



**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 2020-2021**

**CONTENT**

<b>S.No.</b>	<b>Meetings</b>	<b>Dates</b>
<b>1.</b>	<b>Minutes of Meeting - 1</b>	<b>26.08.2020</b>
<b>2.</b>	<b>Minutes of Meeting - 2</b>	<b>04.01.2021</b>



## 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,  
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Date: 26.08.2020

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### MINUTES OF THE FIRST MEETING

Minutes of the First IQAC Meeting of held on 26.08.2020 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. R. Poornima, AP/ECE – Member
4. Mr. R. Veeramani, ASP/ECE –Member
5. Dr. P. Sudha, Professor/ Civil – Member
6. Dr. C. Anand, Prof./CSE - Member
7. Dr. E. Vani/ASP/EEE - Member
8. Dr. V. Ravi/Prof/EEE - Member
9. Mr. J. Sivapragasam, Asst.Professor/Physics – Member
10. Dr. R.V.M. Rangarajan, IQAC Coordinator & Convener

At the outset, Dr. P. Senthilkumar, Principal, 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 3:**

Discussion made on Faculty development programme (FDP).

**Resolution:**

It was resolved that, faculty contribution is the backbone of the institution, the management is kind enough to support the faculty to enhance the research activities by giving seed money for the improvement of the self and Institution to raise up at the greater heights. A web portal has been development to update the faculty contribution in the Web link : [ksrce.wsplhosting.com](http://ksrce.wsplhosting.com).

**Agenda 4:**

Discussion made on Students Skill Development Programmes (SSD).

**Resolution:**

It was resolved that, Students are encouraged for the self development and research activities to promote higher studies, the institute has been created a web portal for the students achievements in the weblink : [www.ssd.ksrce.ac.in](http://www.ssd.ksrce.ac.in)

**Agenda 5 :**

Discussion made on conducting internal audit for Assessment Test held on the month of August 2020.

**Resolution:**

It was resolved that the internal Assessment Audit will be conduct during the first week of September 2020.

**Agenda 6:**

Discussion made on conduct of External audit for Academic and Administrative Audit in the month of December 2020.

**Resolution:**

It was resolved and approved to conduct the Academic and Administrative Audit during the last week of December 2020.

**Agenda 7:**

IQAC has formed the 64 various committees for Incremental improvement of the Academic Excellence of the Institution.

**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 8:**

Discussion was made on Monitoring and evaluation of Internal and External auditing of forthcoming NBA accreditation process.

**Resolution:**

As NBA is a continuous process for the Accreditation of the programmes, it was resolved to review and audit internally and Externally by inviting resource persons in the field.

**Agenda 9:**

Discussion was taken up for NIRF Participation for the Academic year 2020.

**Resolution:**

It was resolved and approved to participate in the NIRF Ranking for the Academic year 2020. Dr. A. Rajivkannan, Head of the Computer Science Department will be the NIRF coordinator to lead the team.

**Agenda 10 :**

Discussed to sign MoU with higher educational Institute and Industries.

**Resolution:**

It was resolved that, all the departments to make an Memorandum of Understanding with Higher Educational Institution and Industries for the student centric measures.

**Agenda 11:**

Discussed about the Training and placement activities.

**Resolution:**

It was resolved that, all the departments make sure in the Training and Placement of the students. The Placement team will organise more in campus and off campus for the recruitments. It also recommended to conduct the Softskill Development programmes and Appitude training for the student centric measures.

**Agenda 12:**

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 December.

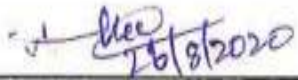
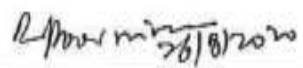
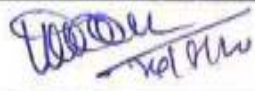

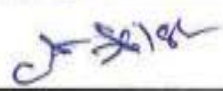
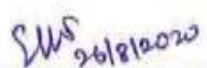
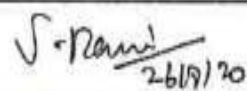
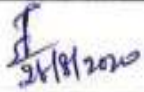
**Resolution:**

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- Member	 26/8/2020
2.	Dr. R. Poornima, AP/ECE - Member	 26/8/2020
3.	Mr. R. Veeramani, ASP/ECE -Member	 26/8/2020
4.	Dr. P. Sudha, Professor/ Civil - Member	 26/8/2020
5.	Dr. C. Anand, Prof./CSE - Member	 26/8/2020
6.	Dr. E. Vani/ASP/EEE - Member	 26/8/2020
7.	Dr. V. Ravi/Prof/EEE - Member	 26/8/2020
8.	Mr. J. Sivapragasam, AP/Physics -Member	 26/8/2020

  
IQAC COORDINATOR



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**Date: 04.01.2021**

### **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

#### **MINUTES OF THE SECOND MEETING**

Minutes of the Second IQAC Meeting of held on 04.01.2021 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. R. Poornima, AP/ECE - Member
4. Mr. R. Veeramani, ASP/ECE -Member
5. Dr. P. Sudha, Professor/ Civil - Member
6. Dr. C. Anand, Prof./CSE - Member
7. Dr. E. Vani/AP/EEE - Member
8. Dr. D. Gowrisankar/AP/English - Member
9. Mr. J. Sivapragasam, Asst.Professor/Physics - Member
10. 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. Submission of annual report of the Institution by IQAC.
2. Implementation of ERP system.
3. Performance appraisal of Faculty skill Development Programmes.
4. Appraisals of Students Skill Development Programmes.
5. Internal Academic Auditing.
6. Analysis of CO, PO, PSO and PEOs attainment.
7. Monitoring of various committees (64 committees) of the college.
8. Monitoring and internal and External auditing for NBA process.
9. Submission of data to NIRF through online Data Capturing System.
10. MoU with higher educational Institute and Industries.
11. Training and placement activities.
12. Energy Audit and Green Audit.
13. Research work and its progression.
14. Students performance in competitive examinations.

**DISCUSSIONS:**

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

**Agenda 1:**

Submission of annual report of the Institution by IQAC.

**Resolution:**

It was resolved and approved by appreciation about the inclined performance of the Institution achievements rendered by all the departments. It is also recommended to upgrade the research activities, consultancies and apply for more funding projects.

**Agenda 2:**

Implementation of ERP system.

**Resolution:**

It was resolved and approved to update the institutional data in ERP system initiated by the management for e-governance to achieve better utilization of digitalization system for faster retrieval and processing of data.



**Agenda 3:**

Discussion made on Faculty Performance appraisal of Faculty skill Development Programmes.

**Resolution:**

It was resolved that, faculty appraisal based on the data provided in the software developed by IQAC, the management is kind enough to support the faculty to enhance the research activities by giving seed money for the improvement of the self and Institution to raise up at the greater heights. A web portal has been development to update the faculty contribution in the Web link : [ksrce.wsplhosting.com](http://ksrce.wsplhosting.com).

**Agenda 4:**

Discussion made on Appraisals of Students Skill Development Programmes (SSD).

**Resolution:**

It was resolved that, the Students appraisals based on the data provided in the software developed by IQAC, the students are encouraged for the self development and research activities to promote higher studies, the institute has been created a web portal for the students achievements in the weblink : [www.ssd.ksrce.ac.in](http://www.ssd.ksrce.ac.in)

**Agenda 5 :**

Discussion made on conducting internal audit for Assessment Test held on the month of December 2020.

**Resolution:**

It was resolved that the internal Assessment Audit will be conduct during the first week of 2nd week of Jan 2021.

**Agenda 6 :**

Discussion made on Analysis of CO, PO, PSO and PEOs attainment.

**Resolution:**

It was resolved and approved the attainment of COs mapping with POs for the Regulations 2018 and Regulations 2020 batches. The suggestions were made to improve the attainment levels by conducting the remedial classes.

**Agenda 7:**

IQAC has formed the 64 various committees for Incremental improvement of the Academic Excellence of the Institution.

**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 8:**

Discussion made on conduct of External audit for Academic and Administrative Audit in the month of Feb 2021.

**Resolution:**

It was resolved and approved to conduct the External Academic and Administrative Audit during the last week of Feb 2021. As NBA is a continuous process for the Accreditation of the programmes, it was resolved to review and audit internally and Externally by inviting resource persons in the field.

**Agenda 9:**

Discussion was taken up for NIRF ranking Participation for the Academic year 2020.

**Resolution:**

It was resolved and approved to participate in the NIRF Ranking by uploading the data in Data Capturing System (DCS) for the Academic year 2020.

**Agenda 10 :**

Discussed to sign MoU with higher educational Institute and Industries.

**Resolution:**

It was resolved that, all the departments to make an Memorandum of Understanding with Higher Educational Institution and Industries for the student centric measures.

**Agenda 11:**

Discussed about the Training and placement activities.

**Resolution:**

It was resolved that, all the departments make sure in the Training and Placement of the students. The Placement team will organise more in campus and off campus for the recruitments. It also recommended to conduct the Softskill Development programmes and Apptitude training for the student centric measures.

**Agenda 12 :**

Discussed on Energy Audit and Green Audit.

**Resolution:**

It was resolved that, Dr. R. Venkatachalam, Head of the Automobile department to conduct Energy and Green Audit of the institution and submit the report. Also, take necessary actions suggested by auditors for better utilization of energy conservation and make the campus as conducive atmosphere.

**Agenda 13 :**

Discussed on Research work and its progression.

**Resolution:**

It was resolved that, the Research and development activities must be boost up. It has been suggested to improve the number of proposals to submit for funding agencies. More number of papers publications and filing patents has to be improve to raise h-index and i-index of the institution.

**Agenda 14:**

Discussed on Students performance in competitive examinations.

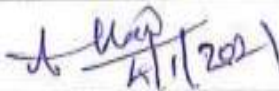
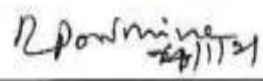



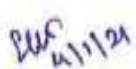
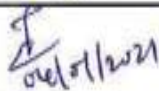
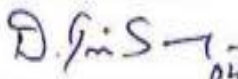
**Resolution:**

It was resolved that, students participation must be encouraged to attend the competitive examinations such as GATE and TOFEL. The participation percentage must be increased.

**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- Member	 4/1/2021
2.	Dr. R. Poornima, AP/ECE - Member	 24/1/21
3.	Mr. R. Veeramani, ASP/ECE -Member	 4/1/21
4.	Dr. P. Sudha, Professor/ Civil - Member	
5.	Dr. C. Anand, Prof./CSE - Member	 4/1/2021.
6.	Dr. E. Vani/ASP/EEE - Member	 4/1/21
7.	Mr. J. Sivapragasam, AP/Physics -Member	 04/01/2021
8.	Dr. D. Gowrisankar/AP/English - Member	 04/01/2021

  
IQAC COORDINATOR

  
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