

**6th INTERNAL QUALITY
ASSURANCE CELL
(IQAC) MEETING
ACADEMIC YEAR: 2019- 2020**

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE - 637 215

REF: KSRIET/IQAC/2019-20/01

DATE: 02.07.2019

CIRCULAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The 6th **Internal Quality Assurance Cell (IQAC)** Meeting is planned to be held at the Board room on 20.07.2019 at 10.00 am for the academic year 2019 – 20. In this regard, all the heads, coordinators of various cells, forums and activities are asked to submit their report for 2018- 19 before the meeting. All the IQAC members are asked to attend the meeting without fail.

The agenda is as follows.

1. To approve the Proceedings of the 5th IQAC meeting and it's follow up action
2. Submission of the annual report by the IQAC coordinator
3. To submit and approve the Minutes of Department Advisory Committee meeting of Department of CSE, EEE, ECE, MECH & IT held after the 5th IQAC meeting
4. To note the approval and the action suggested by the 9th governing council meeting held in the academic year 2018-19
5. To review Changes suggested in Vision, Mission, PEO, PSO and POs of various departments
6. To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.
7. To approve the appointment and relieving of Teaching and Non teaching faculty members after the 5th IQAC meeting
8. To submit and approve the budget proposal of institution, various departments and Library for the financial year 2019- 20 and utilization/ Purchase report of 2018-19
9. To submit and ratify the audited statement for the financial year 2018- 19
10. To review and ratify Quality Assurance/Accreditation/ Ranking Initiatives
11. To note the admission/Enrollment details and approve the proposal for the submission of application to increase/decrease the seats / to introduce new course (if any)
12. To review and approve the report submitted by the academic and financial audits committee
13. To discuss the Choice Based Credit System of UG & PG curriculum and syllabus (R2017)

14. To submit and ratify the proceedings of the Feedback Review committee meeting for the academic year 2019-20
15. To ratify and action taken on the proceedings of the Academic Review meeting, Class Committee Meeting and Online Students' Feedback for academic year 2018-19
16. Review and approval of Value added courses/AddOns certification courses organized
17. Review and ratify the Average Percentage of courses with Practical Exposure
18. To submit the result of the Anna University Examination held during Apr/ May 2018 and Nov/Dec 2018
19. To submit and analysis the CO, PO, PSO and PEOs attainment and further action to be initiated
20. To submit and discuss the placement for the last academic year 2018-19 and its improvement
21. To submit and discuss the Faculty development initiatives and financial support in the last academic year 2018-19 and its improvement
22. To review and discuss action taken on performance appraisal of Teaching and Non-Teaching Staff.
23. To submit and discuss the Research work and its progress in the academic year 2018-19
24. To submit and discuss the Industry Institution Interaction activities in the academic year 2018- 19
25. To submit and ratify the proceedings of various committees like Grievances/ redressal, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums.
26. To submit and analysis the MOUs signed by the various department after the 5th IQAC meeting
27. To ratify the participation of students in sports, NSS, NCC, UBA, Swachh Bharath etc. in the academic year 2018- 19
28. To discuss the students' performance in competitive exam like GATE/TANCET etc.
29. To submit and discuss the Energy audit, green audit report received and action taken as per the audited report.
30. Any other matter


IQAC COORDINATOR


PRINCIPAL

Copy to All Stakeholders

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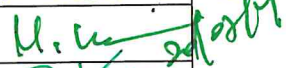
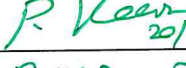



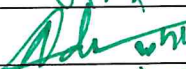
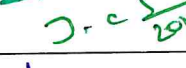








INTERNAL QUALITY ASSURANCE CELL

Academic Year 2019 – 2020 (Odd Sem)

ATTENDANCE SHEET

Meeting: 01

Date: 20.07.2019

S.No	Name of the Committee Members	Role	Signature
1.	Mr.R.Srinivasan	Chairman	
2.	Dr.M.Venkatesan, Principal	Chairperson	 20/7/19
3.	Dr.P.Veena	IQAC Coordinator	 20/7/19
4.	Dr.P.Meenakshi Devi, Head/IT	Member	 20/7/19
5.	Dr.B.Kalaavathi, Head/CSE	Member	 20/7/19
6.	Dr.P.Murugesan, Head/ Mech	Member	 20/7/19
7.	Dr.R.Jeyabharath, Head/EEE	Member	 20/7/19
8.	Dr.R.Nandakumar, Head/ECE	Member	 20/7/19
9.	Dr.J.C.Kannan, Head/S&H	Member	 20/7/19
10.	Mr.Lavanam Amballa, National Campus Manager, Wipro Ltd	Employer	
11.	Mr.Gajendran Ganesapandian, MTS 2Engineer, Paypal, Chennai.	Employer	
12.	Ms.Anitha.R, Principal, Institute of Road & Transport Technology, Chithode, Erode.	Academician	
13.	S.Ilakkiya Associate Engineer – Technology, Virtusa Consulting Services Private Limited, Chennai 600 089. ilakyasengodan@gmail.com.	Alumni	
14.	Mr. SanthoshKumar.V, IV Mech	Student	
15.	Mr. Mohanraj.C, III Mech	Student	
16.	Mr.Samrat G, II Mech	Student	

17.	Ms. Shankar Narayanan.M, IV EEE	Student	<i>ShiNay</i>
18.	Ms. Asha.R, III EEE	Student	<i>R. Asha</i>
19.	Mr. Hemalatha.S, II EEE	Student	<i>S. Hemalatha</i>
20.	Mr. Yogesh.S, IV ECE	Student	<i>Yogesh</i>
21.	Ms. Tejaswini.S, III ECE	Student	<i>S. Tejaswini</i>
22.	Mr. S.Thulasiraman, II ECE	Student	<i>Thulasiraman</i>
23.	Mr.Praveenkumar.M, IV-CSE	Student	<i>Praveen</i>
24.	Mr.Babu.R, III-CSE	Student	<i>Babu</i>
25.	Mr.Jailllesh K, II-CSE	Student	<i>Jailllesh</i>
26.	Ms. Janani.M, IV IT	Student	<i>Janani</i>
27.	Mr. SanthoshKumar.R, III IT	Student	<i>Santhosh</i>
28.	Mr. K.S.Devesh, II IT	Student	<i>Devesh</i>
29.	R. A. Sundaram, Medical Representative, Ranav Herbals, Bangalore. Working area: Erode	Parent	<i>R. A. Sundaram</i>

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting

Meeting : 01

Date of Meeting: 20.07.2019

Venue: Board Room

With reference to the circular dated 02.07.2019, the members for Internal Quality Assurance Cell were assembled at the Board Room for discussion of the various agenda.

The Principal, Convener/ Chairperson of the Internal Quality Assurance Cell welcomed the members for the 6th IQAC meeting. The IQAC coordinator presented the activities of the Institution for the academic year 2018 – 2019 and the future plan of action for the current academic year 2019 -20.

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

Item 1: To approve the Proceedings of the 5th IQAC meeting and it's follow up action

Resolved to approve the Proceedings of the 5th IQAC meeting and the follow up action in the academic year was reviewed

Item 2: Submission of the annual report by the IQAC coordinator

Resolved to ratify the annual report submitted by the institution for the academic year 2018- 19.

Refer Annexure I (Annual Report 2018-19)

Item 3: To submit and approve the Minutes of Department Advisory Committee meeting of Department of CSE, EEE, ECE. MECH & IT held after the 5th IQAC meeting

Resolved to approve the minutes of DAC of various departments and their follow up action

Refer Annexure II

(All Dept DAC Minutes 2018-19 Odd and Even, 2019-20 Odd Sem)

Item 4: To note the approval and the action suggested by the 9th governing council meeting held in the academic year 2018-19

Resolved to Note the approval and the action suggested by the 9th governing council meeting held in the academic year 2018-19

**Refer Annexure III
(Minutes of 9th Governing Council)**

Item 5: To review Changes suggested in Vision, Mission, PEO, PSO and POs of various departments

Feedbacks and suggestions seems to be good, from various stakeholders on Vision, Mission, PEO, PSO and POs. Hence it is suggested to continue the same. Resolved to retain the same

Item 6: To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.

Resolved to ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.

Item 7: To approve the appointment and relieving of Teaching and Non teaching faculty members after the 5th IQAC meeting

Resolved to approve the appointment and relieving of faculty and non teaching staff in the institution during the academic year 2018-19

**Refer Annexure IV
(List of Faculty/ Non Teaching Appointed and Relieved)**

Item 8: To submit and approve the budget proposal of institution, various departments and Library for the financial year 2019- 20 and utilization/ Purchase report of 2018-19

Resolved to approve the budget proposal of institution, various departments and Library for the financial year 2019- 20 and utilization/ Purchase report of 2018-19

Refer Annexure V

(Budget Proposal (2019- 20) and Utilization Report of Institution, Departments and Library (2018-19)

Item 9: To submit and ratify the audited statement for the financial year 2018- 19

Resolved to ratify the audited statement for the financial year 2018- 19

Refer Annexure VI

(Audited statement 2018- 19)

Item 10: To review and ratify Quality Assurance/Accreditation/ Ranking Initiatives

Resolved to ratify the application submitted for NIRF ranking and AISHE survey. Further, resolved to note the NBA approval. The management congratulated the departments with high scores and suggested to improve for better scores in renewal. The committee advised the students and faculty to take more online courses. Further it is also suggested to participate in various surveys like GHRDC etc

Item 11: To note the admission/Enrollment details and approve the proposal for the submission of application to increase/decrease the seats / to introduce new course (if any)

Resolved to note the admission/ Enrollment details are noted. Suggested to improve PG, EEE and Mechanical admissions. Resolved to apply to introduce M.E. Big data, B.E. Cyber Security and B.Tech Biomedical Engineering to AICTE, Anna University and Higher Education Department, Government of Tamil Nadu. Further it was suggested to apply for reduction in intake for PG from 18 to 6 from the academic year 2020-21

Annexure VII

(Admission Details)

Item 12: To review and approve the report submitted by the academic and financial audits committee

The academic process was verified by the regular auditing systems and after elaborate discussion it was approved. The Annual Performance Audit report was reviewed

Item 13: To discuss the Choice Based Credit System of UG & PG curriculum and syllabus (R2017)

Anna University Regulation 2017 curriculum and syllabus were discussed and analyzed. The departments are suggested to fill the gaps in curriculum through seminars, workshops, Value additions and to make the students attain the graduate attributes effectively.

Item 14: To submit and ratify the proceedings of the Feedback Review committee meeting for the academic year 2019-20

Resolved to ratify the proceedings of the Feedback Review committee meeting held and suggested to conduct activities based on the feedback. The feedbacks received from Academic Review, Class Committee Meeting and Student's online feedback are reviewed. Corrective actions were suggested based on feedback. Appreciations were given for faculty with better feedback and counseling for faculty with poor feedback.

Refer Annexure VIII (Feedback Review Committee Minutes)

Item 15: To ratify and action taken on the proceedings of the Academic Review meeting, Class Committee Meeting and Online Students' Feedback for academic year 2018-19

Resolved to ratify the feedbacks received from Academic Review, Class Committee Meeting and Student's online feedback. Corrective actions were suggested based on feedback. Appreciations were given for faculty with better feedback and counseling for faculty with poor feedback.

Refer Annexure IX (ARM Analysis, Online Feedback Consolidated)

Item 16: Review and approval of Value added courses/AddOns certification courses organized

Resolved to approve, Value added courses/AddOns certification courses organized by the institution in the current academic year

Refer Annexure X

(Proposed VAC 2019-20, Organized VAC for 2018-19)

Item 17: Review and ratify the Average Percentage of courses with Practical Exposure

Resolved to approve, 25-30 courses per department for learning with practical exposure to promote better understanding of concepts.

Refer Annexure XI (List enclosed)

Item 18: To submit the result of the Anna University Examination held during Apr/ May 2018 and Nov/Dec 2018

The Anna University result is found to be 67.83% in Apr/May 2018 and 60.8% during Nov/Dec 2018. The committee suggested to improve the results of second year and give more concentration for analytical courses.

Refer Annexure XII (Results Summarization)

Item 19: To submit and analysis the CO, PO, PSO and PEOs attainment and further action to be initiated

The attainment of POs, PSOs and PEOs for the batch 2015 - 2019 and COs were analyzed. Committee suggested to take steps for increasing the attainment of PEO3. It was suggested to concentrate on the courses that have not attained the specified POs. It is also suggested to improve the attainment level and conduct more programs/ remedial classes to aid CO attainment

Refer Annexure XIII (CO, PO Attainment)

Item 20: To submit and discuss the placement for the last academic year 2018-19 and its improvement

The percentage of placement for the academic year 2018-2019 is 49.52%. The number of companies visiting the campus was improved more than the previous year. Suggested to conduct more company specific training for better results

**Refer Annexure XIV
(Placement Details)**

Item 21: To submit and discuss the Faculty development initiatives and financial support in the last academic year 2018-19 and its improvement

The details of FDP, Workshops, seminars, STTPs attended by faculty was discussed and found to be good. Suggested for improve participation by fresher's. Resolved to approve, the financial support given for these initiatives.

**Refer Annexure XV
(FDP List with Financial Support)**

Item 22: To review and discuss action taken on 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 were discussed.

Item 23: To submit and discuss the Research work and its progress in the academic year 2018-19

The R&D work for the academic year 2018-19 was discussed and suggested to improve the number of proposals submitted to funding agencies. The number of journals and conference publications has improved compared to previous year. Increase the number of patent publishing.

**Refer Annexure XVI
(Details of Grant Received, Journal, Patent, Conference Publications)**

Item 24: To submit and discuss the Industry Institution Interaction activities in the academic year 2018- 19

The activities of that were carried out like seminars, workshops, alumni interaction programs and various professional society activities like ISTE, IET, PALS, ICT etc with the involvement of industry professionals for the academic year 2018- 19 are discussed. Further, resolved to approve the seminar planned for the academic year 2019- 20. The number of internships was found to be less; hence committee suggested increasing the participation of inplant training and internships by students. The number of industry projects was also suggested to be increased.

Refer Annexure XVII

(List of Seminars Planned 2019- 20 and Executed for 2018-19)

Item 25: To submit and ratify the proceedings of various committees like Grievances/ redressal, sexual harassment, anti ragging, SC/ST Cell etc, various associations, cells, clubs and forums.

Resolved to ratify the proceedings of various committees like Grievances/ redressal, sexual harassment, anti ragging, SC/ST Cell etc, various associations, cells, clubs and forums for the academic year 2018-19

Item 26: To submit and analysis the MOUs signed by the various department after the 5th IQAC meeting

The MoUs signed by various departments and the institution was reviewed and the committee suggested to increase the signing of number of MoUs and the activities through them.

Item 27: To ratify the participation of students in sports, NSS, NCC, UBA, Swachh Bharath etc. in the academic year 2018- 19

Resolved to ratify the students' participation in sports, NSS, NCC, UBA, Swachh Bharath etc and suggested to improve the contribution to society.

Item 28: To discuss the students' performance in competitive exam like GATE/TANCET etc.

As the participation in competitive exams is less, it is suggested to increase the number and motivate more students to attend GATE.

Item 29: To submit and discuss the Energy audit, green audit report received and action taken as per the audited report.

Resolved to note the energy audit, green audit report and hence take necessary actions suggested by auditors for better energy conservation and green campus ambience

Item 30: Any other matter

The members appreciated the effort taken by the institution for better quality education. Suggestive actions were given for improvement. The chairman thanked the IQAC members for their valuable presence and opinions


P. Venkatesh
20/7/19
IQAC COORDINATOR


20/3/19
CHAIRPERSON (IQAC)