

KSR INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting

Period: June 2017 – May 2018

Date of Meeting: 21.07.2017

Venue: Board Room

With reference to the circular dated 13.07.2017, 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 2016 – 2017 and the future plans for the current academic year 2017 - 18.

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 2016-17 even semester and 2017-18 odd semester DAC meeting	The minutes of DAC meetings of all departments are reviewed and approved for action in the current academic year. Suggestions and ratifications are done wherever necessary.	PC	C
3.	Change of Vision, Mission, POs, PSOs & PEOs of various departments	No major suggestions are received from the stakeholders on change of Vision, Mission, POs, PSOs & PEOs. So 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 2017-21 to 2019 – 23.</u> Level 1: 40% to 44% of students securing 'B+' grade and above in each course Level 2: 45% to 49 % of students securing 'B+'	PC	C

		<p>grade and above in each course</p> <p>Level 3: $\geq 50\%$ of students securing 'B+' grade and above in each course</p> <p>Target level descriptions are:</p> <p>Batch: 2017 – 2021</p> <p>Target 1: 40% to 44% of students securing 'B+' grade and above in each course</p> <p>Batch: 2018 – 2022</p> <p>Target 2: 45% to 49 % of students securing 'B+' grade and above in each course</p> <p>Batch: 2019 – 2023</p> <p>Level 3: $\geq 50\%$ of students securing 'B+' grade and above in each course</p>		
5.	Discussion of UG & PG curriculum and syllabus	Regulation 2017 for I & II semester curriculum and syllabus were analyzed and discussed for better performance. The choice based credit System is introduced in R2017. The curriculum of R2013 of various departments were reviewed and suggestions were given to conduct various courses/workshops	PC	C
6.	NBA Process	It was suggested to go for NBA Accreditation for all departments. It is suggested to submit SAR by September 2017 and proceed with the documentation process.	Principal & NBA coordinator	C
7.	Quality Assurance Initiatives	It was suggested to conduct orientation program on Pedagogy teaching for new faculty. Also it is suggested to conduct workshop to address the challenges faced in handling the present generation students. Also suggested to use Information communication tools (ICT) effectively for easy understanding and attractive interaction with students, thereby creating lively learning environment. The NPTEL participation for academic year is 140 and it is appreciable.	Principal	C

		IQAC appreciated the institution for its awarded in NPTEL with A+ Grade		
8.	Analysis on PO, PSO and PEOs attainment	<p>The evaluated attainment of PO, PSO and PEOs for the batch 2013-17 and COs are analyzed.</p> <ul style="list-style-type: none"> • IQAC suggested to take steps for increasing the attainment of PEO3.PEO1 & PEO2 are attained the target level. <p>It was suggested to concentrate on the courses that have not attained the specified POs. To improve the attainment level,</p> <ul style="list-style-type: none"> • It was planned to offer Practical Training on certain topics for PO5. • It was suggested for the usage of modern tools with respect to the department and its applications to achieve PO9 & PO11. • It was planned to motivate the students to undergo certified courses on programming to co-relate the PO3 & PO8. • It is suggested to conduct more tutorial classes for analytical subjects. 	PC	C
9.	Analysis on Placement and Training activities	<p>The percentage of placement for the academic year 2016-2017 is 79.37% in 43 companies. The Placement attainment of this academic year is appreciable. The number of companies visiting the campus is suggested to be increased further.</p>	T&P	C
10.	Analysis on Students Academic Performance and CO attainment	<p>Previous year CO attainment has been analyzed and found that specific courses have not attained the COs. The recommendations were given to concentrate on these subjects in the current academic year</p>	PC	C
11.	Mentoring and counseling	<p>In addition to regular counseling of students, special counseling session along with parents is suggested for slow learners. Psychological counseling by a psychiatrist in addition to the</p>	Faculty	C

		above is conducted. Individual care is given to create ambient learning environment		
12.	Industry Institution Interaction	Students' are encouraged to interact with the industries in terms of internship, industrial projects, inplant training. It was planned to conduct value added courses on PCB Design, IOT, Cloud computing, composite material etc. More MoUs are to be signed with companies for specific training	Principal & III cell coordinator	C
13.	Extra-curricular activities through sports, NSS, YRC etc	Won District level gold and silver in athletic events like shot-put, 4x100m relay etc. The number of programs organized through NSS, YRC etc to be increased for the betterment of the society and environment The participation levels are appreciable but the achievements in various meets should be increased.	Principal, PD & respective coordinator	C
14.	Student performance in competitive exams	Student participations in competitive exams should be increased. It is suggested to mentor the students to clear in exams with better percentile.	PC	C
15.	Professional societies and student forum activities	Number of programs conducted by Professional societies and student forum are good. It was suggested to organize more programs through ISTE, CSI, ICT, and department associations. IEI Student chapter to be inaugurated in EEE dept and PALs to be inaugurated by the institution. 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 for every academic year.	PC	C
16.	Analysis on feedback from	Student's feedback in Academic review, Class	PC	C

	Academic Review, Class Committee Meeting and Student's feedback	committee meeting has been carried out frequently. Suggestions given by them were analyzed and rectified.		
17.	Analysis on feedback obtained from Stakeholders	Suggestions given by the stake holders are reviewed. Further PO,PSO, PEO attainments are analyzed through their feedbacks and survey and necessary steps are taken to achieve greater heights	Principal	C
18.	Conduct of academic audits	For smooth conduction of academic process, academic audits are conducted at regular intervals of the semester. Faculty files – 2 Audits/ per sem Department files – 1 Audit/year Stock verification for labs & Library- 1/ year	Academic coordinator	C
19.	R&D activities	Activities of R & D cell have been analyzed and found that, there is a significant improvement compared to previous years. The publications in high impact journals should be increased.	R&D coordinator	C
20.	Library	The number of volumes is added this year is approximately 3722 volumes. It is suggested to increase the number of titles, journal subscription on regular basis.	Librarian	C
21.	Development of Infrastructure	Infrastructure of institution have been reviewed and found to be good. Surveillance cameras are already in place in ground floor of the main building. But to enhance the security measures, additional cameras were installed this year at vantage points in the campus.	Principal	C
22.	Any other matter	The faculty members are suggested to attend more NPTEL courses.	Principal	C

Convener

(Internal Quality Assurance Cell)