

**4th INTERNAL QUALITY
ASSURANCE CELL
(IQAC) MEETING
ACADEMIC YEAR: 2017- 2018**

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE - 637 215

REF: KSRIET/IQAC/2017-18

DATE: 13.07.2017

CIRCULAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The 4th Internal Quality Assurance Cell (IQAC) Meeting is planned to be held at the Board room on 21.07.2017 at 10.00 am for the academic year 2017 – 18. In this regard, all the heads, coordinators of various cells, forums and activities are asked to submit their report for 2016- 17 before the meeting. All the IQAC members are asked to attend the meeting without fail.

The agenda is as follows.

1. Review of 3rd IQAC Meeting minutes
2. Review of minutes of 2016-17 even semester and 2017-18 odd semester DAC meeting
3. Review of Governing Council Minutes
4. Annual Report Submission
5. Change of Vision, Mission, POs, PSOs & PEOs of various departments
6. Budget Allocation and Utilization
7. Level & Target Prescription
8. Discussion of curriculum and syllabus
9. NBA Process
10. Quality Assurance Initiatives
11. Approval of Value added courses for the academic year 2017-18
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


13/7/17
IQAC COORDINATOR


13/7/17
PRINCIPAL

Copy to All Stakeholders

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2017 – 2018

ATTENDANCE SHEET

Date: 21.07.2017

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.	Dr.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 ZOHOO 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. Vijay.S, IV Mech	Student	
15.	Mr. Vijay.P, III Mech	Student	
16.	Mr. SanthoshKumar.V, II Mech	Student	
17.	Mr. Mohanraj.C, I Mech	Student	
18.	Mr. Thiagarajan.S, IV EEE	Student	

19.	Mr. ArunKumar.C III EEE	Student	ArunKumar
20.	Ms. Nancy Asmitha, II EEE	Student	Nancy Asmitha
21.	Ms. Asha.R, I EEE	Student	Asha.R
22.	Mr. Saravanan.R, IV ECE	Student	R. Saravanan.
23.	Ms. Gokila.T, III ECE	Student	T. Gokila
24.	Mr. Yogesh.S, II ECE	Student	Yogesh
25.	Ms. Tejaswini.S, I ECE	Student	T. S.
26.	Mr. AswinSankar C,IV CSE	Student	Aswin
27.	Ms. Pavithra.E, III CSE	Student	Pavithra
28.	Mr. Praveenkumar.M, II CSE	Student	Praveenkumar
29.	Mr. Babu.R, I CSE	Student	Babu
30.	Mr. Roshan.A, IV IT	Student	Roshan
31.	Mr. Divya.R, III IT	Student	Divya
32.	Ms. Janani.M, II IT	Student	Janani
33.	Mr. SanthoshKumar.R, I IT	Student	Santhosh
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 2017 – May 2018**Date of Meeting:** 21.07.2017**Venue:** Board Room

With reference to the circular dated 13.07.2017, the members for Internal Quality Assurance Cell were assembled at the Board Room for the 4th IQAC meeting.

The Principal, Convener of the Internal Quality Assurance Cell welcomed the gathering. The activities of the Institution for the academic year 2016 – 2017 and the future plans for the current academic year 2017 -18 were put forth to the committee members for discussion.

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

S. No	Agenda	Discussion/Action taken	Resp	Target
1.	Review of 3 rd IQAC Meeting (2016-17)	The minutes of the 3 rd meeting was reviewed by the IQAC members	Principal	C
2.	Review of minutes of 2016-17 even semester and 2017-18 odd semester DAC meeting	The minutes of DAC meetings of all departments are reviewed and approved for action in the current academic year. Suggestions and ratifications are done wherever necessary.	PC	C
3.	Review of Governing Council Minutes	The minutes of 7 th 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 2016-17. The report was analyzed and approved. Corrective measures were suggested towards improvement in various areas. (Annexure-I- Annual Report 2016-17)	Principal & PC	C
5.	Change of Vision, Mission, POs, PSOs & PEOs of various departments	No major suggestions were received on change of Vision, Mission, POs, PSOs & PEOs. So it is suggested to continue the same	Principal & PC	C

6.	Budget Allocation and Utilization	The budget utilization for the financial year 2016-17 and its audited statements were verified and approved. After elaborate discussion, the cell also approved the budget allocation for the coming year 2017-18.	Principal & PC	C
7.	Level & Target Prescription	<p>The Course Outcome attainment level prescription for the student batches were discussed and approved as follows.</p> <p><u>Level description for batches 2017-21 to 2019 – 23.</u></p> <p>Level 1: 40% to 44% of students securing 'B+' grade and above in each course</p> <p>Level 2: 45% to 49 % of students securing 'B+' grade and above in each course</p> <p>Level 3: \geq 50% of students securing 'B+' grade and above in each course</p> <p>Target level descriptions are:</p> <p>Batch: 2017 – 2021</p> <p>Target 1: 40% to 44% of students securing 'B+' grade and above in each course</p> <p>Batch: 2018 – 2022</p> <p>Target 2: 45% to 49 % of students securing 'B+' grade and above in each course</p> <p>Batch: 2019 – 2023</p> <p>Level 3: \geq 50% of students securing 'B+' grade and above in each course</p>	PC	C
8.	Discussion of UG & PG curriculum and syllabus	Regulation 2017 for I & II semester curriculum and syllabus were analyzed and discussed for better performance. The choice based credit System is introduced in R2017. The curriculum of R2013 of various departments were reviewed and suggestions were given to conduct various courses/workshops	PC	C
9.	NBA Process	It was suggested to go for NBA Accreditation for all departments. It is suggested to submit	Principal & NBA	C

		SAR by September 2017 and proceed with the documentation process.	coordinator	
10.	Quality Assurance Initiatives	It was suggested to conduct orientation program on Pedagogy teaching for new faculty. Also it is suggested to conduct workshop to address the challenges faced in handling the present generation students. Also suggested to use Information communication tools (ICT) effectively for easy understanding and attractive interaction with students, thereby creating lively learning environment. The NPTEL participation for academic year is 140 and it is appreciable. IQAC appreciated the institution for its awarded in NPTEL with A+ Grade	Principal	C
11.	Approval of Value added courses for the academic year 2017-18	The various departments proposed the Value addition needed for the year 2017-18 for approval. The committee resolved to approve it after discussion. The conduction of VAC approved in the 3 rd IQAC meeting was verified by the IQAC. (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 2013-17 and COs are analyzed.</p> <ul style="list-style-type: none"> • IQAC suggested to take steps for increasing the attainment of PEO3. PEO1 & PEO2 are attained the target level. <p>It was suggested to concentrate on the courses that have not attained the specified POs. To improve the attainment level,</p> <ul style="list-style-type: none"> • It was planned to offer Practical Training on certain topics for PO5. 	PC	C

		<ul style="list-style-type: none"> • It was suggested for the usage of modern tools with respect to the department and its applications to achieve PO9 & PO11. • It was planned to motivate the students to undergo certified courses on programming to co-relate the PO3 & PO8. • It is suggested to conduct more tutorial classes for analytical subjects. 		
14.	Analysis on Placement and Training activities	The percentage of placement for the academic year 2016-2017 is 41.14%. The Placement attainment of this academic year is low compared to the previous year. The number of companies visiting the campus is suggested to be increased further.(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 and 75.47% in Apr/May 2016 and 72.12% during Nov/Dec 2016 Examinations. Previous year CO attainment has been analyzed and found that specific courses have not attained the COs. The recommendations were given to concentrate on these subjects in the current academic year. (Annexure-V)	PC	C
16.	Mentoring and counseling	In addition to regular counseling of students, special counseling session along with parents is suggested for slow learners. Psychological counseling by a psychiatrist in addition to the above is conducted. Individual care is given to create ambient learning environment	Faculty	C
17.	Industry Institution Interaction	Students' are encouraged to interact with the industries in terms of internship, industrial projects, inplant training. It was planned to conduct value added courses on PCB Design, IOT, Cloud computing, composite material etc. More MoUs are to be signed with companies for specific training. The members approved the	Principal & III cell coordinator	C

		<p>action plan for seminars, workshops planned by various cell and forums for the year 2017-18. The members verified the conduction of approved seminar activities for the year 2016-17 approved in the 3rd IQAC meeting.</p> <p>(Annexure –VI)</p>		
18.	Extra-curricular activities through sports, NSS, YRC etc	<p>Won District level gold and silver in athletic events like shot-put, 4x100m relay etc. The number of programs organized through NSS, YRC etc to be increased for the betterment of the society and environment The participation levels are appreciable but the achievements in various meets should be increased.</p>	Principal, PD & respective coordinator	C
19.	Student performance in competitive exams	<p>Student participations in competitive exams should be increased. It is suggested to mentor the students to clear in exams with better percentile.</p>	PC	C
20.	Professional societies and student forum activities	<p>Number of programs conducted by Professional societies and student forum are good. It was suggested to organize more programs through ISTE, CSI, ICT, and department associations.</p> <p>IEI Student chapter to be inaugurated in EEE dept and PALs to be inaugurated by the institution. It is planned to conduct</p> <p>National Conference – 1 /dept</p> <p>National level Technical Symposium – 1/dept</p> <p>Guest Lectures/ workshops – minimum of One program/semester under various professional societies/cells/forums for every academic year.</p>	PC	C
21.	Analysis on feedback from Academic Review, Class Committee Meeting and Student's feedback	<p>Student's feedback in Academic review, Class committee meeting and the action taken on the feedbacks were analyzed. Corrective measures were also suggested by the members.</p> <p>(Annexure -VII)</p>	PC	C

22.	Analysis on feedback obtained from Stakeholders and Analysis of Suggestions given by Feedback Review Committee	Suggestions given by the stake holders are reviewed. Further PO,PSO, PEO attainments are analyzed through their feedbacks and survey and necessary steps are taken to achieve greater heights. The action suggested by feedback review committee was discussed and approved for implementation. (Annexure -VIII)	Principal	C
23.	Conduct of academic audits	For smooth conduction of academic process, academic audits are conducted at regular intervals of the semester. Faculty files – 2 Audits/ per sem Department files – 1 Audit/year Annual Performance Audit – 1 Audit/year Stock verification for labs & Library- 1/ year. The annual Performance Audit report was reviewed by the committee and suggestions were given for improvement	Academic coordinator	C
24.	Faculty Development Initiatives and Financial Support	The details of FDP, Workshops, seminars, STTPs attended by faculty were discussed 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.	PC	C
26.	R&D activities	Activities of R & D cell have been analyzed and found that, there is a significant improvement compared to previous years. The publications in high impact journals should be increased.	R&D coordinator	C
27.	Library	The number of volumes is added this year is approximately 3722 volumes. It is suggested to increase the number of titles, journal subscription on regular basis.	Librarian	C
28.	Development of Infrastructure	Infrastructure of institution have been reviewed and found to be good. Surveillance cameras are	Principal	C

		already in place in ground floor of the main building. But to enhance the security measures, additional cameras were installed this year at vantage points in the campus.		
29.	Grievances/ redressel, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums	The minutes and the action taken by the respective committee was ratified and approved after discussion.	Principal	C
30.	Any other matter	The faculty members are suggested to attend more NPTEL courses.	Principal	C

P. Veen
21/7/17.
IQAC COORDINATOR

[Signature]
21/07/17
CONVENER
(Internal Quality Assurance Cell)