KINGS
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COLLEGE OF ENGINEERING
(NAAC Accredited Institution)
(Approved by AICTE, New Delhi. Affiliated to Anna University, Chennai)
CERT
ISO 9001

ACADEMIC YEAR 2019-20 (EVEN SEMESTER)
INTERNAL QUALITY ASSURANCE CELL

ACTION PLAN

Activity	Objective
Submission of **proposal to NAAC for Conference, Workshop**	Promotion of Quality culture and Networking (Dec'19)
Department activities report (2019-20)	Target setting (Dec'19) Target VS Execution report (Apr'20)
AQAR submission (2018-19)	Self-evaluation cum submission mandate of NAAC (planned during ODD extended due to Online submission – updations) – (Feb'20)
Scheduling of Programmes & Organizing 1. **Spoken Tutorial workshop (Students, Staff)** 2. **Virtual Lab session**	Promotion of Technical skills & ICT enabled session (Deadline I week of Mar'20)
Tracking of 1. **ICT** enabled classes (Department staff awareness) - Conduct of NPTEL session & evaluation 2. **SWAYAM & NPTEL** course registrations (staff & students)	
NAAC sponsored Workshop on "Innovative Pedagogy & ICT enabled Teaching Learning Practices"	Enhanced teaching learning practices enrichment among faculty members-(Jan'20)
Virtual Lab Sessions	Content Beyond syllabus for lab sessions Deadline – (Feb'20)
Learning Outcome attainment analysis report & department level presentation	Student progression tracking -(Feb'20)
Stakeholder interaction Session by renowned Alumni	Sharing of experience by Alumni by students and guidance – Minimum 1 session by every department (Deadline Mar'20)
Internal Staff Seminar	Staff enrichment on quality aspects(Mar'20)
Workshop for Faculty in association with IIT, Bombay.	Staff enrichment initiative(Feb'20)

Periodical activities as per schedule

- Internal assessment question paper verification
- Regular review meet / audit
- Feedback from stakeholder
- 'Institutional committee convener' / incharges action plan and execution

IQAC COORDINATOR   6/12/19

PRINCIPAL   6/12/19

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ACADEMIC YEAR – 2019-20 (EVEN sem)
IQAC

SPOKEN TUTORIAL WORKSHOP PLAN

Department	Year		
	II Yr.	III Yr.	IV Yr.
CIVIL	GIMP	Blender	Blender
CSE	PhP MySQL	Blender	Latex
ECE	Arduino	eSim	eSim
EEE	eSim	eSim	eSim
MECH	GIMP	Blender	Blender

Course Description

Course	Application
GIMP	Graphics art and design software application for the editing and creation of original images, icons, graphical elements of web pages and art for user interface elements. Useful for all graphic related work. Open source equivalent of **Photoshop**.
Blender	Open source equivalent to Maya and 3DMax. Useful to create 3D Animation for Architecture & Animation students
PhP My SQL	Package for developing interactive websites and establishing back-end connectivity with a database - Famous websites using PHP include Facebook, Google, and Wikipedia
Latex	**LaTeX** is a typesetting software for preparing reports, letters and presentations - specially useful for persons engaged in writing/ publishing documents from science/ arts/ commerce fields.
Arduino	**Arduino** is open source hardware, software and micro-controller based kit. It is used for building digital devices and interactive objects that can sense and control physical devices
eSim	eSim (previously known as Oscad / FreeEDA) is an open source EDA tool for circuit design, simulation, analysis and PCB design. It is an integrated tool built using open source software such as KiCad

K. dllee 2|1|2020
IQAC COORDINATOR

Academic Year 2019-20 (EVEN Sem)
IQAC MEETING-I
Minutes of Meeting

IQAC Meeting for the month of Jan'20 was held on 3.1.20 at CSE Lab between 12.30 pm and 2.00pm. IQAC Coordinator briefed on the action plan for the even semester and requested members to initiate activities and complete as per deadline. The following points were discussed during the meeting.

Ref to circular dt.18.12.2019, regarding proposed activities towards meeting accreditation and institutional ranking, department level planning was proposed. Members to ensure activities are organized as per the plan.

NAAC Sponsored workshop

Plan of action for the conduct of NAAC sponsored one day workshop on "Innovative Pedagogy and ICT enabled Teaching Learning Practices" derived. Members were assigned responsibilities towards organizing the workshop on 10.01.2020.

Overall IQAC Activity Summary (2019-20-ODD sem)

Members are requested to submit report (softcopy) for all activities at IQAC folder. Overall report will be prepared by the coordinator based on the submissions.

Department Activity report - Progression identification

Consolidated summary of activities (departmentwise) was verified and overall report was compiled based on the submissions. Members were requested to cover as aspects for overall development of student during department level plan. Previous target VS execution to be compared while planning.

Planning & Execution

- **Spoken Tutorial (Tutorial & Test)**
- **Virtual lab session**
- **PCE skills**
- **NPTEL session tracking**

Members are requested to schedule conduct of the listed regular activities Details of Virtual Lab sessions are circulated to members and available at IQAC folder. Members to organize sessions for II and III year students. Guidelines issued for execution of PCE skills to be followed. NPTEL session tracking to be made by department members.

Members present
Civil, ECE, EEE, MECH, S&H

K. Sbee 4|1|20
IQAC Coordinator

Copy to:
All IQAC members

IQAC Meeting Attendance
Jan '2020
(3/1/2020)

S. no.	Staff name	Signature
1.	O. Vennila	O. Vennila 03/1/2020
2.	K. Arun	K 03/01/2020
3.	G. Jeyakrishnan	3/1/2020
4	S. R. Karthikeyan	S. R. Karthikeyan 3/1/2020
5	Aswin. M	3/1/2020

ACADEMIC YEAR – 2019-20 (EVEN sem)
Staff Council Meeting-I
Minutes of Meeting

10.01.2020

Principal convened **Staff Council meeting I** for the even semester of academic year on 08.01.2020 **between 2.00 pm and 4.30 pm** at Conference hall with the following agenda.

- Training & Placement cell activities
- Department Target & Action Plan
- NAAC Reaccreditation initiatives
- Reports by respective incharges
  - Programme Advisory Committee – External review report
  - FVFS, IHT & Internship reports
  - Class committee Meeting – report
- Forthcoming events
  - NAAC Sponsored faculty workshop
  - Pongal celebrations
  - Conference initiatives
- Conduct of Competency Development Classes
- Fee payment status
- Admission initiatives
- Other related matters

Department Target & Action Plan
Departments to submit Target for the semester in the template followed earlier. Best Practice of the department to be strengthened and outcome attainment to be ensured.

NAAC Reaccreditation initiatives
Proposed action plan of the department to be executed maintaining the standards so that NAAC reaccreditation will be easier. Department target & events will aid in achievement of institutional ranking. Hence, departments to balance academics and also strengthen our attainment of target. With the support of the initiatives taken by the departments, we are aiming for better ranking positions at NIRF and Atal Ranking of Institution in Innovation and Achievements. Research & Outreach initiatives to be strengthened and need based extended works to be carried out by all the departments. All reports to be maintained by the departments.

Reports by respective incharges
- **Programme Advisory Committee – External review report**
  External PAC member review was made by all the departments during Dec'19. PAC external member of respective departments has shared suggestions and recommendations based on the report prepared by the department. For future reviews, departments to receive more appreciations for the efforts taken. All recommendations made by the expert to be incorporated. Major highlights were shared during the meet.

- **FVFS, IHT & Internship reports**
  FVFS and IHT & Internship reports to be submitted by Dr.T.Shanthi on or before 20.1.2020.

- **Class committee Meeting – report**
  Departmentwise general requirements made during CCM were verified. Suitable actions were recommended.

Forthcoming events
- ### NAAC Sponsored faculty workshop
  IQAC team is organizing NAAC sponsored workshop for faculty on "Innovative Pedagogy and ICT enabled Teaching Learning Practices". Departments to nominate 4 faculty members for the event.

Members present
VP
HoD i/c. Civil, ECE
Dr.P.P.Shantharaman (for HoD/Mech)
Ms. N.Rajeswari (for HoD/EEE)
IQAC Coordinator

J.-Prasanthi
10|1|2020
PRINCIPAL

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ACADEMIC YEAR 2019-20

STAFF COUNCIL MEETING
Attendance(08.1.2020)

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	J. ~~~~ 8/1/2020
02	Dr.S.Sivakumar	VP	8/1/2020
03	Dr.T.Shanthi	Project Officer	8/1/20
04	Ms.R.Revathi	HOD/Civil (in-charge)	8/1/2020
05	Dr.S.M.Uma	HOD/CSE	— OD —
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	8/1/2020
07	Dr.Albert Martin Ruban	HOD/EEE	8/1/2020
08	Dr.T.Pushparaj	HOD/MECH	8/1/20
09	Dr.V.Sureshkumar	HOD/S&H	— OD —
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	— OD —
11	Dr.R.Senguttuvan	HoD/Eng	— OD —
12	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	— OD —
13	Ms.K.Abhirami	IQAC/Coordinator	K.~~~~ 8/1/2020
14	Ms.R.Ponni	ISO Coordinator	— OD —