

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Period: June 2016 – May 2017

Date of Meeting: 22.07.2016

Venue: Board Room

With reference to the circular dated 12.07.2016, 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 2015 – 2016 and the future plans for the current academic year 2016 - 2017.

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

S. No.	Agenda	Discussion/Action taken	Resp	Target
1.	Review of previous IQAC Meeting minutes (2015-2016)	Minutes of the previous meeting were reviewed by the IQAC members	Principal	C
2.	Review of minutes of DAC meetings (2015-2016 even) & (2016-2017 odd)	The minutes of DAC meetings of all departments were reviewed and approved for action in the current academic year. Suggestions and ratifications were done based on the needs.	PC	C
3.	Change of Vision, Mission, POs, PSOs & PEOs of various departments	There was no major suggestions were received from the stakeholders regarding our Vision, Mission, POs, PSOs & PEOs. So it was suggested to achieve the same.	Principal & PC	C
4.	Level & Target Prescription	The target and attainment level of the various batches were discussed. There were no issues in attainment level except few cases. Also discussed the actions to attain the levels.	PC	C
5.	Discussion of curriculum and syllabus	Anna University Regulation 2013 (I to VIII) curriculum and syllabus were discussed and analyzed. They suggested analyzing their	PC	C

		corresponding department syllabus and finding out the gaps and further actions to fill the gaps for the better performance.		
6.	Quality Assurance Initiatives	Suggested to conduct the orientation program on innovative teaching methodology using ICT for the benefits of students' community. Also suggested to use the various assessment tools for analyze the students' performance. The number of students and faculty who attended NPTEL is 70 in the academic year 2015 – 16	Principal	C
7.	Analysis on PO, PSO and PEOs attainment	<p>The evaluated attainment of PO, PSO and PEOs for the batch 2015-16 and COs were analyzed.</p> <ul style="list-style-type: none"> • The attainment of PEO1 & PEO2 was good. Suggested to attain the same in PEO3. Ideas were discussed to conduct the programmes by Higher Education Cell and Entrepreneurship Development Cell • Attainment level of POs was discussed. POs which was not attained the target level was discussed and the guidelines were given to attain the target level. • PO5 can be attained by using various ICT tools during their course. • PO11 can be improved by getting any sponsored projects. 	PC	C
8.	Analysis on Placement and Training activities	The percentage of placement for the academic year 2015-2016 is 77.53 % in 41 companies. Suggested to improve the placement through by conducting various online assessment exams like Co-Cubes, AMCAT etc.	T&P	C
9.	Analysis on Students Academic Performance and CO attainment	Attainment level of COs was discussed for all the branches. The recommendations were suggested to improve the attainment level by	PC	C

		giving mini projects or case studies based on the nature of the subjects.		
10.	Mentoring and counseling	The parents/Guardians of weak students are called to meet the mentors and guidelines were given them for further improvements. Similarly bright student's parents were also appreciated for their wards performance.	Faculty	C
11.	Industry Institution Interaction	The importance of the industry interaction was discussed and suggested to conduct industry supported programmes and projects. It was planned to conduct workshop on Bigdata Analytics, Green energy management and IOT related projects.	Principal & III cell coordinator	C
12.	Extra-curricular activities through sports, NSS, YRC etc	Won District level gold medal in athletic events like 100m, 200m, 400m running race, 110m hurdles and bronze in 100m running race. Various programmes to be organized through NSS, YRC for the benefit of the society and environment like health awareness, clean city, etc.,	Principal, PD & respective coordinator	C
13.	Student performance in competitive exams	In order to improve the student participation and performance in competitive exams, it is suggested to conduct the workshops on "How to prepare for competitive exams", "Time management tips for competitive exams", etc.,	PC	C
14.	Professional societies and student forum activities	Professional societies and forums are asked to conduct various technical events to enhance the technical skill of students. It was appreciable, however suggested to conduct funded programmes.	PC	C
15.	Analysis on feedback from Academic Review, Class Committee Meeting and	Student's feedback in Academic Review Meeting, Class committee Meeting has been carried out frequently. Suggestions given by	PC	C

	Student's feedback	them were analyzed and rectified.		
16.	Analysis on feedback obtained from Stakeholders	Stakeholders' feedbacks were analyzed and reviewed their suggestions. Also PO, PSO, PEO attainments were analyzed.	Principal	C
17.	Conduct of academic audits	The academic process was verified by the regular auditing systems.	Academic coordinator	C
18.	R&D activities	R&D cell activities were discussed. Advised faculty members with more than three years experience to register Ph.D. Degree. Suggested to apply some funded projects in thrust areas.	R&D coordinator	C
19.	Library	Approximately 3722 number of volumes were purchased this year. The committee suggested the faculty members to increase the usage of library resources.	Librarian	C
20.	Development of Infrastructure	Infrastructure of institution was very good with high cost investments. Make use of these infrastructures for benefits of student and faculty community.	Principal	C
21.	Any other matter	The faculty members were suggested to attend more online certification courses like NPTEL, ICTACT, etc.,	Principal	C

Convener

(Internal Quality Assurance Cell)