

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
OF
KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY**
S.P.G.ChidambaraNadar – C. Nagammal Campus, S.P.G.C. Nagar,
K. Vellakulam 625 071 Near VIRUDHUNAGAR (Madurai dt).

Phone : 04549 – 278791, 278171

Fax : 04549-278172 E-mail : mail@kamarajengg.edu.in

Dr. ANANT ACHARY
CHAIR PERSON

Date: 15.07.17

PROCEEDINGS OF THE 8th INTERNAL QUALITY ASSURANCE CELL (IQAC)
MEETING OF KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY,
HELD AT 11.00 A.M. ON 15.07.17

MEMBERS PRESENT :

Thiruvallur

1. Mr.T.J.Jeyakumar, M.B.A.,
Chairman,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Management Representative
2. Mrs. Vani Natarajan
Joint Secretary,
KAMARAJ College of Engineering and Technology Managing Board,
Virudhunagar.
Management Representative
3. Thiru.M.V.R.R.Manickavel, B.Sc.,
Former Secretary,
KAMARAJ College of Engineering and Technology Managing Board,
Virudhunagar.
Nominee of Local Society
4. Dr. Anant Achary, M.Tech., Ph.D.,
Principal,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Chair Person of Internal Quality Assurance Cell (IQAC)
5. Dr. K. Sarukesi
Dean
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Administrative Officer
6. Mr.M. Rajesh, M.Com.,PGDPMIR.,
Office Manager,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Administrative Officer

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7. Mrs.S. Manohari, M.Com.,M.Phil.,M.L.I.S.c.M.Phil.,
Librarian,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Administrative Officer

8. Mrs.R. Ramya, M.E.,Ph.D.,
Assistant Professor (Selection Grade),
Department of Computer Science and Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

9. Dr.R. Suresh Babu, M.E.,M.B.A.,Ph.D.,
HOD / Department of Electronics and Communication Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

10. Dr.K. Thanalakshmi, M.Sc.,M.Phil.,Ph.D.,
HOD / Department of Maths,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

11. Dr. M. Vasanthi, M.Sc,Ph.D.,
HOD / Department of Biotechnology,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

12. Dr.S. Senthil, M.E.,Ph.D.,
HOD / Department of Mechanical Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

13. Dr.S. Kalyani, M.E.,Ph.D.,
HOD / Department of Electrical and Electronics Engineering,
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Teacher

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14. Dr. N. Sundarrajan
Associate Professor/Department of English
Kamaraj College of Engineering and Technology
Virudhunagar
Teacher
15. Ms. Jeyasri
Final year/EIE
Student Representative

Sl. No	SUBJECT	RESOLUTION
a.	Welcome	Our Prinicpal, Chairman IQAC welcomed the members.
b.	Approval of the minutes of the meeting held on 15.10.2016	The minutes of the previous IQAC meeting and the action taken report were presented. The minutes of the meeting held on 15.04.17 was approved by the IQAC members.
c.	Demonstration of the software	A demonstration of the "Student management System" software created by our CSE and IT department faculty was presented by Mrs. A. Vakaimalar, AP/IT and Ms. T. PrathibaSelvarani, AP/CSE. The members gave suggestions to improve the software and the faculty in-charges were asked to finish the work soon so that everyone can use it.
d.	Presentation of the report on the Current status by Coordinator, IQAC	A report was presented on the programmes conducted, publications and the achievements of the faculty and students from 01.04.17 to 31.06.17. 1. Decrease in Number of Journal Publications during 16-17 year was found when compared to 15-16. 2. Decrease in the pass percentage in the April/May, 2017 Examinations was recorded. i) It was noted that across all the departments the class averages and pass percentages have come down. Necessary steps should be taken to improve the class average so that CGPA of the student will be improved. ii) The committee suggested that the faculty members should focus on the internal examinations. The question papers should be set in similar pattern as that of the University Question papers.
e.	Any other Suggestion/recommendation	1. It was decided that full time research scholars without stipend may be given Teaching-Research Assistantship. Their roles and responsibilities need to be drafted.

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		<p>2. Regular updation of the website needs to be done.</p> <p>3. The members strongly felt that clerks may be appointed in the departments to take care of the clerical work and maintenance of various files in the department.</p> <p>4. It was also suggested that the concerned documents related to the meeting should reach to the members one week before the schedule of the meeting. The minutes of the meeting should be circulated among the members by the next working day.</p> <p>5. HoDs were instructed to strictly adhere to the academic schedule of the Anna University (July 2017 – December 2017 – ODD SEMESTER).</p> <p>i) The odd semester classes starts on 3/7/17 and ends on 21/10/17.</p> <p>ii) A compulsory winter holidays of two weeks and summer holidays of minimum four weeks should be declared for the students to prepare for higher studies or internships.</p> <p>iii) The webportal of COE will not entertain any extension period beyond the assessment schedule for entering the attendance and assessment marks.</p> <p>iv) In Central valuation of Anna University, faculty members should evaluate the answer scripts carefully. Also any discrepancy in evaluation by faculty members will result in debarring from the central valuation for five years. Also the Principal and Management of the particular college where they belong to will be held responsible.</p>
f.	Comments by Prof. N. Kamaraj (Regarding Academic Audit)	<p>Professor. N. Kamaraj who has done Academic Audit of the departments suggested many points during the discussion.</p> <ul style="list-style-type: none"> • All communications going out of college shall be only in College Letter head (A4) • All presentation PPT shall be of common template (Color/Font/Logo/numbering/...) • Any visitors (Guest/Alumni/Govt./Industry/Recruiter/..) come to campus shall be given a brief overview of college / dept (PPT presentation by Principal / HoD) and a campus drive / Lab visits to be arranged. If possible an interaction with faculty or students can be arranged.

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		<ul style="list-style-type: none"> • During monthly HoDs meeting, an exclusive agenda to share best practices. • Training & Placement Cell entrusted with a responsibility to look for (searching various websites frequently) <ul style="list-style-type: none"> • Announcement of Design Contests by MNCs/Govt./...for students or teachers; • On line courses for students or teachers in Various domain; • Project calls by Govt. Ministries / MNCs/...; • New Industries for MoU – Internship / Placement / Projects / Lectures/.... • Alumni Networking – In-plant training / Internships / projects / Lectures/... • Principal will arrange a meeting (once in a semester) of all HoDs with T&P officer to share the issues in Campus placement / Tech. & Communication Skill of students / Learning resources to be prepared / Preparation of Training Schedule / Feedback of the recruiters / • Principal meets all Students representatives (Class / Hostels / Sports / NCC / NSS/ Clubs/Associations...) once in semester to discuss only the issues in co-curricular / extracurricular activities and general amenities in the campus. • Students Member in the Class Committee shall comprise of Toppers, Slow learners, Hostellers, Tamil Medium, Lateral Entry, This committee will discuss only the academic matters (content delivery, assessment, learning resources, field visits, Industrial visits, guest lecturers, Special coaching, beyond curriculum). • In the weekly department faculty meeting one of the agenda shall be knowledge sharing (presenting experience of industry visited / conference attended / FDP attended/) • In the semester beginning HoD, shall make a video / PPT presentation in all the classes about the mile stones / achievements of department / faculty and new infra created. • On the first day of class in every semester, all the faculty shall make a video / PPT to the students about OBE implementation (a common presentation material can be prepared for the college). This will make the students to remember & understand the
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		<p>OBE process and practice by the faculty / students.</p> <ul style="list-style-type: none"> • In the beginning of every academic year Secretary / DEAN / Principal shall address all the faculty and staff separately. This is to present the progress of the Institution towards Vision / as per the road map; appreciating the achievements of faculty & students; new infra created or proposed; taking pledge for ethics & harmony; • Every academic year end (before going to summer vacation) Secretary / DEAN / Principal will review the progress of the department as per the road map. HoDs will present one year development / progress made as per the road map or any new proposals, All the HoDs should attend this meeting to know the development in other departments. • For all the Files and bound records, a retaining period (minimum four years) should be mentioned in the label itself (E.g. Co-curricular certificates-4 years; Question paper till regulations change; Nominal Roll till course completion ;....). • All the meetings minutes (uniform format for the college) should be prepared within a day and circulated (thro mail) all the members attended the meeting. • All the meetings should start with presenting the Action Taken Report (uniform format for the college) for the previous meeting.
g.	AQAR 2016 - 2017	Annual quality assurance report to be prepared and send to NAAC.
h.	Date for Next Meeting	The date of next meeting: 21.10.17.

T. Dhanalakshmi

IQAC Coordinator

[Signature]

PRINCIPAL