

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Period: June 2015 – May 2016

Date of Meeting: 17.07.2015

Venue: Board Room

With reference to the circular dated 08.07.2015, the members for Internal Quality Assurance Cell were assembled at the Board Room for discussion of the various agenda.

The Principal, Convener of the Internal Quality Assurance Cell presented the activities of the Institution for the academic year 2014 – 2015 and the future plans for the current academic year 2015 - 16.

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

S. No	Agenda	Discussion/Action taken	Resp	Target
1.	Review of minutes of previous IQAC Meeting	The minutes of the Previous meeting was reviewed by the IQAC members	Principal	C
2.	Review of minutes of 2014-15 even semester and 2015-16 odd semester DAC meeting	All department DAC meeting minutes were discussed and approved for action in forthcoming semester. Major recommendations and suggestions were considered.	PC	C
3.	Change of 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.	Principal & PC	C
4.	Level & Target Prescription	The Course Outcome attainment level prescription for the student batches were discussed and approved as follows. <u>Level description for batches 2011-15 to 2013-17</u> Level 1: 50% to 54% of students securing 'D' grade and above in each course Level 2: 55% to 59 % of students securing 'D'	PC	C

		<p>grade and above in each course</p> <p>Level 3: \geq 60% of students securing ‘D’ grade and above in each course</p> <p>Target level descriptions are:</p> <p>Batch: 2011 – 2015</p> <p>Target 1: 50% to 54% of students securing ‘D’ grade and above in each course</p> <p>Batch: 2012 – 2016</p> <p>Target 2: 55% to 59 % of students securing ‘D’ grade and above in each course</p> <p>Batch: 2013 – 2017</p> <p>Level 3: \geq 60% of students securing ‘D’ grade and above in each course</p> <p>The Course Outcome attainment level prescription for the subsequent student batches were discussed and approved as follows.</p> <p><u>Level description for batches 2014-18 to 2016-20</u></p> <p>Level 1: 60% to 64% of students securing ‘D’ grade and above in each course</p> <p>Level 2: 65% to 69 % of students securing ‘D’ grade and above in each course</p> <p>Level 3: \geq 70% of students securing ‘D’ grade and above in each course</p> <p>Target level descriptions are:</p> <p>Batch: 2014 – 2018</p> <p>Target 1: 60% to 64% of students securing ‘D’ grade and above in each course</p> <p>Batch: 2015 – 2019</p> <p>Target 2: 65% to 69 % of students securing ‘D’ grade and above in each course</p> <p>Batch: 2016 – 2020</p> <p>Level 3: \geq 70% of students securing ‘D’ grade and above in each course</p>		
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5.	Discussion of UG & PG curriculum and syllabus	Regulation 2013 for III - VI semester curriculum and syllabus were analyzed and the committee identified some technological gaps. To fulfill those gaps content beyond syllabus and value additions are suggested to increase the student's performance.	PC	C
6.	Quality Assurance Initiatives	It was suggested to conduct orientation program on Pedagogy teaching for new faculty. Usage of Information communication tools (ICT) is recommended effectively for improving the quality of teaching and learning. Faculty and students are motivated to take more online courses in SWAYAM (NPTEL) etc.	Principal	C
7.	Analysis on PO, PSO & PEO attainment	<p>The evaluated attainment of PSOs, POs & PEOs for the batch 2011-15 and COs are analyzed. It was also suggested to frame rubrics for PEOs.</p> <p>It was suggested to concentrate on the courses that have not attained the specified POs. Further, in majority of department the curriculum correlation has less weightage for PO6, PO7, PO8, PO10, PO11 & PO12. So to improve the attainment level,</p> <ul style="list-style-type: none"> • It was planned to arrange seminars and guest lecturers with more industrial participation to attain PO6, PO7 & PO8. • To enhance soft skill training for attaining PO10. • To motivate the students for participating in workshops, symposium, conference and project contests to develop PO9, PO11 & PO12. • It is suggested to conduct remedial classes for slow learners. 	PC	C

		<ul style="list-style-type: none"> All departments are asked to conduct value additions and Hands on training for attainment of PO5 & PO9. 		
8.	Analysis on Placement and Training activities	The percentage of placement for the academic year 2014-2015 is 72.92% in 35 companies. The Placement attainment of this academic year is good. It is suggested to increase the companies visiting for campus recruitment.	T&P	C
9.	Analysis on Students Academic Performance and CO attainment	All departments Previous year CO attainment has been analyzed and found that specific courses have not attained the COs. For attaining those COs, suggestions are provided to focus on these subjects in the current academic year	PC	C
10.	Mentoring and counseling	Every week mentoring and counseling sessions are planned to encourage the slow learners and bright students. Also it is planned for special counseling session along with parents for slow learners.	Faculty	C
11.	Industry Institution Interaction	Students' interaction with industries in terms of internship, industrial projects, inplant training is satisfactory. The mentors should motivate the students to develop their innovative ideas as product type. . To encourage their participation and to develop their knowledge in soft tools, industry related trainings are suggested by the committee.	Principal & III cell coordinator	C
12.	Extra-curricular activities through sports, NSS, YRC etc	Student's participation level in sports should be increased. The number of programs organized through NSS, YRC etc to be increased for the betterment of the society and environment	Principal, PD & respective coordinator	C
13.	Student performance in competitive exams	The committee suggested all departments to increase the number of student participation in competitive exams and higher studies	PC	C

14.	Professional societies and student forum activities	Number of programs conducted by Professional societies and student forum should be increased. It was suggested to organize more programs through ISTE, CSI, ICT and department associations. It is planned to conduct National Conference – 1 /dept National level Technical Symposium – 1/dept Guest Lectures/ workshops – minimum of One program/semester under various professional societies/cells/forums	PC	C
15.	Analysis on feedback from Academic Review, Class Committee Meeting and Student's feedback	Individual student's feedback and suggestions are collected by conducting Academic Review meeting and Class Committee meeting periodically. Their feedbacks are reviewed and rectified.	PC	C
16.	Analysis on feedback obtained from Stakeholders	The feedbacks from stake holders were analyzed. The responses were Satisfactory. The IQAC suggested all departments to frame rubrics for analyzing the attainment of PEOs.	Principal	C
17.	Conduct of academic audits	The following file audits were conducted. Faculty files – 2 Audits/ per sem Department files – 1 Audit/year Stock verification for labs & Library- 1/ year. The reports were produced to the cell.	Academic coordinator	C
18.	R&D activities	IQAC reviewed the minutes of R&D cell. R&D activities are analyzed and suggested to increase the publications of faculty and research proposals for agencies. The committee recommended to submit atleast 1 proposal per department every semester to various agencies like AICTE, MHRDC, DST etc.	R&D coordinator	C
19.	Library	The number of volumes is added this year is approximately 3896 volumes. It is recommended	Librarian	C

		to increase the number of journal subscription.		
20.	Development of Infrastructure	Infrastructure of institution have been reviewed and found to be good. It was suggested to mount Surveillance cameras to enhance the security measures.	Principal	C
21.	Any other matter	The faculty and students are advised to improve participations in workshops, seminars etc.	Principal	C

Convener

(Internal Quality Assurance Cell)