



14.10.2019

**Academic Year 2019-20 (ODD Sem)  
IQAC MEETING**

**Minutes of Meeting**

IQAC Meeting for the month of OCT'19 was held on 12.10.19 at CSE Lab between 12.30 pm and 1.30pm.

**Internal seminar on Quality improvement** and department progression was conducted in all departments.

**Programme Advisory Committee (PAC) Review report** to be prepared by all departments. It should include student inception till all activities for the period, staff activities and achievements etc. External PAC member will review the report, recommend areas for improvement and guide further.

**Proposal will be submitted to NAAC** towards organizing Workshop on quality in the month of Dec'19. Plan is also made to submit 3 days programme in the month of May / June 20.

**Alumni recommendations** during the interaction sessions to be submitted by all the departments. Recommendations will be consolidated and submitted to PRL for reference.

**S&H department enrollment in SWAYAM course** to be motivated by the respective member. Other departments to ensure completion of the course by the enrolled members.

**Department Activity analysis report** was prepared and presented to identify the initiatives. Departments to fill in any gap areas and ensure planned initiatives are completed.

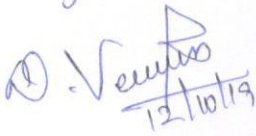
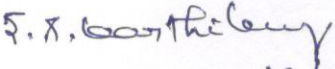
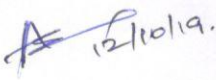
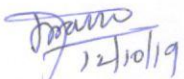
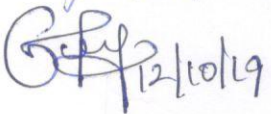
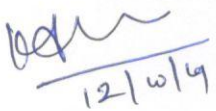
**Members present**

Civil, CSE, ECE, EEE, MECH

*K. Adhikari* 14/10/19  
IQAC Coordinator

*J. Prasad*  
14/10/19

TQAC Meeting Attendance  
(12-10-19)

S.No.	Staff Name	Signature
1.	D. VENNILA	 12/10/19
2.	S. R. Karthikeyan	 12/10/19
3.	ASWIN.M	 12/10/19
4.	R. SRIRAMKOMAR	 12/10/19
5.	Gt. Jeyakrishnan	 12/10/19
6.	Arun.K	 12/10/19



26.11.2019

## ACADEMIC YEAR 2019-20

### INTERNAL QUALITY ASSURANCE CELL NAAC AQAR submission Areas to be strengthened

#### DEPARTMENT LEVEL

- 1.3. Field Projects / Internships
- 2.4.2. Honours and recognitions received by teachers
- 3.2.2. Awards for Innovation (Institute, Student, Staff)
- 3.3.7 Faculty participation in seminar/conference/symposium
- 4.3.4. E-content developed by teachers
- 5.2.2. Higher studies tracking (including NET, SET, SLET, GATE, GMAT, CAT, GRE, TOFEL, Civil services, State govt. services)
- 6.3.3. Programmes attended by staff  
Orientation, refresher course, STTP, FDP

#### PRACTICES

- 2.7. Student satisfaction survey (results in weblink)

#### R&D

- 3.1.1. Research projects (major, minor, industry, college)
- 3.2.2 IPR workshop, Seminar
- 3.2.3 No. of Incubation centre created, Start-ups incubated
- 3.3. Incentive to teachers who receive awards / recognition
- 3.3.3 Research publications (UGC notified)
- 3.3.4. Books / chapters published
- 3.3.5. Bibliometrics of the publications (average citation index in scopus/web of science or pub med/ Indian citation index)
- 3.6. H-index of Institutional publication

#### EXTENSION ACTIVITIES

- 3.4.1. Extension and outreach programmes in collaboration with industry/ community/ ngo
- 3.4.2. Awards and recognition received for extension activities from Govt. or other recognized bodies
- 3.4.3. Students participating in extension activities with Govt, NGO (Swach Bharat, AIDS awareness, Gender issue) etc.)

#### COLLABORATION, MOUS

- 3.5.1. No. of collaborative activities for research, faculty exchange, student exchange
- 3.5.2. Linkages with institutions, industries for internship, on-the-job-training, project work, sharing of research facilities etc.
- 3.5.3. MoUs signed

## SPORTS & FAA

5.2.4 Sports, cultural, competitions organized, awards

## ALUMNI

5.3. Alumni registration, programmes

## PTA

6.5.2. Activities and support from PTA

## MANAGEMENT LEVEL

2.3.1. Percentage of teachers using ICT for effective Teaching with Learning Management Systems, E-learning resources

4.1. Budget allocation – infrastructure development

4.1.2. Facilities in campus, classrooms, lab (developments)

4.2. Library investment

4.3. Technology upgradation – computer, internet, browsing facility (MGBPS)

4.3.3. Facility for e-content

4.4.1. Maintenance expenditure

5.1.2. Number of capability enhancement

Soft skill development

Remedial coaching

Language lab

Bridge courses

Yoga, meditation

Personal counseling

Mentoring

6.3. Teacher – programme (financial support)

6.3.2. Training programme organized (teaching, non teaching)

6.3.4. Staff welfare schemes

6.5.3. Development programme for support staff

6.5.4. Post accreditation initiatives

6.5.5. AISHE portal data submission, NIRF participation, ISO, NBA

6.5.6. IQAC programme organized

7.1.2. Energy – alternatives usage, environment consciousness

7.1.4. Initiatives taken to address locational advantages

7.1.5. Code of conduct handbooks (for various stakeholders)

7.1.6. Activities to promote Values and Ethics

7.1.7. Eco-friendly initiatives

K. C. D. S.  
26/11/19

J. Prasad  
26/11/19.



ACADEMIC YEAR – 2019-20 (ODD sem)

**Staff Council Meeting-V  
Minutes of Meeting**

08.11.2019

Principal convened **Staff Council meeting V** for the academic year on **07.11.2019 between 3.00 pm and 5.10 pm** at Secretary office. Presentation by HoDs was scheduled in addition to the regular agenda listed below. Secretary & Principal reviewed the progression made by the departments and suggested areas for improvement during the meeting.

- I Yr classes (By HoD S&H)
  - Assessment Test-II performance
  - Status of syllabus completion (theory, lab)
  - Class committee meeting report
- Plan for forthcoming semester
  - Question bank, Lab manual – printing deadline
  - Lab readiness
  - IV Year
    - Swayam course
    - Refresher courses
    - Project work
- Siemen's NITT, course schedule
  - II Year , III Year
    - Internships enrolment
- Promotion of English Communication skills
- Learning material (e-version)
- Training & Placement department
  - Training schedule
  - Online tests
  - CUIC interview participation
- Course material
- Tuition fee status
- Other related matters

• **Learning material (e-version)**

- Faculty shall prepare e-version of learning material. For problem based courses, faculty handwritten material/ e-version shall be prepared. The following aspects to be covered in the content
  - Topicwise content presented in a simplified manner.
  - Coverage should be exhaustive providing the complete scope of the topics.
  - Topicwise expected question list to be included.
  - Keypoints shall be highlighted for every topic.
  - Content presentation style should encourage learners for their process.
  - Suitable book exercises, application based questions with solution to be added for every unit.
  - Unitwise formulae list to be included for problem based courses.
- **HoDs to verify the material (Unit I-III) and submit to Principal office on 09.12.19. Material for Units IV, V to be submitted on 20.01.19.**

**Members present**

VP

HODs CSE, EEE, MECH, S&H

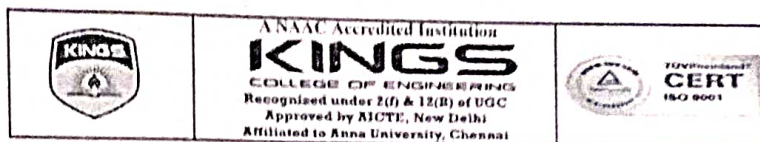
HoD i/c. Civil, ECE

Academic Coordinators – S&H, EEE

IQAC Coordinator

*J. Praveen*  
08/11/19.

**PRINCIPAL**



Ref.No. KCE/Principal/Circular/037/2019-2020

Date: 18.12.2019

**PROPOSED ACTIVITIES TOWARDS MEETING ACCREDITATION & INSTITUTIONAL RANKING**

Activity	Remarks
<b>DEPARTMENT LEVEL REGULAR INITIATIVES</b>	
Seminar on Innovation	Regular Seminar
<b>Innovative solutions (Preferably inter-disciplinary solutions)</b>	
Energy conservation – innovative solution, approaches (EEE Dept.)	
Waste management – innovative solution (CIVIL dept.)	
Water conservation and management – innovative solution (CIVIL dept.)	
Knowledge management and sharing – innovative solution (CSE dept.)	
Security & surveillance – innovative solution (inter-disciplinary)	
Creativity and cognitive skills development – innovative solution (all depts.)	
Story telling by Innovator in Campus - Product Development Phases	Alumni Entrepreneur programme for students
Field visit to prototype lab / advanced centres	Visit to Rapid Prototype lab at Siemens CoE, NIT, Trichy
Exhibition of Innovative product / Tech-fest	Project Expo (Major, Mini project)
	Internships - Vacation period
	Field projects - Major & Mini project works
• Staff awards and recognition	Application submission and recipient of awards as applicable
• Awards for Innovation	Staff and Student innovation initiatives
• Faculty participation in seminar/conference/symposium/FDP/ STTP etc.	Regularly
• E-content preparations by staff (Lectures videos, Materials etc.)	Every semester
• Higher studies tracking (including NET, SET, SLET, GATE, GMAT, CAT, GRE, TOFEL, Civil services, State govt. services)	By in-charges for every outgoing batches
• Orientation, Refresher courses for staff & students	
• Submission of proposals and grants - Research projects (major, minor)	As per call for application
• Setting up of Incubation and start-up centre	By every department
• Research publications	ACM, Elsevier, Scopus indexed UGC /SCI / Web of science
• MoU / Collaboration with Industry / Institutions	Projects / Internships / Sharing of resources / On-the job training
• Books / chapters publications	By staff
• Establishment of Design / Modeling / Simulation Centre / Multimedia lab / IoT lab / Robotics lab	Department level & effective utilization
• Launch of student clubs Personality development club Certification club, Code club Yoga , Meditation club, Health club	Action plan for every semester to be submitted

<ul style="list-style-type: none"> <li>• Extension and outreach programmes in collaboration with industry/ community/ NGO</li> </ul>	In addition to NSS/ NCC, department level initiatives
<ul style="list-style-type: none"> <li>• Students extension activities with Govt, NGO (Swach Bharat, AIDS awareness, Gender issue etc.)</li> </ul>	
<ul style="list-style-type: none"> <li>• Alumni programmes</li> </ul>	Minimum 2 per semester
<ul style="list-style-type: none"> <li>• Eco-friendly initiatives</li> </ul>	Eco club programmes

**Action plan of the Department should include listed items. Report on the execution status to be submitted by departments at the end of every semester**

Departments are asked to submit the action plan on or before 31.12.2019 without fail.

*J. Kumar*  
18/12/19.

**PRINCIPAL**