KINGS
COLLEGE OF ENGINEERING

A NAAC Accredited Institution
Recognized under 2(f) & 12(B) of UGC
Approved by AICTE, New Delhi
Affiliated to Anna University, Chennai

CERT
ISO 9001

ACADEMIC YEAR 2021-22
INTERNAL QUALITY ASSURANCE CELL

19.08.21

Minutes of Meeting

IQAC meeting for the month of Aug'21 was held on 18.08.21 between 1.30pm and 3.00pm. All IQAC department members attended the meeting.

Agenda for the meeting

- Action Plan for the year – Annexure-I
- PAC review report analysis -Annexure-II
- Programme on "Tools in Teaching"
- Schedule - IITB -Spoken tutorial workshops, Virtual lab sessions, NPTEL sessions
- Renowned alumni identification & interactions periodically
- Lockdown activity summary
- SWOT analysis - Department level
- Department achievements report - 5 years
- ICT promotion - Lecture video session (ODD & Even sem) - completion
- Incorporating Gender sensitization, Professional ethics & Values, environment & sustainability
- Department Best Practices
- Revised Department Target format

IQAC coordinator briefed on the Action Plan for the academic year 2021-22. Department IQAC members were requested to coordinate and ensure planned initiatives are carried out at appropriate schedule. Programme advisory committee review report analysis was made. To enhance ICT based teaching, session on "Tools is teaching" is planned for the semester. Scheduling & execution of FOSS spoken tutorial workshops, Virtual lab sessions, NPTEL sessions will be coordinated by department IQAC members.

Members were requested to

- Submit lockdown activity summary report (Mar'21-July'21), FVFS report (as per format shared earlier)
- Submit report on Best Practices adopted at department level with suitable outcomes
- Convene meeeting and do SWOT analysis of the department before planning for department target for the year. Revised format for department target (softcopy) was shared to IQAC members.
- Curriculum enrichment to incorporate
  - Gender sensitization, professional ethics & values, environment & sustainability issues (as applicable)
  - Experiential learning activities
  - Student centric learning activities

Members were requested to ensure readiness of files for internal audit & accreditation initiatives.

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Annexure-I
Action Plan for the year & initiatives aimed

1. Accreditation & Certification initiatives
   - NAAC Accreditation
   - ISO certification
   - Strengthening of OBE initiatives (TLP process)

2. To strengthen Academic Collaborations & Linkages
   - Linkages with industries (IHT/Internship/ FVFS/Resource person sharing) – Minimum 2 per department
   - Academic interactions - Minimum 1 per department
   - **Interaction with NGOs, Local bodies, Government organizations**(Societies, Clubs, PTA association)

3. To strengthen student skill enrichment initiatives & Extension activities
   - **T&P training module** (revision), **Inclusion of Online practice sessions.** (T&P department)
   - Promotion of **student certifications** (MOOCs & others)-(Departments)
   - **GATE coaching – Semesterwise support by course incharges, enrolment target increase –(G**ATE incharges)
   - **Competitive exam coaching –(D**epartments)
   - Club & Society enrolment & activities - **STUDENT PARTICIPATION strengthen**
   - **Department level - Professional society activities - domain specific events**
   - **Involving local bodies , NGOs in activities**
   - **Aim for awards (State , National etc.)**

4. To strengthen Staff accomplishments
   - **Identify & submit proposals, awards as applicable**
   - MOOC certifications
   - **Internal staff enrichment programmes (T & NT) – minimum 2 per semester**

5. To Promote ICT in Teaching Learning Process
   - Lecture video sessions for ODD semester courses(all courses)
   - Usage of new tools in TLP
   - Simulation based TLP (as applicable)
   - NPTEL sessions – snapshot for all courses, with evaluation component (all courses)
   - Promotion of experiential learning (applicable courses)

6. To Promote Innovation & Creativity
   - Conduct of events by all clubs
   - conduct of project contest **(mini-project work expo), national level & international level contest proposals identify & ensure participation)**
   - **In-House research project initiatives**
   - **Initiatives towards Patent filing -(IIC)**
   - **Programmes on Innovation & Patent filing**

7. To promote research and development activities among staff and students
   - Staff Research enrolment & Completion
   - **Publication target departmentwise**
   - **Research proposal target**
   - **Books, Book chapter publication target**
   - Promotion of student innovation
   - **Programmes to promote research activities among staff & students-(R&D) - session on research paper writing , research proposal preparation & submission etc.**

8. To strengthen interactions with stakeholders
   - Interaction with Recruiters –Alumni performance
   - Interaction with Alumni – Employment opportunities - (T&P)
   - PTA - recommendations & support
   - Curriculum implementation practices - Alumni feedback
   - Exit survey & SSS - Analysis & Followup

9. To support academic planning academic audit, review process
   - Internal Academic Audits
   - PCE review
   - Department Target Attainment review

10. To Enhance career opportunities
    - EDC programmes
    - Startup & Incubation centre

K·dbew 19|8|21
IQAC COORDINATOR

19|8|2021
PRINCIPAL