

**15<sup>th</sup> INTERNAL QUALITY  
ASSURANCE CELL  
(IQAC) MEETING  
ACADEMIC YEAR: 2023- 2024**

# K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY

An Autonomous Institution

TIRUCHENGODE - 637 215

REF: KSRIET/IQAC/2023-24/016

DATE: 14.09.2023

## CIRCULAR

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

The 15<sup>th</sup> Internal Quality Assurance Cell (IQAC) Meeting is planned to be held on **23.09.2023** at 10.00 am for the academic year 2023 – 24 (Odd Sem). In this regard, all the heads, coordinators of various cells, forums and activities are asked to submit their report for previous academic year 2022-23 before the meeting. All the IQAC members are asked to attend the meeting without fail.

The agenda is as follows.

1. To approve the Proceedings of the 14<sup>th</sup> IQAC meeting and it's follow up action
2. Submission of the annual report by the Director-IQAC
3. To submit and approve the Minutes of Department Advisory Committee meeting of Department of CSE, EEE, ECE, BME, MECH & IT held after the 14<sup>th</sup> IQAC meeting
4. To note the approval and the action suggested by the 16<sup>th</sup> governing council meeting held in the academic year 2022-23
5. To review Changes suggested in Vision, Mission, PEO, PSO and POs of various departments
6. To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.
7. To approve the appointment and relieving of Teaching and Non teaching faculty members after the 14<sup>th</sup> IQAC meeting
8. To submit and approve the Budget Proposal 2023-24 & Utilization/ Purchase report of institution, various departments and Library for the financial year 2022- 23
9. To approve the BoS, Academic council, exam and other bodies policies/feedback for autonomous framework and functioning
10. To review the E- governance management for the institution
11. To review and ratify Quality Assurance/Accreditation/ Ranking Initiatives
12. To note the admission/Enrollment details and approve the proposal for the submission of application to increase/decrease the seats / to introduce new course (if any)

13. To review and approve the report submitted by the academic and financial audits committee
14. To discuss the Choice Based Credit System of UG & PG curriculum and syllabus (R2023)
15. To submit and ratify the proceedings of the Feedback Review committee meeting for the academic year 2023-24
16. To ratify and action taken on the proceedings of the Academic Review meeting, Class Committee Meeting and Online Students' Feedback for academic year 2022-23
17. Review and approval of Value added courses/AddOns certification courses organized
18. To submit the result of the Anna University Examination for the academic year 2022-23
19. To submit and analysis the CO, PO, PSO and PEOs attainment and further action to be initiated
20. To submit and discuss the placement for the last academic year 2022-23 and its improvement
21. To submit and discuss the Faculty development initiatives and financial support in the last academic year 2022-23 and its improvement
22. To review and discuss action taken on performance appraisal of Teaching and Non-Teaching Staff.
23. To submit and discuss the Research work and its progress in the academic year 2022-23
24. To submit and discuss the Industry Institution Interaction activities in the academic year 2022-23
25. To submit and ratify the proceedings of various committees like Grievances/ redressel, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums.
26. To submit and analysis the MOUs signed by the various department in the year 2022-23.
27. To ratify the participation of students in sports, NSS, NCC, UBA, Swachh Bharath etc. in the academic year 2022-23.
28. To discuss the students' performance in competitive exam like GATE/TANCET etc.
29. To submit and discuss the Energy audit, green audit report received and action taken as per the audited report.
30. Any other matter

  
DIRECTOR- IQAC

  
PRINCIPAL

**Copy to All Stakeholders**



INTERNAL QUALITY ASSURANCE CELL

Academic Year 2023 – 2024



15<sup>TH</sup> INTERNAL QUALITY ASSURANCE CELL MEETING

ATTENDANCE SHEET

Meeting: 01

Date: 23.09.2023

S.No	Name of the Committee Members	Role	Signature
1.	Mr.R.Srinivasan	Chairman	
2.	Dr.M.Venkatesan, Principal	Chairperson	
3.	Dr.P.Veena	Director- IQAC	
4.	Dr.P.Meenakshi Devi, Director- Academics	Member	
5.	Dr.P.Murugesan, Director- IIIC &SD	Member	
6.	Dr.R.Nandakumar, Director –Administration	Member	
7.	Dr.R.Jeyabharath, COE	Member	
8.	Dr.K.Sathiyasekar Director- R&D	Member	
9.	Dr.J.C.Kannan, Director – Student Affairs	Member	
10.	Dr.P.Gopinath, Head/Mech	Member	
11.	Dr.C.Santha Kumar, Head/EEE	Member	
12.	Dr.Malathi Sivasundaram, Head/CSE	Member	
13.	Dr.N.Saravanan, Head/IT	Member	
14.	Mr.P.Govindaraju, Head/ECE	Member	
15.	Dr.R. Prabu, Head/ BME	Member	
16.	Ms.K.Sudha, Head/CSE(CS)	Member	
17.	Mr.M.Ganesa Moorthy Librarian	Member	
18.	Mr.S.Dharmalingam Physical Education	Member	

19.	Mr.Saravanan Murugesan Assistant Consultant Tata Consultancy Services, Chennai	Industrialist	M. Saravanan
20.	Mr.P.Moorthy, Director Selkon Industries Pvt Ltd, Erode	Industrialist	P. Moorthy
21.	Dr.N.Sivakumaran Professor Department of Instrumentation and Control Engineering, NIT Trichy.	Academician	N. Sivakumaran
22.	Dr.R.Sasikala, Associate Professor & HoD School of Computer Science and Engineering, VIT University, Vellore	Academician	R. Sasikala
23.	Mr.R.Deepak R&D IS Engineer Valeo India Pvt Ltd, Navallur.	Alumni	R. Deepak
24.	Mr.R.Rajan F/O R.K Shankar Assistant Executive Engineer, Special Maintenance 110/22KV Sub station Namakkal- 637001	Parent	R. Rajan
25.	Mr.D. Logesh, III Mech	Student	D. Logesh
26.	Mr.E.Karthick, IV EEE	Student	E. Karthick
27.	Mr.P.S.Sanjay, IV ECE	Student	P. S. Sanjay
28.	Ms.S.Kavisini, IV CSE	Student	S. Kavisini
29.	Mr.T.R.Logesh , IV IT	Student	T. R. Logesh
30.	Ms. M.Keerthanadevi, IV BME	Student	M. Keerthanadevi
31.	Ms.M.Madhumitha, II CSE(CS)	Student	M. Madhumitha

P. Keerthi  
23/9/23  
DIRECTOR- IQAC

M. V.  
24/09/23  
CHAIRPERSON (IQAC)

**K S R INSTITUTE FOR ENGINEERING AND TECHNOLOGY, TIRUCHENGODE – 637 215**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the Meeting**

**Meeting : 01**

**Date of Meeting:** 23.09.2023

**Venue:** Main Conference Hall

With reference to the circular dated 14.09.2023, the members for Internal Quality Assurance Cell assembled at the main conference hall.

The Principal, Convener/ Chairperson of the Internal Quality Assurance Cell welcomed the members for the meeting. The Director- IQAC presented the activities of the Institution for the academic year 2022 – 2023 and the future plan of action for the current academic year 2023 -24.

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

**Item 1: To approve the Proceedings of the 14<sup>th</sup> IQAC meeting and it's follow up action**

Resolved to approve the Proceedings of the 14<sup>th</sup> IQAC meeting and the follow up action in the academic year was reviewed

**Item 2: Submission of the annual report by the Director- IQAC**

Resolved to ratify the annual report submitted by the institution for the academic year 2022- 23.

**Refer annexure I (Annual Report 2022-23)**

**Item 3: To submit and approve the Minutes of Department Advisory Committee meeting of Department of CSE, EEE, ECE, BME, MECH & IT held after the 14<sup>th</sup> IQAC meeting**

Resolved to approve the minutes of DAC of various departments and their follow up action

**Item 4: To note the approval and the action suggested by the 16<sup>th</sup> governing council meeting held in the academic year 2022-23**

Resolved to Note the approval and the action suggested by the 16<sup>th</sup> governing council meeting held in the academic year 2022-23

**Item 5: To review Changes suggested in 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. Resolved to retain the same

**Item 6: To read and ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamil Nadu, Directorate of Technical Education, Chennai.**

Resolved to ratify the letter received from AICTE, Anna University, Department of Higher Education, Government of Tamilnadu, Directorate of Technical Education, Chennai.

**Item 7: To approve the appointment and relieving of Teaching and Non teaching faculty members after the 14<sup>th</sup> IQAC meeting**

Resolved to approve the appointment and relieving of faculty and non teaching staff in the institution during the academic year 2023-24

**Refer Annexure II**

**(List of Faculty/ non teaching appointed and relieved)**

**Item 8: To submit and approve the Budget Proposal 2023-24 & Utilization/ Purchase report of institution, various departments and Library for the financial year 2022- 23**

Resolved to approve the Budget Proposal for 2023-24& Utilization/ Purchase report of institution, various departments and Library for the financial year 2022- 23

**Refer Annexure III**

**(Budget Proposal 2023-2024 & Utilization report of Institution, Departments and Library (2022-23))**

**Item 9: To approve the BoS, Academic council and other bodies/ policies for autonomous framework and functioning**

Resolved to approve BoS members, academic council members, policies frameworks and credit margin for autonomous functioning. Committee suggested to keep not less than Anna University credits to all UG/PG courses and to follow the norms of AICTE for syllabus and curriculum framework. Further corrections suggested by BoS and Academic council were approved and passed to GC.

**Item 10: To review the E- governance management for the institution**

Resolved to review and ratify the report on E-governance management to achieve better management, reduction of paper usage and remote accessing for students and faculty

**Item 11: To review and ratify Quality Assurance/Accreditation/ Ranking Initiatives**

Resolved to ratify the application submitted for NIRF ranking and AISHE survey. Congratulated the institution for receiving the NIRF Innovation ranking in the band 151- 300, for attaining Autonomous status from 2023-24 and for receiving other rankings like IIRF etc

**Item 12: To note the admission/Enrollment details and approve the proposal for the submission of application to increase/decrease the seats / to introduce new course (if any)**

Resolved to note the admission/ Enrollment details are noted. Congratulated for nearly completing 100% admission for academic year 2023-24

**Annexure IV (Admission Details)**

**Item 13: To review and approve the report submitted by the academic and financial audits committee**

The academic process was verified by the regular auditing systems and after elaborate discussion it was approved. The Annual Performance Audit report is suggested to be submitted in the next IQAC meeting as the results have not been published for first years and PG courses

**Item 14: To discuss the Choice Based Credit System of UG & PG curriculum and syllabus (R2023)**

Anna University Regulation 2017 and 2021 curriculum and syllabus were discussed and analyzed. The autonomous curriculum R2023 and first year syllabus is approved. The departments are suggested to fill the gaps in curriculum through seminars, workshops, Value additions and to make the students attain the graduate attributes effectively.

**Item 15: To submit and ratify the proceedings of the Feedback Review committee meeting for the academic year 2023-24**

Resolved to ratify the proceedings of the Feedback Review committee meeting held and suggested to conduct activities based on the feedback. The feedbacks received from Academic Review, Class Committee Meeting and Student's online feedback are reviewed. Corrective actions were suggested based on feedback. Appreciations were given for faculty with better feedback and counseling for faculty with poor feedback.

**Refer Annexure V (Feedback Review Committee)**

**Item 16: To ratify and action taken on the proceedings of the Academic Review meeting, Class Committee Meeting and Online Students' Feedback for academic year 2022-23**

Resolved to ratify the feedbacks received from Academic Review, Class Committee Meeting and Student's online feedback. Corrective actions were suggested based on feedback. Appreciations were given for faculty with better feedback and counseling for faculty with poor feedback.

**Refer Annexure VI (ARM Analysis, Online Feedback Consolidated)**

**Item 17: Review and approval of Value added courses/AddOns certification courses organized**

Resolved to approve, Value added courses/AddOns certification courses organized by the institution in the current academic year

**Refer Annexure VII (Proposed VAC 2023-24, Organized VAC for 2022-23)**

**Item 18: To submit the result of the Anna University Examination for the academic year 2022-23**

The Anna University result is found to be 76.88% during Nov/Dec 2022 and 88.64% in Apr/May 2023 (excluding first year and PG).

**Refer Annexure VIII (Results Summarization)**

**Item 19: To submit and analysis the CO, PO, PSO and PEOs attainment and further action to be initiated**

The attainment of POs, PSOs and PEOs for the batch 2019 – 2023 and COs were analyzed. Committee suggested to take steps for increasing the attainment of PEO3. It was suggested to concentrate on the courses that have not attained the specified POs. It is also suggested to improve the attainment level and conduct more programs/ remedial classes to aid CO attainment

**Item 20: To submit and discuss the placement for the last academic year 2022-23 and its improvement**

The percentage of placement for the academic year 2022-2023 is 75%. It is suggested to forecast the effects of upcoming recession and project the placement accordingly. Suggested to take steps to improve placement.

**Refer Annexure IX (Placement details)**

**Item 21: To submit and discuss the Faculty development initiatives and financial support in the last academic year 2022-23 and its improvement**

The details of FDP, Workshops, seminars, STTPs attended by faculty was discussed and found to be good. Suggested for improve journal /conference publications, patents and online course participation. Resolved to approve, the financial support given for these initiatives.

**Refer Annexure X (FDP List with financial support)**

**Item 22: To review and discuss action taken on performance appraisal of Teaching and Non-Teaching Staff.**

The Performance Appraisal of Teaching and Non- teaching staff was reviewed and the appreciation details and action taken were discussed.

**Item 23: To submit and discuss the Research work and its progress in the academic year 2022-23**

The R&D work for the academic year 2022-23 was discussed and suggested to improve the number of proposals submitted to funding agencies. The number of journals and conference publications is less compared to previous year. Increase the number of patent publishing. Grants received have to be increased.

**Refer Annexure XI (Details of Grant Received, Journal, Patent, Conference Publications)**

**Item 24: To submit and discuss the Industry Institution Interaction activities in the academic year 2022- 23**

The activities of that were carried out like seminars, workshops, alumni interaction programs and various professional society activities like ISTE, IEI, PALS, ICT etc with the involvement of industry professionals for the academic year 2022- 23 are discussed. Further, resolved to approve the seminar planned for the academic year 2023-24. The number of internships was found to be good. The number of industry projects was also suggested to be increased.

**Refer Annexure XII (List of Seminars Planned 2023- 24 and Executed for 2022-23)**

**Item 25: To submit and ratify the proceedings of various committees like Grievances/ redressal, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums.**

Resolved to ratify the proceedings of various committees like Grievances/ redressal, sexual harassment, anti ragging, SC/ST Cell etc, various clubs and forums for the academic year 2022-23

**Item 26: To submit and analysis the MOUs signed by the various departments in the year 2022-23**

The MoUs signed by various departments and the institution was reviewed. 24 MoUs are signed in the academic year 2022-23. Committee suggested to increase the collaborative activities through the MoUs.

**Refer Annexure XIII (MoU Signed)**

**Item 27: To ratify the participation of students in sports, NSS, NCC, UBA, Swachh Bharath etc. in the academic year 2022-23**

Resolved to ratify the students' participation in sports, NSS, NCC, UBA, Swachh Bharath etc and suggested to improve the contribution to society.

**Item 28: To discuss the students' performance in competitive exam like GATE/TANCET etc.**

As the participation in competitive exams is less, it is suggested to increase the number and motivate more students to attend GATE.

**Item 29: To submit and discuss the Energy audit, green audit report received and action taken as per the audited report.**

Resolved to note the energy audit, green audit report and hence take necessary actions suggested by auditors for better energy conservation and green campus ambience

**Item 30: Any other matter**

The members appreciated the effort taken by the institution for quality education. Suggestive actions were given for improvement. The chairman thanked the IQAC members for their valuable presence and opinions

  
DIRECTOR- IQAC

  
CHAIRPERSON (IQAC)