

**3rd INTERNAL QUALITY
ASSURANCE CELL
(IQAC) MEETING
ACADEMIC YEAR: 2016- 2017**

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE - 637 215

REF: KSRIET/IQAC/2016-17

DATE: 12.07.2016

CIRCULAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The 3rd Internal Quality Assurance Cell (IQAC) Meeting is planned to be held at the Board room on 22.07.2016 at 10.00 am for the academic year 2016 – 17. In this regard, all the heads, coordinators of various cells, forums and activities are asked to submit their report for 2015- 16 before the meeting. All the IQAC members are asked to attend the meeting without fail.

The agenda is as follows.

1. Review of 2nd IQAC Meeting minutes
2. Review of minutes of DAC meetings (2015-2016 even) & (2016-2017 odd)
3. Review of Governing Council Minutes
4. Annual Report Submission
5. Approval of Increase and Decrease of intake
6. Change of Vision, Mission, POs, PSOs & PEOs of various departments
7. Budget Allocation and Utilization
8. Level & Target Prescription
9. Discussion of curriculum and syllabus
10. Quality Assurance Initiatives
11. Approval of Value added courses for the academic year 2016-17
12. Average Percentage of courses with Practical Exposure
13. Analysis on PO, PSO and PEOs attainment
14. Analysis on Placement and Training activities
15. Analysis on Students Academic Performance in University Examinations and CO attainment
16. Mentoring and counseling
17. Industry Institution Interaction
18. Extra-curricular activities through sports, NSS, YRC etc
19. Student performance in competitive exams
20. Professional societies and student forum activities
21. Analysis on feedback from Academic Review, Class Committee Meeting and Student's feedback
22. Analysis on feedback obtained from Stakeholders and Analysis of Suggestions given by Feedback Review Committee
23. Conduct of academic audits
24. Faculty Development Initiatives and Financial Support

25. Performance Appraisal of Teaching and Non- teaching staff
26. R&D activities
27. Library
28. Development of Infrastructure
29. Grievances/ redressel, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums
30. Any other matter

P. Verma, 12/7/16
IQAC COORDINATOR

[Signature]
PRINCIPAL



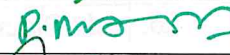




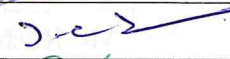







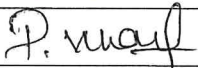

Copy to All Stakeholders

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2016 – 2017

ATTENDANCE SHEET

Date: 22.07.2016

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.T.Arumugam, Vice President/HR, KONE Elevators India Pvt Ltd, Tiruvallur	Employer	
11.	Mr.N.Balamurugan, Product Manager, ZOHU Corporation Pvt Ltd, Chennai	Employer	
12.	Dr.R.Vijayan Professor & Head, Department of Mechanical Engineering, Government Engineering College, Salem.	Academician	
13.	Mr.P.R.Subash, Project Engg, WIPRO SJP- 2, Bangalore.	Alumni	
14.	Mr.Sudarvannan R, IV MECH	Student	
15.	Mr. Vijay.S, III Mech	Student	
16.	Mr. Vijay.P, II Mech	Student	
17.	Mr. SanthoshKumar.V, I Mech	Student	

18.	Ms. Gayathri.T, IV EEE	Student	Gayathri.T
19.	Mr. Thiagarajan.S, III EEE	Student	Thiagarajan.S
20.	Mr. Arun kumar.C, II , EEE	Student	Arunkumar
21.	Ms. Nancy Asmitha P.A, I EEE	Student	Nancy Asmitha P.A
22.	Mr.Prakashraj M, IV ECE	Student	Prakashraj M
23.	Mr. Saravanan.R, III ECE	Student	R. Saranam
24.	Ms. Gokila.T, II ECE	Student	T. Gokila
25.	Mr. Yogesh.S, I ECE	Student	Yogesh
26.	Ms.Chanya P,IV-CSE	Student	Chanya P
27.	Mr.AswinSankar.C, III-CSE	Student	Aswin.Sankar.C
28.	Ms.Pavithra.E, II-CSE	Student	E. Pavithra
29.	Mr.Praveenkumar.M, I-CSE	Student	Praveenkumar
30.	Mr.Muralidharan.R, IV IT	Student	R. Muralidharan
31.	Mr. Roshan.A, III IT	Student	A. Roshan
32.	Mr. Divya.R, II IT	Student	R. Divya
33.	Ms. Janani.M, I IT	Student	M. Janani
34.	Mr.V. Murali , Telecom Manager, BSNL,F/O Shankaranarayanan,103, Modern Builders Colony, Salem – 636 003	Parent	V. Murali

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**Internal Quality Assurance Cell (IQAC)****Minutes of the Meeting****Period:** June 2016 – May 2017**Date of Meeting:** 22.07.2016**Venue:** Board Room

With reference to the circular dated 12.07.2016, 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 3rd Internal Quality Assurance Cell meeting. The coordinator presented the activities of the Institution for the academic year 2015 – 2016 and the future plans for the current academic year 2016 -2017.

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

S. No.	Agenda	Discussion/Action taken	Resp	Target
1.	Review of 2 nd IQAC Meeting minutes (2015-16)	Minutes of the previous meeting were reviewed by the IQAC members	Principal	C
2.	Review of minutes of DAC meetings (2015-2016 even) & (2016-2017 odd)	The minutes of DAC meetings of all departments were reviewed and approved for action in the current academic year. Suggestions and ratifications were done based on the needs.	PC	C
3.	Review of Governing Council Minutes	The minutes of GC was discussed and the suggestions given by the committee was intimated to the various program coordinator for necessary action	Principal & PC	C
4.	Annual Report Submission	The IQAC coordinator presented the annual report for the year 2015-16. The report was analyzed and reviewed. Corrective measures were suggested towards improvement in various areas. (Annexure - I- Annual Report 2015-16)	Principal & PC	C
5.	Approval of Increase and Decrease of intake	The intake for EEE is reduced from 120 to 60 and the intake of Mechanical department is reduced from 180 to 120 from this academic	Principal & PC	C

		year 2016 -17. The same has been applied and approved by AICTE and Anna University		
6.	Change of Vision, Mission, POs, PSOs & PEOs of various departments	There was no major suggestions were received from the stakeholders regarding our Vision, Mission, POs, PSOs & PEOs. So it was suggested to achieve the same.	Principal & PC	C
7.	Budget Allocation and Utilization	The committee reviewed the budget utilization for the financial year 2015-16. After elaborate discussion, the cell also approved the budget allocation for the coming year 2016-17. The reports of audited statement for 2015-16 was verified and approved.	Principal & PC	C
8.	Level & Target Prescription	The target and attainment level of the various batches were discussed. There were no issues in attainment level except few cases. Also discussed the actions to attain the levels.	PC	C
9.	Discussion of curriculum and syllabus	Anna University Regulation 2013 (I to VIII) curriculum and syllabus were discussed and analyzed. They suggested analyzing their corresponding department syllabus and finding out the gaps and further actions to fill the gaps for the better performance.	PC	C
10.	Quality Assurance Initiatives	Suggested to conduct the orientation program on innovative teaching methodology using ICT for the benefits of students' community. Also suggested to use the various assessment tools for analyze the students' performance. The number of students and faculty who attended NPTEL is 70 in the academic year 2015 – 16.	Principal	C
11.	Approval of Value added courses for the academic year 2016-17	The Value addition needed for the year 2016-17 was discussed and approved for implementation. The conduction of VAC approved in the 2 nd IQAC meeting was verified. (Annexure -II)	PC	C

12.	Average Percentage of courses with Practical Exposure	The cell suggested to increase the number of courses that are taught through IPT/Internships/Projects etc to develop their understanding capability through practical implementation. (Annexure -III)	PC	C
13.	Analysis on PO, PSO and PEOs attainment	<p>The evaluated attainment of PO, PSO and PEOs for the batch 2015-16 and COs were analyzed.</p> <ul style="list-style-type: none"> • The attainment of PEO1 & PEO2 was good. Suggested to attain the same in PEO3. Ideas were discussed to conduct the programmes by Higher Education Cell and Entrepreneurship Development Cell • Attainment level of POs was discussed. Guidelines were given to attain the target level. PO5 can be attained by using various ICT tools during their course. • PO11 can be improved by getting any sponsored projects. 	PC	C
14.	Analysis on Placement and Training activities	The percentage of placement for the academic year 2015-2016 is 57.04%. Suggested to improve the placement through by conducting various online assessment exams like Co-Cubes, AMCAT etc. (Annexure -IV)	T&P	C
15.	Analysis on Students Academic Performance in University Examinations and CO attainment	The Anna University result is found to be 68.23% during Nov/Dec 2015 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. (Annexure -V)	PC	C
16.	Mentoring and counseling	The parents/Guardians of weak students are called to meet the mentors and guidelines were given them for further improvements. Similarly	Faculty	C

		given them for further improvements. Similarly bright student's parents were also appreciated for their wards performance.		
17.	Industry Institution Interaction	The committee suggested to conduct industry supported programmes and projects. It was planned to conduct workshop on Bigdata 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 2016-17. The members verified the conduction of approved seminar activities for the year 2015-16 approved in the 2 nd IQAC meeting.(Annexure-VI)	Principal & III cell coordinator	C
18.	Extra-curricular activities through sports, NSS, YRC etc	Won District level gold medal in athletic events like 100m, 200m, 400m running race, 110m hurdles and bronze in 100m running race. Various programmes to be organized through NSS, YRC for the benefit of the society like health awareness, clean city, etc.,	Principal, PD & respective coordinator	C
19.	Student performance in competitive exams	In order to improve the student participation and performance in competitive exams, it is suggested to conduct the workshops on "How to prepare for competitive exams", "Time management tips for competitive exams", etc. The activities of higher education cell, and the programs conducted for career guidance and competitive exams were approved by IQAC.	PC	C
20.	Professional societies and student forum activities	Professional societies and forums are asked to conduct various technical events to enhance the technical skill of students. It was appreciable, however suggested to conduct funded programmes.	PC	C
21.	Analysis on feedback from Academic Review, Class	Student's feedback in Academic Review Meeting, Class committee Meeting has been	PC	C

	Committee Meeting and Student's feedback	reviewed. Suggestions given by them were analyzed and rectified. (Annexure-VII)		
22.	Analysis on feedback obtained from Stakeholders and Analysis of Suggestions given by Feedback Review Committee	Stakeholders' feedbacks were analyzed and reviewed their suggestions. The feedback review committee suggested necessary action for improvements. The comments were analyzed and approved by the members (Annexure -VIII)	Principal	C
23.	Conduct of academic audits	The academic process was verified by the regular auditing systems. The annual Performance Audit report was reviewed.	Academic coordinator	C
24.	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. (Annexure- IX)	Principal	C
25.	Performance Appraisal of Teaching and Non- teaching staff	The Performance Appraisal of Teaching and Non- teaching staff was reviewed and the appreciation details and action taken was discussed. Also suggested to motivate faculty in areas that need improvement	PC	C
26.	R&D activities	R&D cell activities were discussed. Advised faculty members with more than three years experience to register Ph.D. Degree. Suggested to apply some funded projects in thrust areas.	R&D coordinator	C
27.	Library	Approximately 3722 number of volumes were purchased this year. The committee suggested the faculty members to increase the usage of library resources.	Librarian	C
28.	Development of Infrastructure	Infrastructure of institution was very good with high cost investments. Make use of these infrastructures for benefits of student and faculty community.	Principal	C
29.	Grievances/ redressel, sexual harassment, anti	The minutes and the action taken by the respective committee was ratified and approved	Principal	C

	ragging, SC/ST Cell etc, various clubs and forums	after discussion.		
30.	Any other matter	The faculty members were suggested to attend more online certification courses like NPTEL, ICTACT, etc., The inception of various committees and their coordinators were approved after discussion	Principal	C

P. Venk 22/7/16
IQAC COORDINATOR

P. Venk 22/7/16
CONVENER
(Internal Quality Assurance Cell)