



23.08.2018

Academic Year 2018-19 (ODD Sem)
IQAC MEETING-II
Minutes of Meeting

IQAC Meeting for the month of Aug'18 was held on 23.8.18 at CSE Lab between 12.30 pm and 1.15pm. IQAC Coordinator briefed on the activities to be completed for the month of Aug'18 and action plan for the month of Sep'18.

Aug'18 activities

1. **Professional and career enhancement (PCE) activities** was proposed and approved by all departments. For I Year PCE skills will be identified and submitted. Department members were requested for completion of the activity before Model examination commencement.
2. **LO report to be generated** for 2017-18 Even semester courses after revaluation results publication.
3. **Tracking of NPTEL sessions** is initiated in all departments.
4. **Spoken Tutorial session planning** to be made in all the departments checking the availability of Lab slots at CSE. Members to **confirm slots** for conduct of **workshop and test** before **31.08.18**. Sessions will be completed by september'18 due to introduction of fee payment and registration process.

Sep'18 activities

1. **Virtual Lab sessions** will be planned and conducted during this month. Members to refer list and plan for the Virtual lab sessions. Student evaluation should be made for the respective sessions.
2. **Motivational / Technical session** will be organized inviting Alumni from Industries.
3. **Entry Level Analysis** will be made identifying student proficiency. Reports will be utilized for further planning.
4. **Swayam course registration status** to be submitted by IQAC members. Department members to be guided and motivated.
5. **NPTEL certification course status** to be submitted by IQAC members. Department members to be guided and motivated.

Note:

Tracking of Department activities for the academic year to be made by the IQAC members.

Members present

Civil, ECE, EEE, S&H

K. S. Srinivasan 23/8/18
IQAC Coordinator

Copy to:

All IQAC members

J. Srinivasan
23/8/18



ACADEMIC YEAR 2018-19

IQAC Department Members

Meeting Attendance - Aug'18

IQAC Members	Signature
Mr.K.Arun/Civil	K. Arun 23/8/18
Ms.D.Vennila/ECE	D. Vennila 23/8/18
Mr.S.R.Karthikeyan/EEE	S. R. Karthikeyan 23/8/18
Mr.V.Vinnothkannan/Mech	on leave
Mr.G.Jeyakrishnan/Maths(S&H)	G. Jeyakrishnan
Ms.K.Abhirami	K. Abhirami
PRINCIPAL	



ACADEMIC YEAR – 2018-19 (ODD Sem)
Staff Council Meeting-II
Minutes of Meeting

02.8.2018

Principal convened **Staff Council meeting II** for the semester on **01.07.2018** between **2.00 pm and 4.45 pm** at Conference Hall with the following agenda

- Status of completion
 - 2017-18 (even sem) log book, master attendance, daily portion register updations completion
 - Course file verification (I Year and PG) courses
 - Tuition fee payment
 - In-House training – presentation & report
 - Study material issue
 - Regulations 2017 – highlights
 - Bookbank proposal
 - Symposium plan
- Effectiveness of CDC & KDC classes
- Week test - I, Retest performance (utilization of improvement tests)
- Assignment Presentation Hour
- EDUMATE updations
- IQAC MoM & Action plan
- IQAC Student representative meet - MoM
- Department student enrichment activities
 - Guest Lecture / Workshop
 - Professional Society activities
- Class Committee overall report (ATR)
- Bridge course for I Yr . classes
- Other related matters

Principal insisted for raise in level of commitment by all staff members and contribute for the improvement in results and quality factors thereby uplifting the institutional ranking. All steps taken for student upliftment should be implemented by departments meeting the standard expected.

Effectiveness of CDC & KDC classes

Exclusive slots are allotted from this semester for advanced learner and others as Competency Development classes and Knowledge Development Classes (Revision classes) respectively. Utilization of these slots to be made as per plan. Based on the students performance, suitable approaches for improvement shall be decided by the departments. Departments to ensure objective of these sessions are met.

Members present

VP

HODs CSE, EEE, MECH, S&H

HoD i/c. Civil, ECE

Coordinator - Maths

IQAC Coordinator

CSE - *H. N. N. N.*
EEE - *J. R. R. R.*

J. R. R. R.
03/8/18
PRINCIPAL

CC:

1. Secretary *[Signature]*
2. CEO
3. Vice-Principal
4. Minutes to be circulated among all staff thro' HODs. (Signed copy to be submitted to PRL office.)



KINGS
COLLEGE OF ENGINEERING
(NAAC Accredited Institution)
(Approved by AICTE, New Delhi, Affiliated to
Anna University, Chennai)



ACADEMIC YEAR 2018-19

STAFF COUNCIL MEETING-II

Attendance

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	J. Arputha Vijaya Selvi 01/8/18
02	Dr.S.Sivakumar	VP	S. Sivakumar 11/8/18
03	Dr.T.Shanthi	Project Officer	T. Shanthi 11/8/18
04	Ms.R.Revathi	HOD/Civil (in-charge)	R. Revathi 11/8/18
05	Dr.S.M.Uma	HOD/CSE	S. M. Uma 11/8/18
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	M. Mangaiyarkarasi.N 11/8/18
07	Mr.Albert Martin Ruban	HOD/EEE	A. Martin Ruban 11/8/18
08	Dr.T.Pushparaj	HOD/MECH	T. Pushparaj 11/8/18
09	Dr.V.Sureshkumar	HOD/S&H	V. Sureshkumar 11/8/18
10	Ms.T.Gnanajeya	Coordinator/Maths	T. Gnanajeya 11/8/18
11	Ms.K.Abhirami	IQAC/Coordinator	K. Abhirami 11/8/18