



K.S.R. COLLEGE OF ENGINEERING
(Autonomous)
K.S.R. Kalvi Nagar, Tiruchengode
Namakkal DT, Tamil Nadu - 637 215

INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETING OF IQAC FOR 2018-2019

CONTENT

S.No.	Meetings	Dates
1.	Minutes of Meeting - 1	14.07.2018
2.	Minutes of Meeting - 2	30.07.2018
3.	Minutes of Meeting - 3	15.03.2019



K.S.R.COLLEGE OF ENGINEERING

(An Autonomous Institution, Approved by AICTE, New Delhi & Affiliated to Anna University)

K.S.R. Kalvi Nagar, Tiruchengode- 637 215,
Namakkal District, Tamilnadu

Ph:04288-274213, FAX:04288-274757, Email:principal@ksrce.ac.in

Ref. 012/KSRCE/Autonomous/Academic Audit Committee/2018-19

Date: 10.07.2018

To

Academic Audit Committee Members

Dear Sir/Madam,

Sub: Academic Audit Committee Meeting – Invited - Reg.


All the Academic Audit Committee members are invited to attend the meeting for the academic year 2017-2018 (Odd Semester) as schedule given below.

Meeting No.	01	Date & Time	14/07/2018 & 10.00 a.m.
Venue	A-Block - Training Hall - 1		

AGENDA

No.	Items
01.	Verifying the corrected Internal test note books of all UG & PG courses.
02.	Cross verifying the marks entries in the consolidated mark sheets and the test note books.
03.	Verifying the structure & standards of the Question papers as Blooms Taxonomy.
04.	Verifying the requisition letters received from absentees and failures to conduct retests.
05.	Observation of Audit Reports and action to be taken.


10/7/18
IQAC COORDINATOR


PRINCIPAL
K.S.R. COLLEGE OF ENGINEERING
K.S.R. KALVI NAGAR,
TIRUCHENGODE-637 215


PRINCIPAL



Minutes of the Academic Audit Committee Meeting

Name of the Forum	Academic Audit Committee
Meeting No.	01
Date & Time	14.07.2018 & 10.00 a.m.
Venue	A-Block Training Hall-1

Agenda of the Meeting:

No.	AGENDA
01.	Verifying the corrected Assessment test note books of all UG & PG courses.
02.	Cross verifying the marks entries in the consolidated mark sheets and the test note books.
03.	Verifying the structure & standards of the Question papers as Blooms Taxonomy.
04.	Verifying the requisition letters received from absentees and failures to conduct retests.
05.	Observation of Audit Report and action to be taken.

Discussion and Action Taken Report

The list of members attended the meeting is given in Annexure-I.

The Principal welcome the Academic Audit Committee members to the second meeting. The items listed in the agenda were taken for discussion and action taken report one by one.

The minutes of the meeting are as follows:

Item - 01	Verifying the corrected Assessment test note books of all UG & PG courses.
Discussion	In the corrected test note books, the parameters to be verified were taken for discussion.
Resolution (Action Taken)	It was decided to verify the total of the marks and any omission of uncorrected answer in a random sampling method.
Item - 02	Cross verifying the marks entries in the consolidated mark sheets and the test note books.

Discussion	To verify the correctness of the consolidated mark sheets.
Resolution (Action Taken)	It was accepted to cross verify the marks in the test note books and consolidated mark sheets to find out any deviations during the entry of marks.
Item - 03	Verifying the Pattern and Standards of the Question papers.
Discussion	The specified Pattern of the Blooms taxonomy to be adopted for the tutorials, cycle test, terminals and model question papers.
Resolution (Action Taken)	It was decided to check the Pattern of the Question papers as Specified in Blooms Taxonomy by the senior faculty members.
Item - 04	Verify the requisition letters received from absentees to conduct retests.
Discussion	Retest for the failures and absentees were made compulsory to enhance the performance of the students.
Resolution (Action Taken)	It is resolved that retest for absentees and failures has to be conducted for all cycle and terminal tests.
Item - 05	Random checking of Lab & Theory Log Books.
Discussion	Lab and Theory Log Books will be audited by the auditors.
Resolution	It is resolved that Lab and Theory Log Books will be audited by the auditors effectively.
Item - 06	Observation of Audit Report and action to be taken.
Discussion	Prepare an observation report of audit and the same to be submitted to the coordinator duly signed by Principal on specified time.
Resolution (Action Taken)	It is resolved that, the corrections in auditing is to be carried out with the approval of the Principal and submit Audit Report in specified time.

The Principal thanks all the members of the Academic Audit Committee for their valuable suggestions and coordination.


IQAC COORDINATOR


CHAIRMAN
(ACADEMIC AUDIT COMMITTEE)



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ACADEMIC AUDIT COMMITTEE MEETING

Meeting No.	01	Date & Time	14/07/2018 & 10.00 a.m.
Venue	A-Block Training Hall 1		

List of members presented:

Sl.No.	Name	Designation	Position	Signature
1.	Dr. P. Senthil kumar	Principal	Chairman	
2.	Dr. E. Baby Anitha	Assoc. Prof. / CSE	Member	
3.	Dr. P. Sudha	Asst. Prof./CIVIL	Member	
4.	Dr. T. Poongothai	Professor/ CSE	Member	
5.	R. Veeramani	Asst. Prof./ECE	Member	
6.	Dr. P. Suganya	Professor / EEE	Member	
7.	Dr. A. Maheswari	Asso.Prof. / EEE	Member	
8.	Mr. K. Venkateshwaran	Asst.Prof. / MECH	Member	
9.	Mrs. S. Jeyabarathi	Asst.Prof. / Maths	Member	
10.	Dr. M. Rajasekar	Asst.Prof. / Chemistry	Member	
11.	Mr. V.M. Navaneethakumar	Asst.Prof./ MCA	Member	
12.	Dr. R.V.M. Rangarajan	Prof. / IQAC	Convener	



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30/07/18

INTERNAL QUALITY ASSURANCE CELL (IQAC)
MINUTES OF THE SECOND MEETING

Minutes of the Second IQAC (Internal Quality Assurance Cell) Meeting of K.S.R.College of Engineering (Autonomous), Tiruchengode, held on 30-07-2018 at 10.30 a.m. in the Training hall, main building.

COMPOSITION OF IQAC MEMBERS

S.No.	Name & Designation of IQAC Members	Capacity
1.	Dr. P. Senthilkumar, Principal	Chairperson
2.	Dr. A. Mahabub Basha, Director	Senior Administrative Officers
3.	Dr. R.Venkatachalam, HoD / Automobile	
4.	Mr. S. Gopinath, CoE	
5.	Mr. K. Venkatachalam, Administrative Officer	
6.	Dr. T. Palanisamy, Asst.Professor, NIT K, Surathkal, Bangalore	External Member
7.	Dr. P Suganya, Professor / EEE	Teachers
8.	Dr. T. Poongothai, Professor / CSE	
9.	Dr. T. Sureshkumar, Professor / Mech.	
10.	Dr. M. Gnanasekaran, Professor / Mech.	
11.	Dr. P. Sudha, Professor / Civil	
12.	Dr. M. Rajasekar, AP / Chemistry	
13.	Dr. T. Vijayalakshmi, AP / MBA	Alumni
14.	Mr. N. Mohanraj, Paypal, Chennai	
15.	Mr. C. Nareshkumar, WEG Industries, Chennai	Industrialists
16.	Mr. E. Jagatheesan, Eagle Rebar Engineering Services India Pvt., Tiruchengode.	
17.	Mr. M. Nandhakumar, Designwise, Erode	

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18.	Mr. S. Sudharsan, Wipro, Chennai	Employers
19.	Mr. S. Kirthivasan, VIRTUSA, Chennai	
20.	Dr. R.V.M. Rangarajan, Professor / Mathematics	Coordinator

Dr. R.V.M. Rangarajan – IQAC coordinator, welcomed the IQAC Committee members, presided over the meeting. He briefed the Goals, Objectives, Strategy, Functions, Benefits, Follow-ups, roles and responsibilities of members of the institution and also presented the report. He invited the members to share their views.

The items in the agenda were taken for discussion one by one.

1. Considered the First IQAC committee meeting held on 03-12-2017.

RESOLVED that the minutes of the first meeting were ratified and unanimously approved by all the members of IQAC.

2. Considered the academic activities of the College.

RESOLVED to bear out the communication pertinent to the academic activities like Teaching- Learning process, admission criteria, communication from various academic agencies, compliance with norms, standards and guidelines.

3. Considered the communication through SMS to parents.

RESOLVED to update the contact numbers of parents in the database to make the SMS way of communication more effective and put in the picture to provide details regarding the academic activities/schedule.

4. Considered the question bank preparation.

RESOLVED to prepare question papers by the faculty by unit wise so as to create question bank which will be used to set question papers for the terminal examination and model examinations and submit the same to the HoD's of the concerned departments.

5. Considered the results in the semester end examinations.

RESOLVED to take extra effort to bring better results in the end semester examinations and also advised to effective strategies to bring down number of arrears.

6. Considered the orientation programme for B.E./B.Tech. aspirants during the academic year 2018-19.

RESOLVED to plan well in advance and identify the right resource persons to invite for the orientation programme for B.E./B.Tech. aspirants of 2018-19.

7. Considered the designing of curriculum for Regulation 2018.

RESOLVED to design a curriculum for Regulation 2018, pertaining to AICTE guidelines, satisfy the expectations of the industry and the society.

8. Considered the modifications in the curriculum and syllabus.

RESOLVED to plan well to bring necessary modifications in the curriculum and syllabus to meet and fulfil the industry expectations and to incorporate it in Regulation 2018.

9. Considered the completion of Board of Studies meeting.

RESOLVED to formulate a strategy and plan well in advance to complete the BoS meeting on or before 31-08-2018.

10. Considered the uniformity in the syllabus content and course code.

RESOLVED to maintain uniformity in the syllabus content and course code to avoid confusion. In addition, it was also decided to make workshop pertaining to curriculum and syllabus mandatory before going for framing the same and record the suggestions of the faculty members in a separate file before each BoS meeting.

11. Considered the updating of college website.

RESOLVED to look into the college website and share information regarding their departments, if any, to Dr. A. Rajivkannan, HoD/CSE, for suitable updation.

12. Considered the Annual Stock Verification.

RESOLVED to verify the Stock in all the laboratories and Library and the submit the reports to stock verification committee convener Dr. G. Singaravel, HoD/IT, about the current status.

13. Considered the fetching of research grants.

RESOLVED to delve into the website of various funding agencies and apply for the projects. Further, it was also discussed to encourage the faculty members to take necessary steps to get Ph.D. guideship, within six months, in Anna University, Chennai.

14. Considered the activities of the Statutory and Non-statutory committee.

RESOLVED to conduct meetings of the Statutory and Non-statutory committees of the college and submit the minutes.

15. Considered the conduct of Academic Council Meeting.

RESOLVED to conduct the Academic Council Meeting which would be held on 10th August 2018.

Dr. P. Senthilkumar, Principal, solicited the continued support of the members for sharing their rich knowledge and wide experience for furthering the mission of the IQAC.

Dr. R.V.M. Rangarajan, Coordinator, IQAC, proposed the vote of thanks to all the members of the IQAC Committee and expressed gratitude for their sustained involvement and for making the meeting a grand success.


IQAC COORDINATOR


PRINCIPAL



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30/07/2018

VENUE	TRAINING HALL	DATE	30/07/2018
MEETING NO.	#2	TIME	10:30 A.M.

MEMBERS PRESENT

S.No.	Name & Designation of IQAC Members	Capacity	Signature
1.	Dr. P. Senthilkumar, Principal	Chairperson	
2.	Dr. A. Mahabub Basha, Director	Senior Administrative Officers	
3.	Dr. R. Venkatachalam, HoD / Automobile		
4.	Mr. S. Gopinath, CoE		
5.	Dr. P. Suganya, Professor / EEE	Teachers	
6.	Dr. T. Poongothai, Professor / CSE		
7.	Dr. M. Gnanasekaran, Professor / Mech.		
8.	Dr. P. Sudha, Professor / Civil		
9.	Dr. M. Rajasekar, AP / Chemistry		
10.	Dr. T. Vijayalakshmi, AP / MBA		
11.	Mr. E. Jagatheesan, Eagle Rebar Engineering Services India Pvt., Tiruchengode.	Industrialists	
12.	Mr. M. Nandhakumar, Design wise, Erode		
13.	Mr. S. Sudharsan, Wipro, Chennai	Employers	
14.	Dr. R.V.M. Rangarajan, Professor / Mathematics	Coordinator	



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Ref. 012/KSRCE/Autonomous/Academic Audit Committee/2018-19

Date: 10.03.2019

To

Academic Audit Committee Members

Dear Sir/Madam,

Sub: Academic Audit Committee Meeting – Invited - Reg.

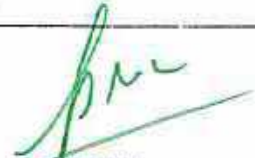
All the Academic Audit Committee members are invited to attend the meeting for the academic year 2017-2018 (Odd Semester) as schedule given below.

Meeting No.	02	Date & Time	15/03/2019 & 10.00 a.m.
Venue	A-Block - Training Hall - 1		

AGENDA

No.	Items
01.	Verifying the corrected Internal Assessment test note books of all UG & PG courses.
02.	Cross verifying the marks entries in the consolidated mark sheets and the test note books.
03.	Verifying the structure & standards of the Question papers as Blooms Taxonomy.
04.	Verifying the requisition letters received from absentees and failures to conduct retests.
05.	Observation of Audit Reports and action to be taken.
06.	OBE - Course Outcome Mapping.


IQAC COORDINATOR 10/3/19


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Minutes of the Academic Audit Committee Meeting

Name of the Forum	Academic Audit Committee
Meeting No.	02
Date & Time	15.03.2019 & 10.00 a.m.
Venue	A-Block Training Hall-1

Agenda of the Meeting:

No.	AGENDA
01.	Verifying the corrected Internal Assessment test note books of all UG & PG courses.
02.	Cross verifying the marks entries in the consolidated mark sheets and the test note books.
03.	Verifying the structure & standards of the Question papers as Blooms Taxonomy.
04.	Verifying the requisition letters received from absentees and failures to conduct retests.
05.	Observation of Audit Report and action to be taken.
06.	OBE - Course Outcome Mapping.

Discussion and Action Taken Report

The list of members attended the meeting is given in Annexure-I.

The Principal welcome the Academic Audit Committee members to the second meeting. The items listed in the agenda were taken for discussion and action taken report one by one.

The minutes of the meeting are as follows:

Item – 01	Verifying the corrected Internal test note books of all UG & PG courses.
Discussion	In the corrected test note books, the parameters to be verified were taken for discussion.
Resolution (Action Taken)	It was decided to verify the total of the marks and any omission of uncorrected answer in a random sampling method.
Item – 02	Cross verifying the marks entries in the consolidated mark sheets and the test note books.

Discussion	To verify the correctness of the consolidated mark sheets.
Resolution (Action Taken)	It was accepted to cross verify the marks in the test note books and consolidated mark sheets to find out any deviations during the entry of marks.
Item – 03	Verifying the Pattern and Standards of the Question papers.
Discussion	The specified Pattern of the Blooms taxonomy to be adopted for the tutorials, cycle test, terminals and model question papers.
Resolution (Action Taken)	It was decided to check the Pattern of the Question papers as Specified in Blooms Taxonomy by the senior faculty members.
Item – 04	Verify the requisition letters received from absentees to conduct retests.
Discussion	Retest for the failures and absentees were made compulsory to enhance the performance of the students.
Resolution (Action Taken)	It is resolved that retest for absentees and failures has to be conducted for all cycle and terminal tests.
Item – 05	Random checking of Lab & Theory Log Books.
Discussion	Theory and Laboratory Books will be audited, having Course outcomes and Programme Outcomes of the programmes by the auditors.
Resolution	It is resolved that Lab and Theory Log Books will be audited by the auditors effectively according to the norms of Outcome Based Education.
Item – 06	Observation of Audit Report and action to be taken.
Discussion	Prepare an observation report of audit and the same to be submitted to the coordinator duly signed by Principal on specified time.
Resolution (Action Taken)	It is resolved that, the corrections in auditing is to be carried out with the approval of the Principal and submit Audit Report in specified time.

The Principal thanks all the members of the Academic Audit Committee for their valuable suggestions and coordination.


IQAC COORDINATOR


CHAIRMAN
(ACADEMIC AUDIT COMMITTEE)



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ACADEMIC AUDIT COMMITTEE MEETING

Meeting No.	03	Date & Time	15/03/2019 & 10.00 a.m.
Venue	A-Block Training Hall 1		

List of members presented:

Sl.No.	Name	Designation	Position	Signature
1.	Dr. P. Senthil kumar	Principal	Chairman	
2.	Dr. E. Baby Anitha	Assoc. Prof. / CSE	Member	
3.	Dr. P. Sudha	Asst. Prof./CIVIL	Member	
4.	Dr. T. Poongothai	Professor/ CSE	Member	
5.	R. Veeramani	Asst. Prof./ECE	Member	
6.	Dr. P. Suganya	Professor / EEE	Member	
7.	Dr. A. Maheswari	Asso.Prof. / EEE	Member	
8.	Mr. K. Venkateshwaran	Asst.Prof. / MECH	Member	
9.	Mrs. S. Jeyabarathi	Asst.Prof. / Maths	Member	
10.	Dr. M. Rajasekar	Asst.Prof. / Chemistry	Member	
11.	Mr. V.M. Navaneethakumar	Asst.Prof./ MCA	Member	
12.	Dr. R.V.M. Rangarajan	Prof. / IQAC	Convener	