



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 2019-2020

CONTENT

S.No.	Meetings	Dates
1.	Minutes of Meeting - 1	16.08.2019
2.	Minutes of Meeting - 2	26.09.2019
3.	Minutes of Meeting - 3	10.01.2020



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. 013/KSRCE/IQAC Committee Meeting/2019-20

Date: 15.08.2019

To

All the IQAC Members

Dear Sir,

Sub: IQAC Meeting - Invited - Reg.

The IQAC is monitoring academic activities and continuous evaluation and upgradation. We are pleased to invite you all the Member of the IQAC for the meeting to discuss the various academic activities of our Institution. The venue and the timing given below:

Meeting No.	03	:	Date & Time	16/08/2019 & 10.00 a.m.
Venue		:	A-Block -Training Hall	

We are expecting your august presence to enhance the academic excellence of this Institution.

Thank you,


IQAC COORDINATOR


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



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

Date: 20.08.2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE FIRST MEETING

Minutes of the First IQAC Meeting of held on 16.08.2019 at 10.30 a.m. in the IQAC Cabin, A-Block, Main Building.

MEMBERS PRESENT

1. Dr. P. Senthilkumar, Principal-Chair person
2. Dr. E. Baby Anitha, ASP/CSE- Member
3. Dr. S. Nithyakalyani, ASP/IT – Member
4. Mr. R. Veeramani, ASP/ECE –Member
5. Dr. P. Sudha, Professor/ Civil – Member
6. Mr. J. Sivapragasam, Asst.Professor/Physics – Member
7. Dr. R.V.M. Rangarajan, IQAC Coordinator & Convener

At the outset, Dr. P. Senthilkumar, Pricipal, KSRCE and Chairperson, IQAC Committee extended a cordial welcome to all the members. He requested Dr. R.V.M. Rangarajan, IQAC Coordinator to conduct the meeting and to take up the agenda for discussion.

The coordinator, IQAC gave a brief presentation on the the constitution, guidelines of the IQAC and its role. The IQAC cell was formed as per the regulations as prescribed by the NAAC. The aim of the cell is to initiate measures to channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

AGENDA:

1. Discussion with respect to NBA Accreditation.
2. Discussion with various committees and Functions.
3. Discussion of submission of AQAR
4. Discussion of formation Institute Policy Manuals

DISCUSSIONS:

The minutes of the Previous IQAC meeting and the action taken report were presented and approved by the members.

Agenda 1:

As the institution is under the NBA Accreditation Process, the Criterion wise Coordinators are assigned:

S.No.	Descriptions (Criteria)	NBA Accreditation Processing Departments	Coordinators
1.	Criterion 1 to 7	Computer Science	Dr. A. Rajivkannan
		Electrical and Electronics Engineering	Dr. S. Ramesh
		Electronics and Communication Engineering	Dr. P. S. Periasamy
		Mechanical Engineering	Dr. N. Shivasankaran Dr. A.V. Balan
2.	Criteria 8	Common	Dr. V. Revathi
3.	Criteria 9		Dr. N.S. Shanthi
4.	Criteria 10		Dr. R. Venkatachalam

Resolution: It is resolved that the above coordinators will take responsibilities for the successful NBA Accreditation Process.

Agenda 2:

IQAC has formed the 46 various committees (Refer Annexure - I) for development of the Academic Excellence.

Resolution:

It was resolved that the above coordinators for the concerned committees will be responsible to promote institutional functioning towards quality enhancement of academic and administrative performance of the institution.

Agenda 3:

Institution Accredited by NAAC need to submit an Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. It proposed to submit the Report by the end of September.

Resolution:

It was resolved that the IQAC coordinator will coordinate all the department and acquire the need information for the submission of the AQAR at the stipulated period.

Agenda 4:

The IQAC Coordinator has prepared the Institutional Quality Policy Manual (Refer Annexure II) and presented for suggestions.

Resolution:

It was resolved that the Quality Policy Manual was approved by the members.

Conclusion:

The IQAC Coordinator thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future endeavors of IQAC.

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


IQAC COORDINATOR


PRINCIPAL
PRINCIPAL
K.S.R. COLLEGE OF ENGINEERING
K.S.R. KALVIN
TIRUCHENGODE, TAMIL NADU



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

IQAC MEETING – ATTENDANCE

Meeting No.	03	:	Date & Time	16/08/2019 & 10.00 a.m.
Venue		:	A-Block Training Hall	

List of Members Presented:

Sl.No.	Name	Designation	Position	Signature
1.	Dr. P. Senthilkumar	Principal	Chairman	
2.	Dr. R. Venkatachalam	HoD/ Automobile	Member	
3.	Dr. T. Poongothai	Prof. / CSE	Member	
4.	P. Sudha	Prof./Civil	Member	
5.	P. Suganya	Prof. / EEE	Member	
6.	Dr. T. Sureshkumar	Prof. / Mech	Member	
7.	T. Vijayalakshmi	Prof./MBA	Member	
8.	R.V.M. RANGARAJAN	IQAC Coordinator	Convener	

K.S.R.COLLEGE OF ENGINEERING (Autonomous) : TIRUCHENGODE - 637 215

Date: 25-09-2019

Time : 09.30 a.m.


CIRCULAR

Classification	√ ROUTINE	IMMEDIATE
ORIGINATOR : PRINCIPAL		CIRCULATED TO : All Departments

Sub.: IQAC Meeting - Req.

The following Conveners of the IQAC, are requested to attend the meeting in the IQAC Cell on 26-09-2019 (Thursday) at 12.30 p.m., in regard with the continuous Quality Assurance of the Institution.

S.No.	IQAC Conveners
1.	Dr. T. Poongothai Prof./ CSE
2.	Dr. E. Baby Anitha, Assoc. Prof. / CSE
3.	Dr. P. Suganya, Prof. / EEE
4.	Dr. P. Sudha, Assoc. Prof. / Civil
5.	Dr. S. Nithyakalyani, Assoc. Prof / IT
6.	Mr. R. Veeramani, Assoc. Prof. / ECE
7.	Mr. J. Sivaprakasham, Asst. Prof. / Physics



PRINCIPAL

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

Circulated to:

1. All HoDs for circulation among their Faculty.

.....

EVIDENCE OF COMPLETION

Number of persons not received / seen: - _____
Signature of Originator with Date and time.



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

Date: 26.09.2019

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE FIRST MEETING

Minutes of the Second IQAC Meeting of held on 26.09.2019 at 12.30 a.m. in the IQAC Cabin, A-Block, Main Building.

MEMBERS PRESENT

1. Dr. P. Senthilkumar, Principal-Chair person
2. Dr. E. Baby Anitha, ASP/CSE- Member
3. Dr. S. Nithyakalyani, ASP/IT - Member
4. Mr. R. Veeramani, ASP/ECE -Member
5. Dr. P. Sudha, Professor/ Civil - Member
6. Mr. J. Sivapragasam, Asst.Professor/Physics - Member
7. Dr. R.V.M. Rangarajan, IQAC Coordinator & Convener

At the outset, Dr. P. Senthilkumar, Pricipal, KSRCE and Chairperson, IQAC Committee extended a cordial welcome to all the members. He requested Dr. R.V.M. Rangarajan, IQAC Coordinator to conduct the meeting and to take up the agenda for discussion.

The coordinator, IQAC gave a brief presentation on the constitution, guidelines of the IQAC and its role. The IQAC cell was formed as per the regulations as prescribed by the NAAC. The aim of the cell is to initiate measures to channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

AGENDA:

1. Revamp of constitution of IQAC members.
2. First year Induction Programme.
3. Faculty skill Development Programmes.
4. Students Skill Development Programmes.
5. Internal Academic Auditing.
6. External Academic and Administrative Auditing.
7. Monitoring of various committees (64 committees) of the college.
8. Monitoring and internal and External auditing for NBA process.
9. NIRF Participation.
10. MoU with higher educational Institute and Industries.
11. Training and placement activities.
12. Annual Quality Assurance Report (AQAR – 2019-20) submission.

DISCUSSIONS:

The minutes of the Previous IQAC meeting and the action taken report were presented and approved by the members.

Agenda 1:

Revamp of constitution of IQAC members was discussed.

Resolution:

It was resolved and approved that the new IQAC members may reconstitute as per the norms of NAAC with effect from 2020-21 onwards.

Agenda 2:

First year Induction Programme.

Resolution:

It was resolved and approved to organize the first year Induction Programme effectively. The entire programme is endorsed to Science and Humanities department to organize in a smooth manner. The coordinator of the programme is requested to submit the detailed schedule of the events, invitation of various resource persons well in advance.

Agenda 4:

Discussion made on conducting internal audit for Assessment Test held on the month of September 2019.

Resolution:

It was resolved that the internal Assessment Audit will be conduct during the first week of October 2019.

Agenda 5:

Discussion made on conducting External audit for Academic and Administrative Audit in the month of December 2019.

Resolution:

It was resolved and approved to conduct the Academic and Administrative Audit during the last week of December 2019.

Agenda 6:

IQAC has formed the 46 various committees (Refer Annexure - III) for development of the Academic Excellence.

Resolution:

It was resolved that the above coordinators for the concerned committees will be responsible to promote institutional functioning towards quality enhancement of academic and administrative performance of the institution.

Agenda 7:

Discussion was made on Monitoring and evaluation of programme specific documents of NBA in a periodical manner.

Resolution:

As NBA is a continuous process for the Accreditation of the programmes, it was resolved to review and audit periodically for the updating the documents.

Agenda 8:

Discussion was taken up for NIRF Participation for the Academic year 2019.

Resolution:

It was resolved and approved to participate in the NIRF Ranking for the Academic year 2019.

Agenda 9:

Discussed to Adopt ISO Manual format for IQAC functioning.

Resolution:

It was resolved that the ISO Manual format may be used for the external audit process and approved by the members.

Agenda 10:

Institution Accredited by NAAC need to submit an Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. It proposed to submit the Report by the end of September.

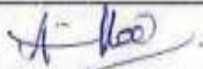


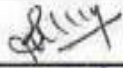


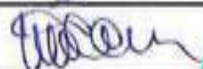
Resolution:

It was resolved that the IQAC coordinator will coordinate all the department and acquire the need information for the submission of the AQAR at the stipulated period.

Conclusion:

The IQAC Coordinator thanked the members for their participation in the deliberations and wished that they continue to guide the cell and also take active part in all the future endeavors of IQAC.

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

S.No.	IQAC Members Present	Signature with date
1.	Dr. E. Baby Anitha, ASP/CSE	
2.	Dr. S. Nithyakalyani, ASP/IT	
3.	Dr.T. Poogothai, Professor/CSE	
4.	Dr. P. Sudha, Professor/ Civil	
5.	Dr. P. Suganya, Professor/EEE	
6.	Mr. J. Sivapragasam, Asst.Professor/Physics	
7.	Mr. R. Veeramani, ASP/ECE	


IQAC COORDINATOR


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

Date: 26-09-2019

IQAC Meeting Attendance

S.No.	IQAC Conveners	Signature
1.	Dr. P. Senthil Kumar / Principal	
2.	Dr. T. Poongothai Prof./ CSE	—
3.	Dr. E. Baby Anitha, Assoc. Prof. / CSE	
4.	Dr. P. Suganya, Prof. / EEE	—
5.	Dr. P. Sudha, Assoc. Prof. / Civil	
6.	Dr. S. Nithyakalyani, Assoc. Prof / IT	
7.	Mr. R. Veeramani, Assoc. Prof. / ECE	
8.	Mr. J. Sivaprakasham, Asst. Prof. / Physics	
9.	Dr. R.V.M. Rangarajan / IQAC Coordinator	


26/9/19


26/9/19
Principal
K.S.R. COLLEGE OF ENGINEERING
K.S.R. KALVI NAGAR,
TIRUCHENGODE-637 215



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

02/01/2020

INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING

Minutes of the Third Internal Quality Assurance cell meeting of K.S.R. College of Engineering (Autonomous), Tiruchengode, held on 10-01-2020 at 10.30 a.m. in the Training Hall, Main block.

MEMBERS PRESENT:

1. Dr. P. Senthilkumar, Principal – Chairperson
2. Dr. R. Venkatachalam, HoD/Automobile- Member
3. Dr. P. Suganya, Professor/EEE
4. Dr. T. Poongothai, Professor/CSE
5. Dr. T. Sureshkumar, Professor/Mech.
6. Dr. P. Sudha, Professor/Civil
7. Dr. T. Vijayalakshmi, AP/MBA
8. Dr. R.V.M. Rangarajan, Professor/IQAC Coordinator & Convener

Dr. R.V.M. Rangarajan – IQAC Coordinator, welcomed the IQAC Committee members, presided over the meeting. He briefed the Goals, Objectives, Strategies, Functions, follow-ups, roles, and responsibilities of members of the Institution and presented the report. He invited the members to share their views.

AGENDA:

1. Periodical meetings, minutes, feed back and action taken reports.
2. Internal Auditing
3. External Auditing
4. Monitoring various committees of the college.
5. New regulations (2020-21).
6. Online submission of Annual Quality Assurance Report (AQAR 2019-20).

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

1. Considered the last IQAC committee meeting held on 26-09-19.

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

2. Considered the communication skills training programme to the students for promoting placements.

RESOLVED External trainers may be invited to give communication skills training to the students from the first year onwards.

3. Considered the question bank preparations.

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 examinations and model examination and submit the same to the HoD's of the concerned departments for circulation.

4. Considered the designing of curriculum for Regulation 2020-201.

RESOLVED to design a curriculum for Regulations 2020-21, pertaining to AICTE guidelines, satisfy the expectations of the industry and the society.

5. Considered the completion of Board of Studies Meeting.

RESOLVED to formulate a strategy and plan well in advance to complete the BoS Meetings on or before 31-3-2020.

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

RESOLVED to maintain uniformity in the syllabus content and course code to avoid confusion.

7. Considered the updating of college website.

RESOLVED to update the website information of the institution by the web designer Dr. T. Balamurugan, Professor, Information Technology.

8. Considered the Annual Stock Verification.

RESOLVED to verify the Stock in all the departments, Laboratories and Library and the submit the reports to Stock Verification Committee Convener Dr. S. Singaravel, HoD/IT before 31st April 2020.

9. 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 periodically.

10. Considered to conduct cycle test, terminal tests, and model examinations.

RESOLVED to conduct the 3 cycle tests, 2 terminal tests and one model examination as per the academic schedule.

11. Considered the fetching of Research Grants.

RESOLVED that all the Departments must apply for the projects to get the Grants from various funding agencies.

12. Considered to conduct Academic Council meeting.

RESOLVED to conduct the Academic Council Meeting at the earliest.

13. Considered to conduct Internal Auditing.

RESOLVED to conduct periodically the Internal Auditing and produce the report to the IQAC Coordinator for the submission to the principal for action taken, if any discrepancies during the auditing process.

14. Considered to conduct External Auditing.

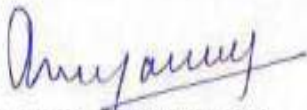
Resolved to conduct External Auditing periodically.

15. Considered to submit Online submission of AQAR 2019-20.

RESOLVED to submit AQAR before April 2020.

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

Dr. R.V.M. Rangarajan, Coordinator, 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

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



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, Tamil Nadu

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

Venue	Training Hall	Date	10/01/2020
Time : 10.30 a.m.			

MEMBERS PRESENT

S.NO.	Name & Designation of IQAC Members	Position	Signature
1.	Dr. P. Senthilkumar, Principal	Chairperson	
2.	Dr. R. Venkatachalam, HoD/Automobile	Members	
5.	Dr. P. Suganya, Professor/EEE		
6.	Dr. T. Poongothai, Professor/CSE		
7.	Dr. T. Sureshkumar, Professor/Mech.		
8.	Dr. P. Sudha, Professor/Civil		
10.	Dr. T. Vijayalakshmi, AP/MBA		
14.	Dr. R.V.M. Rangarajan, Professor/Mathematics	Coordinator	