



**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 2021-2022

CONTENT

S.No.	Meetings	Dates
1.	Minutes of Meeting - 1	10.08.2021
2.	Minutes of Meeting - 2	10.11.2021
3.	Minutes of Meeting - 3	01.04.2022



K.S.R.COLLEGE OF ENGINEERING

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

K.S.R. KalviNagar, Tiruchengode- 637 215,

Namakkal District, Tamilnadu

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

Date: 10.08.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC AUDIT - MINUTES OF THE MEETING

Minutes of the First Academic Audit Meeting of K.S.R. College of Engineering (Autonomous), Tiruchengode, held on 10.08.2021 at 10.30 a.m. in the Training Hall, A-Block, Main Building.

MEMBERS PRESENT

1. Dr. P. Senthilkumar, Principal-Chair person
2. Dr. E. Baby Anitha/CSE
3. Mr. P. Rajasekar/Maths
4. Dr. V. Ravi/EEE
5. Mr. J. Sivaprakasam/Physics
6. Mr. R. Veeramani/ECE
7. Dr. P. Sudha, Professor/Civil
8. Dr. R.V.M. Rangarajan, IQAC Coordinator

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. Discussion with respect to NBA Accreditation and external auditing.
2. Discussion to conduct internal and external auditing.
3. Discussion of submission of AQAR.
4. Discussion of organizing National Education Policy 2020.
5. Discussion of Registration of Alumni Association.

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. It has been decided to conduct external auditing.

Resolution: It is resolved that the above coordinators will take responsibilities for the successful NBA Accreditation Process. The External expert Dr. A. Alagumurthy, Professor, Pondicherry University was fixed on 25.09.2021 for auditing the NBA files of pre-qualified departments of Automobile, E.E.E., Mechanical and M.B.A.

Agenda 2:

Internal Auditing of all the departments are planned 5th of every month for verifying the Faculty Log books, Faculty Skill Development files and Attendance files. The External auditing was done department wise.

Resolution:

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

Agenda 3:

Institution Accredited by NAAC need to submit an Annual Quality Assurance Report (AQAR - 2020-21) to NAAC, through its IQAC. It proposed to submit the Report by the end of December 2021. The following Criterion wise committees were formed to update the data.

NAME OF THE CONVENERS	PART - A	
Dr.R.V.M.Rangarajan, IQAC Coordinator Dr. M.Prabhu, Co-coordinator	❖ Details of the Institution ❖ IQAC Composition and Activities	
	PART - B	
	CRITERIONS	DESCRIPTIONS
Dr.Singaravel, HoD/ IT	Criterion - I	Curricular Aspects
Dr.P.S.Periasamy, HoD/ ECE	Criterion - II	Teaching, Learning and Evaluation
Dr.V.Revathi, HoD/ Civil	Criterion - III	Research, Consultancy

		and Extension
Dr.A.Rajiv Kannan, HoD/ CSE	Criterion - IV	Infrastructure and Learning Resources
Dr. A.V. Balan, HoD/ Mech.	Criterion - V	Student Support and Progression
Dr. S. Ramesh, HoD / EEE	Criterion - VI	Governance, Leadership and Management
Dr.R.Venkatachalam, HoD/ Auto	Criterion - VII	Innovations and Best Practices

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 planned to organize the webinar programme on "National Education Policy 2020.

Resolution:

It was resolved that, Dr. Suresha, Principal(Retd), Sri Venkateswara Engineering College, Bangalore has been invited as a Resource Person to deliver the guest lecture through webinar on the topic "Major Reforms and Implementations" and was approved by the members.

Agenda 5:

The IQAC has proposed to Register Alumni Association of the Institution.

Resolution:

It was resolved that, the proposal has recommended by the members to take part all the students in the association and encouraged to undertake a membership with the association.

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



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IQAC- ACADEMIC AUDIT MEETING – ATTENDANCE

Meeting No.	01	:	Date & Time	10/08/2021 & 10.30 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. E. Baby Anitha	Prof./CSE	Member	
3.	Dr. V. Ravi	Prof. /EEE	Member	
4.	Dr. P. Sudha	Prof./Civil	Member	
5.	Mr. P. Rajasekar	AP /Maths	Member	
6.	Mr. J. Sivapragasam	AP / Physics	Member	
7.	Mr. R. Veeramani	ASP/ECE	Member	
8.	R.V.M. RANGARAJAN	IQAC Coordinator	Convener	



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Date: 10.11.2021

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACADEMIC AUDIT - MINUTES OF THE MEETING

Minutes of the Second Academic Audit Meeting of K.S.R. College of Engineering (Autonomous), Tiruchengode, held on 10.11.2021 at 10.30 a.m. in the Training Hall, A-Block, Main Building.

MEMBERS PRESENT

1. Dr. P. Senthilkumar, Principal-Chair person
2. Dr. M. Prabhu/Hod/SFE
3. Mr. P. Rajasekar/Maths
4. Dr. V. Ravi/EEE
5. Mr. J. Sivaprakasam/Physics
6. Mr. R. Veeramani/ECE
7. Dr. P. Sudha, Professor/Civil
8. Dr. R.V.M. Rangarajan, IQAC Coordinator

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. Discussion with respect to NIRF Registration.
2. Discussion to conduct internal Auditing.
3. Discussion of updating of Institute website.
4. Discussion for Annual Stock Verification.
5. Discussion of framing various committees.

6. Discussion of formation IQAC - Institute Policies.

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. It has been decided to conduct external auditing.

Resolution: It is resolved that the above coordinators will take responsibilities for the successful NBA Accreditation Process. The External expert Dr. A. Alagumurthy, Professor, Pondicherry University was audited the NBA files of pre-qualified departments of Automobile, E.E.E., Mechanical and M.B.A. on 25.09.2021

Agenda 2:

Internal Auditing of all the departments are planned 5th of every month for verifying the Faculty Log books, Faculty Skill Development files and Attendance files.

Resolution:

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

Agenda 3:

It was resolved to update the Institutional Website.

Resolution:

It was resolved to update frequently the website Information of the Institution by the Web designer Dr. T. Balamurugan, Professor, Information Technology.

Agenda 4:

The IQAC Coordinator has proposed for Annual Stock Verification and presented for suggestions.

Resolution:

It was resolved to carry out Stock Verification in all the departments, Laboratories and Library and to submit the reports to the Stock Verification Committee Convener Dr. S. Singaravel, HoD/IT was approved by the members.

Agenda 5:

The IQAC Coordinator has prepared the various Statutory Committees for the quality assurance of the Institution and presented for suggestions.

Resolution:

It was resolved and approved all the 64 committees by the members.

Agenda 6:

The IQAC Coordinator has prepared the various Policies for the quality assurance of the Institution and presented for suggestions.

Resolution:

It was resolved and approved all the 11 policies 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


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IQAC - ACADEMIC AUDIT MEETING - ATTENDANCE

Meeting No.	02	:	Date & Time	10/11/2021 & 10.30 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. M. Prabhu	Head/SFE	Member	
3.	Dr. V. Ravi	Prof. /EEE	Member	
4.	Dr. P. Sudha	Prof./Civil	Member	
5.	Mr. P. Rajasekar	AP /Maths	Member	
6.	Mr. J. Sivapragasam	AP / Physics	Member	
7.	Mr. R. Veeramani	ASP/ECE	Member	
8.	R.V.M. RANGARAJAN	IQAC Coordinator	Convener	

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

Date: 01-04-2022

Time: 11.30 a.m.

CIRCULAR

Classification	ROUTINE	IMMEDIATE
ORIGINATOR : PRINCIPAL		CIRCULATED TO : All Departments

Sub.: IQAC- MEETING - Reg.

The Internal Quality Assurance Cell (IQAC) meeting is arranged on 01/04/2022 today (Friday) at 2:30 p.m. All the IQAC Department coordinators are requested to attend the meeting at the Principal office to discuss various functionals of IQAC activities.

S. No.	Name	Departments coordinators
1.	Dr. E. Baby Anitha/CSE Dr. C. Anand/CSE	CIVIL
2.	Mr. R. Veeramani/ECE Mr. C.M. Dinesh /Mech.	EEE
3.	Mr. P. Rajasekar/Maths Dr. C. Gowri Shankar/EEE	ECE
4.	Dr. P. Sudha/Civil Mr. S. Dinesh Kumar/Civil	MECHANICAL & SFE
5.	Dr. V. Ravi/EEE Dr. R. Poomima/ECE	CSE
6.	Dr. E. Vani/EEE Mr. S. Elango/SFE	IT & MCA
7.	Dr. S. Sutha/MCA Dr. M. Vijayakumar/EEE	AUTOMOBILE & MBA
8.	Mr. J. Sivaprakasam/Physics Dr. D. Gowrisankar / English	S & H


IQAC COORDINATOR


PRINCIPAL

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Circulated to:

1. All HoDs and faculty.



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Date: 01.04.2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE THIRD MEETING

Minutes of the Third IQAC Meeting of held on 01.04.2022 at 02.30 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. C. Anand, Prof/CSE - Member
4. Mr. R. Veeramani, ASP/ECE -Member
5. Mr. C.M. Dinesh, AP/Mech - Member
6. Mr. P. Rajasekar, AP/Maths - Member
7. Dr. C. Gowrisankar, Prof./EEE- Member
8. Dr. P. Sudha, Professor/ Civil - Member
9. Mr. S. Dineshkumar, AP/ Civil - Member
10. Dr. V. Ravi, Professor/ EEE - Member
11. Dr. R. Poornima, AP/ EEE - Member
12. Dr. E. Vani, ASP/ EEE - Member
13. Mr. S. Elango, AP/SFE - Member
14. Dr. S. Sudha, AP/ MCA - Member
15. Dr. M. Vijayakumar, AP/EEE - Member
16. Dr. D. Gowrisankar, AP/Eng - Member
17. Mr. J. Sivapragasam, Asst.Professor/Physics - Member
18. 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. Planning for Monthly Internal Auditing.
2. Formation of committees for SSR preparation.
3. Formation of committees for IIQA preparation.
4. Faculty skill Development Programmes.
5. Students Skill Development Programmes.
6. Roles and Responsibilities of Mentors.
7. Planning External Academic and Administrative Auditing.
8. ERP implementation and execution
9. Board of Studies Meeting.
10. Governing Body Meeting.
11. Remedial measures for weak students.
12. Editing of Annual Quality Assurance Report (AQAR – 2020-21) submission.

DISCUSSIONS:

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

Agenda 1:

Planning for Regular Monthly Internal Auditing was discussed.

Resolution:

It was resolved and approved that, the regular monthly internal auditing will be conducted 10th of every month with effect from April 2021-22 onwards.

Agenda 2:

Formation of committees for SSR Preparation.

Resolution:

It was resolved and approved the committees formed by the IQAC Coordinator with the consideration of the Principal. Criterion wise committees with HoDs will act as the chairman and two senior most faculty as members of the concern committee. The Chairman of the committee are requested to submit the data along with the proper evidences on 20/04/2022.

Agenda 3:

Formation of committees for IIQA Preparation.

Resolution:

It was resolved and approved the committees formed by the IQAC Coordinator with the consideration of the Principal. The Chairman of the committee are requested to submit the data along with the proper evidences on 20/04/2022.

Agenda 4:

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.

Agenda 5:

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

Agenda 6 :

Discussion of the Roles and Responsibilities of Mentors.

Resolution:

It was resolved and approved that the, faculty are involved in the process of mentoring, every mentor is allotted with 20 students to take care of them. The responsibilities of the mentors are to provide career counseling, remedial coaching and motivation. The mentor also contacts and meets the parents of his / her mentees to discuss their progress and / or any other matter, as and when required.

Agenda 7:

Discussion made on conduct of External audit for Academic and Administrative Audit in the month of May 2022.

Resolution:

It was resolved and approved to conduct the Academic and Administrative Audit during the first week of May 2022.

Agenda 8:

Implementation of ERP - Entrepreneur Resource Planning and Execution.

Resolution:

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

Agenda 9:

Discussion was made on conducting Board of Studies meeting.

Resolution:

It was resolved and approved, the Board Studies Meeting of all the departments will be conduct before end of Month of April 2022.

Agenda 10:

Discussion was made on conducting Governing Body meeting.

Resolution:

It was resolved and approved, the Governing Body Meeting will be conduct before the end of Month of May 2022.

Agenda 11 :

Discussion on Remedial measures for week students.

Resolution:

It was resolved that, all the departments to make an Remedial measures to conduct evening coaching classes for the improvement of the students academic activity.

Agenda 11:

Discussion on Editing of Annual Quality Assurance Report (AQAR – 2020-21) and resubmission.

Resolution:

It was resolved that, the commends made on AQAR-2020-21 will be rectified and resubmit on or before end the April 2022.

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.

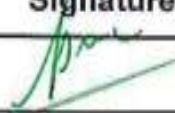
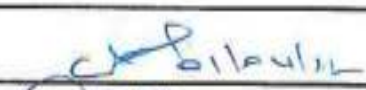
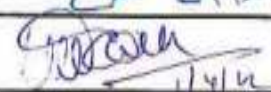
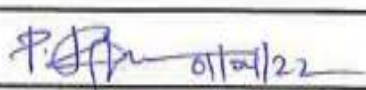
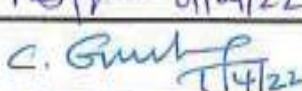
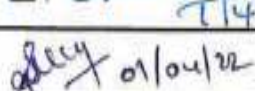
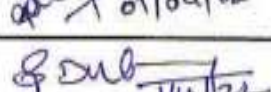
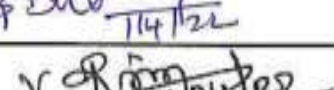

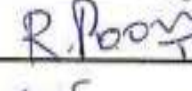
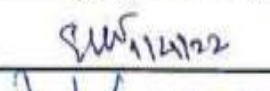
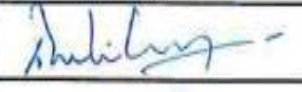
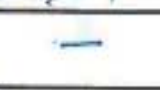
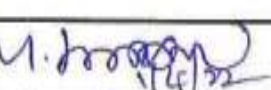
The Principal thanks all the members of the IQAC Committee members for their valuable suggestions and coordination.


IQAC COORDINATOR


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TIRUCHENGODE-637 215

Date: 01-04-2022

IQAC- MEETINGATTENDANCE

S. No.	Name	Signature
1.	Dr. P. SENTHILKUMAR, PRINCIPAL	
2.	Dr. E. BABY ANITHA/CSE	—
3.	Dr. C. ANAND/CSE	
4.	Mr. R. VEERAMANI/ECE	
5.	Mr. C.M. DINESH /MECH.	—
6.	Mr. P. RAJASEKAR/MATHS	
7.	Dr. C. GOWRI SHANKAR/EEE	
8.	Dr. P. SUDHA/CIVIL	
9.	Mr. S. DINESH KUMAR/CIVIL	
10.	Dr. V. RAVI/EEE	
11.	Dr. R. POORNIMA/ECE	
12.	Dr. E. VANI/EEE	
13.	Mr. S. ELANGO/SFE	
14.	Dr. S. SUTHA/MCA	—
15.	Dr. M. VIJAYAKUMAR/EEE	
16.	Mr. J. SIVAPRASAM/PHYSICS	
17.	Dr. D. GOWRISANKAR / ENGLISH	—
18.	Dr. R. V. M. RANGARAJAN / IQAC	


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