

**8th INTERNAL QUALITY
ASSURANCE CELL
(IQAC) MEETING
ACADEMIC YEAR: 2020- 2021**

K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

TIRUCHENGODE - 637 215

REF: KSRIET/IQAC/2020-21/01

DATE: 01.09.2020

CIRCULAR

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The 8th Internal Quality Assurance Cell (IQAC) Meeting is planned to be held **ONLINE** due to **COVID 19** on 12.09.2020 at 10.00 am for the academic year 2020 – 21(Odd Sem). In this regard, all the heads, coordinators of various cells, forums and activities are asked to submit their report for 2019- 20 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 7th 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 7th IQAC meeting
4. To note the approval and the action suggested by the 11th governing council meeting held in the academic year 2019-20
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 7th IQAC meeting
8. To submit and approve the Utilization/ Purchase report of institution, various departments and Library for the financial year 2019- 20
9. To submit and ratify the audited statement for the financial year 2019- 20
10. To approve the purchase of KSRCT CMS for E- governance management for the institution
11. To review and ratify Quality Assurance/Accreditation/ Ranking Initiatives
12. 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)
13. To review and approve the report submitted by the academic and financial audits committee

14. To discuss the Choice Based Credit System of UG & PG curriculum and syllabus (R2017)
15. To submit and ratify the proceedings of the Feedback Review committee meeting for the academic year 2020-21
16. To ratify and action taken on the proceedings of the Academic Review meeting, Class Committee Meeting and Online Students' Feedback for academic year 2019-20
17. Review and approval of Value added courses/AddOns certification courses organized
18. Review and ratify the Average Percentage of courses with Practical Exposure
19. To submit the result of the Anna University Examination held during Nov/Dec 2019 and Apr/ May 2020
20. To submit and analysis the CO, PO, PSO and PEOs attainment and further action to be initiated
21. To submit and discuss the placement for the last academic year 2019-20 and its improvement
22. To submit and discuss the Faculty development initiatives and financial support in the last academic year 2019-20 and its improvement
23. To review and discuss action taken on performance appraisal of Teaching and Non-Teaching Staff.
24. To submit and discuss the Research work and its progress in the academic year 2019-20
25. To submit and discuss the Industry Institution Interaction activities in the academic year 2019-20
26. To submit and ratify the proceedings of various committees like Grievances/ redressal, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums.
27. To submit and analysis the MOUs signed by the various department after the 7th IQAC meeting
28. To ratify the participation of students in sports, NSS, NCC, UBA, Swachh Bharath etc. in the academic year 2019-20
29. To discuss the students' performance in competitive exam like GATE/TANCET etc.
30. To submit and discuss the Energy audit, green audit report received and action taken as per the audited report.
31. Any other matter


11/9/20
IQAC COORDINATOR


11/9/20
PRINCIPAL

Copy to All Stakeholders

INTERNAL QUALITY ASSURANCE CELL

Academic Year 2020 – 2021

ATTENDANCE SHEET- ONLINE

Meeting: 01

Date: 12.09.2020

S.No	Name of the Committee Members	Role
1.	Mr.R.Srinivasan	Chairman
2.	Dr.M.Venkatesan, Principal	Chairperson
3.	Dr.P.Veena	IQAC Coordinator
4.	Dr.P.Meenakshi Devi, Head/IT	Member
5.	Dr.B.Kalaavathi, Head/CSE	Member
6.	Dr.P.Murugesan, Head/ Mech	Member
7.	Dr.R.Jeyabharath, Head/EEE	Member
8.	Dr.R.Nandakumar, Head/ECE	Member
9.	Dr.J.C.Kannan, Head/S&H	Member
10.	Dr.P.Krishnamoorthi, Scientist – B, Research, Philips electronics India Ld, Mayata Tech Park, Bangalore.	Industrialist
11.	Dr.S.Matheswaran, Managing Director United Manufacturing India,Salem	Industrialist
12.	Dr.R.Sasikala, Associate Professor & HoD School of Computer Science and Engineering, VIT University, Vellore	Academician
13.	Mr.A.Alexraj Software Engineer, Hexaware Technologies, Chennai	Alumni
14.	Mr. Mohanraj.C, IV Mech	Student
15.	Mr.Samrat G, III Mech	Student
16.	Ms. Asha.R, IV EEE	Student
17.	Mr. Hemalatha.S, III EEE	Student
18.	Ms. Tejaswini.S,IV ECE	Student

19.	Mr. S.Thulasiraman, III ECE	Student
20.	Mr.Babu.R, IV-CSE	Student
21.	Mr.Jaillesh K, III-CSE	Student
22.	Mr. SanthoshKumar.R, IV IT	Student
23.	Mr. K.S.Devesh, III IT	Student
24.	Mr.J.Ramesh Bhonsle F/O Ms.Sushma Foreman, Vigneshwara Concrete, Bangalore	Parent

P. Venk
12/9/20
IQAC COORDINATOR

A. S. S. S. S.
12/9/20
PRINCIPAL

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: 12.09.2020

Venue: Board Room

With reference to the circular dated 03.07.2020, the members for Internal Quality Assurance Cell connected ONLINE for the 8th IQAC meeting through google meet.

The Principal, Convener/ Chairperson of the Internal Quality Assurance Cell welcomed the members for the meeting. The IQAC coordinator presented the activities of the Institution for the academic year 2019 – 2020 and the future plan of action for the current academic year 2020 -21.

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

Item 1: To approve the Proceedings of the 7th IQAC meeting and it's follow up action

Resolved to approve the Proceedings of the 7th 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 2019- 20.

Refer annexure I (Annual Report 2019-20)

Item 3: To submit and approve the Minutes of Department Advisory Committee meeting of Department of CSE, EEE, ECE. MECH & IT held after the 7th IQAC meeting

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

Refer annexure II (All Dept DAC minutes, 2020-21 Odd Sem)

Item 4: To note the approval and the action suggested by the 11th governing council meeting held in the academic year 2019-20

Resolved to Note the approval and the action suggested by the 11th governing council meeting held in the academic year 2019-20

Refer annexure III (Minutes of 11th 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 7th IQAC meeting

Resolved to approve the appointment and relieving of faculty and non teaching staff in the institution during the academic year 2019-20

Refer Annexure IV (List of Faculty/ non teaching appointed and relieved)

Item 8: To submit and approve the Utilization/ Purchase report of institution, various departments and Library for the financial year 2019- 20

Resolved to approve the Utilization/ Purchase report of institution, various departments and Library for the financial year 2019- 20

Refer Annexure V

(Utilization report of Institution, Departments and Library (2019-20)

Item 9: To submit and ratify the audited statement for the financial year 2019- 20

Resolved to ratify the audited statement for the financial year 2019- 20

Refer Annexure VI (Audited statement 2019- 20)

Item 10: To approve the purchase of KSRCT CMS for E- governance management for the institution

Resolved to approve the purchase of KSRCT CMS for E-governance management to achieve better management, reduction of paper usage and remote accessing for students and faculty

Item 11: 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 12: 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 and EEE admissions. It is approved to reduce the PG intake from 18 to 6.

Annexure VII (Admission Details)

Item 13: 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 is suggested to be submitted in the next IQAC meeting as the results have not been published yet

Item 14: 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 15: To submit and ratify the proceedings of the Feedback Review committee meeting for the academic year 2020-21

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 16: To ratify and action taken on the proceedings of the Academic Review meeting, Class Committee Meeting and Online Students' Feedback for academic year 2019-20

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 17: 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 2020-21, Organized VAC for 2019-20)

Item 18: 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 19: To submit the result of the Anna University Examination held during Nov/Dec 2019 and Apr/ May 2020

The Anna University result is found to be 63.78% during Nov/Dec 2019. The exams for Apr/May are postponed due to COVID. The committee suggested to give more exposure for online exams and MCQ for next examinations.

Refer Annexure XII (Results Summarization)

Item 20: 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 21: To submit and discuss the placement for the last academic year 2019-20 and its improvement

The percentage of placement for the academic year 2019-2020 is 54.01%. 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 22: To submit and discuss the Faculty development initiatives and financial support in the last academic year 2019-20 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 23: 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 24: To submit and discuss the Research work and its progress in the academic year 2019-20

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 25: To submit and discuss the Industry Institution Interaction activities in the academic year 2019- 20

The activities of that were carried out like seminars, workshops, alumni interaction programs and various professional society activities like ISTE, IEI, 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 2020- 21 and Executed for 2019-20)

Item 26: To submit and ratify the proceedings of various committees like Grievances/ redressal, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums.

Resolved to ratify the proceedings of various committees like Grievances/ redressal, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums for the academic year 2019-20

Item 27: To submit and analysis the MOUs signed by the various department after the 7th 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 28: To ratify the participation of students in sports, NSS, NCC, UBA, Swachh Bharath etc. in the academic year 2019-20

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

Item 29: 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 30: 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 31: Any other matter

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


IQAC COORDINATOR


CHAIRPERSON (IQAC)