE	Student	
30.	Ms.Janani.J, IV IT	Student	
31.	Mr.Muralidharan.R, III IT	Student	
32.	Mr. Roshan.A, II IT	Student	
33.	Mr. Divya.R, I IT	Student	
34.	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 2015 – May 2016   **Date of Meeting:** 17.07.2015

Venue: Board Room

With reference to the circular dated 08.07.2015, the members for Internal Quality Assurance Cell were assembled at the Board Room for discussion of the various agenda.

The Principal, Convener welcomed the members for the 2nd IQAC meeting. Coordinator of the Internal Quality Assurance Cell presented the activities of the Institution for the academic year 2014 – 2015 and the future plans for the current academic year 2015 -16.

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

S. No	Agenda	Discussion/Action taken	Resp	Target
1.	Review of minutes of 1st IQAC Meeting	The minutes of the 1st IQAC meeting was reviewed by the IQAC members	Principal	C
2.	Review of minutes of 2014-15 even semester and 2015-16 odd semester DAC meeting	All department DAC meeting minutes were discussed and approved for action in forthcoming semester. Major recommendations and suggestions were considered.	PC	C
3.	Review of Governing Council Minutes	The minutes of GC was discussed and the suggestions given by the committee was putforth to the members for implementation	Principal & PC	C
4.	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.	Principal & PC	C
5.	Budget Allocation and Utilization	The committee suggested submitting budget allocation and utilization certificates for the budget from this academic year. The committee recommended conducting of periodic financial audits from this academic year.	Principal & PC	C

6.	Level & Target Prescription	The Course Outcome attainment level prescription for the student batches were discussed and approved as follows. **Level description for batches 2011-15 to 2013-17** **Level 1:** 50% to 54% of students securing 'D' grade and above in each course **Level 2:** 55% to 59 % of students securing 'D' grade and above in each course **Level 3:** $\geq$ 60% of students securing 'D' grade and above in each course Target level descriptions are: **Batch: 2011 – 2015** **Target 1:** 50% to 54% of students securing 'D' grade and above in each course **Batch: 2012 – 2016** **Target 2:** 55% to 59 % of students securing 'D' grade and above in each course **Batch: 2013 – 2017** **Level 3:** $\geq$ 60% of students securing 'D' grade and above in each course The Course Outcome attainment level prescription for the subsequent student batches were discussed and approved as follows. **Level description for batches 2014-18 to 2016-20** **Level 1:** 60% to 64% of students securing 'D' grade and above in each course **Level 2:** 65% to 69 % of students securing 'D' grade and above in each course **Level 3:** $\geq$ 70% of students securing 'D' grade and above in each course Target level descriptions are: **Batch: 2014 – 2018** **Target 1:** 60% to 64% of students securing 'D' grade and above in each course **Batch: 2015 – 2019**	PC	C

		Target 2: 65% to 69 % of students securing 'D' grade and above in each course **Batch: 2016 – 2020** **Level 3:** ≥ 70% of students securing 'D' grade and above in each course		
7.	Discussion of UG & PG curriculum and syllabus	Regulation 2013 for III - VI semester curriculum and syllabus were analyzed and the committee identified some technological gaps. To fulfill those gaps content beyond syllabus and value additions are suggested to increase the student's performance.	PC	C
8.	Quality Assurance Initiatives	It was suggested to conduct orientation program on Pedagogy teaching for new faculty. Usage of Information communication tools (ICT) is recommended effectively for improving the quality of teaching and learning. Faculty and students are motivated to take more online courses in SWAYAM (NPTEL) etc and attend more FDPs.	Principal	C
9.	Approval of Value added courses for the academic year 2015-16	It was suggested to plan the Value added courses for this academic year to fill the gaps in curriculum. The tentative schedule of VAC planned was approved by the IQAC. (Annexure - I)	PC	C
10.	Average Percentage of courses with Practical Exposure	It was suggested to give practical exposure to students and to make learning easy. In this regard, after elaborative discussion the committee suggested and approved courses that can be taught with practical component. (Annexure -II)	PC	C
11.	Analysis on PO, PSO & PEO attainment	The evaluated attainment of PSOs, POs & PEOs for the batch 2011-15 and COs are analyzed. It was also suggested to frame rubrics for PEOs. It was suggested to concentrate on the courses that have not attained the specified POs. Further, in majority of department the curriculum correlation has less weightage for PO6, PO7, PO8, PO10, PO11 & PO12. So to improve the attainment level,	PC	C

		• It was planned to arrange seminars and guest lecturers with more industrial participation to attain PO6, PO7 & PO8. • To enhance soft skill training for attaining PO10. • To motivate the students for participating in workshops, symposium, conference and project contests to develop PO9, PO11 & PO12. • It is suggested to conduct remedial classes for slow learners. • All departments are asked to conduct value additions and Hands on training for attainment of PO5 & PO9.		
12.	Analysis on Placement and Training activities	The percentage of placement, for the academic year 2014-2015 is 72.92% in 35 companies. The Placement attainment of this academic year is good. It is suggested to increase the companies visiting for campus recruitment.	T&P	C
13.	Analysis on Students Academic Performance and CO attainment	All departments Previous year CO attainment has been analyzed and found that specific courses have not attained the COs. For attaining those COs, suggestions are provided to focus on these subjects in the current academic year	PC	C
14.	Mentoring and counseling	Every week mentoring and counseling sessions are planned to encourage the slow learners and bright students. Also it is planned for special counseling session along with parents for slow learners.	Faculty	C
15.	Industry Institution Interaction	Students' interaction with industries in terms of internship, industrial projects, inplant training is satisfactory. The mentors should motivate the students to develop their innovative ideas as product type. To encourage their participation and to develop their knowledge in soft tools, industry related trainings are suggested by the committee. The committee further approved the action plan for	Principal& III cell coordinator	C

		seminars, workshops planned by various cell and forums (Annexure -III)		
16.	Extra-curricular activities through sports, NSS, YRC etc	Student's participation level in sports should be increased. The number of programs organized through NSS, YRC etc to be increased for the betterment of the society and environment	Principal, PD & respective coordinator	C
17.	Student performance in competitive exams	The committee suggested all departments to increase the number of student participation in competitive exams and higher studies	PC	C
18.	Professional societies and student forum activities	Number of programs conducted by Professional societies and student forum should be increased. It was suggested to organize more programs through ISTE, CSI, ICT and department associations. 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
19.	Analysis on feedback from Academic Review, Class Committee Meeting and Student's feedback	Individual student's feedback and suggestions are collected by conducting Academic Review meeting and Class Committee meeting periodically. Their feedbacks are reviewed and rectified.	PC	C
20.	Analysis on Feedback obtained from Stakeholders and Analysis of Suggestions given by Feedback Review Committee	The feedbacks from stake holders were analyzed. The responses were satisfactory. A feedback review committee was framed and approved to review the feedbacks given by various stakeholders. The reports submitted by the committee were reviewed and suggestions were given. The IQAC suggested all departments to frame rubrics for analyzing the attainment of PEOs. (Annexure -IV)	Principal	C
21.	Conduct of academic audits	The following file audits were conducted. Faculty files – 2 Audits/ per sem	Academic coordinator	C

		Department files – 1 Audit/year Stock verification for labs & Library- 1/ year. The reports were produced to the cell. It is suggested to conduct Annual Performance audit and submit a consolidated annual report from this year. In this regard, the format for Annual Performance Audit and Annual Report is approved by the committee		
22.	R&D activities	IQAC reviewed the minutes of R&D cell. R&D activities are analyzed and suggested to increase the publications of faculty and research proposals for agencies. The committee recommended to submit atleast 1 proposal per department every semester to various agencies like AICTE, MHRDC, DST etc.	R&D coordinator	C
23.	Library	The number of volumes is added this year is approximately 3896 volumes. It is recommended to increase the number of journal subscription.	Librarian	C
24.	Development of Infrastructure	Infrastructure of institution have been reviewed and found to be good. It was suggested to mount Surveillance cameras to enhance the security measures.	Principal	C
25.	Strategic Plan of Institution	After detailed discussion the IQAC committee approved the strategic plan of the institution.	Principal	C
26.	Any other matter	The committee suggested to conduct regular meetings in various committees like Grievances/ redressel, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums and to submit their remarks in the next meeting.	Principal	C

IQAC COORDINATOR

CONVENER
(Internal Quality Assurance Cell)