

**ACADEMIC YEAR 2020-21 (ODD SEMESTER)  
INTERNAL QUALITY ASSURANCE CELL**

**ACTION PLAN**

<b>Activity</b>	<b>Objective</b>
<b>NAAC reaccreditation preparatory works</b> Taskforce – Action Plan based works  <b>Internal NAAC file Audits - Monthly</b> 29.9.20, 30.10.20, 27.11.20	To ensure academic processes meet standards set by accreditation bodies &
<b>Conduct of Internal FDP</b> <ol style="list-style-type: none"> <li>1. NAAC accreditation parameters</li> <li>2. Outcome Based Education – AICTE – Examination reforms</li> </ol>	Strengthening academic activities towards attainment quality parameters and equip staff members  Raising the standards of Assessment and Evaluation
<b>Department report (2019-20)</b> <ol style="list-style-type: none"> <li>1. Target VS Execution report</li> <li>2. Activity report (upto May'20)</li> <li>3. Comparative activities and achievement report - 3 Yrs</li> <li>4. Target setting (2020-21 ODD Semester)</li> <li>5. Programme reports (soft copy)</li> </ol>	To understand Progression made, aspire better and accomplish the set target.
<b>AQAR submission</b> Scheduling of Programmes & Organizing	To meet the Accreditation norms
<ol style="list-style-type: none"> <li>1. <b>Spoken Tutorial workshop (Students, Staff)</b></li> <li>2. <b>Virtual Lab session</b></li> </ol>	Promotion of Technical skills & ICT enabled session (Deadline last week of Oct'20)
<b>Tracking of</b> <ol style="list-style-type: none"> <li>1. ICT enabled classes (Department staff awareness) - Conduct of NPTEL session &amp; evaluation</li> <li>2. <b>SWAYAM &amp; NPTEL</b> course registrations (staff &amp; students)</li> </ol>	
<b>Learning Outcome attainment analysis</b> report & department level presentation and GA attainment batchwise	Student progression tracking
<b>Stakeholder interaction</b> <ol style="list-style-type: none"> <li>1. 2020 passed out SSS</li> <li>2. Branchwise Quality circle meet</li> <li>3. Alumni programmes</li> </ol>	Stakeholder participation and feedback in all academic activities ensuring objective attainment

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
- Staff Review Meet

*K. Allee* 26/8/20  
**IQAC COORDINATOR**

*J. Ananthan*  
 26/8/20 20  
**PRINCIPAL**



<b>MECH</b>	
Material response to Mechanical, Thermal Technology CAD Mine ventilation Mechanisms an Robotics lab Plant metabolic pathway Mechanical system and SP lab Fault detection lab Machanics of machine lab Vibration and acoustics lab	IIT, Kanpur IIT, Karagphur       NIT, Karnataka

**Note : Labs mapped to regular curriculum and also other unmapped relevant labs shall be identified and planned.**

*K. C. D. D.* 26/8/20  
**IQAC COORDINATOR**

*J. M. M. M.*  
 26/8/2020



**ACADEMIC YEAR 2020-21 (ODD SEMESTER)  
INTERNAL QUALITY ASSURANCE CELL**

26.08.20

**Minutes of Meeting**

IQAC meeting for the month was held on 25.08.20. Agenda for the meeting was about the semester action plan and NAAC accreditation preparatory works. Meeting was held using Google meet platform between 6.00pm – 7.00pm. All department members were present for the meeting. Principal insisted for the consistent commitment towards all set targets.

IQAC Coordinator briefed about the following

- **Launch of Taskforce** (3 members) per branch including IQAC member of the department to coordinate NAAC accreditation initiatives.
- **Internal Webinar series** to guide accreditation initiatives. File audit will be scheduled periodically.
- **Department reports and analysis**
  - Target VS attainment
  - Activity report (19-20 even semester) submissions– upto July'20
  - Target setting for 20-21 (ODD)
- **Spoken Tutorial workshops & Virtual Lab sessions** (Departmentwise plan enclosed)
- LO attainment analysis and department level analysis. GA attainment should also be completed
- **Stakeholder interactions**
  - Exit survey
  - Online courses effectiveness
  - Quality circle meet
- Google classroom based assignment submission, test papers, PCE activity submission to be made.

*K. Adarsh 26/8/20*  
**IQAC COORDINATOR**

Encl:

1. Spoken tutorial plan
2. Virtual Lab sessions



**ACADEMIC YEAR – 2020-21 (ODD sem)**  
**IQAC**

**SPOKEN TUTORIAL WORKSHOP PLAN**

Department	Year		
	II Yr.	III Yr.	IV Yr.
CIVIL	QCAD	Inkscape	Latex
CSE	Linux, Ubuntu	Java & Netbeans	Drupal
ECE	Scilab	Inkscape	Latex & XFig
EEE			
MECH	Scilab	Openfoam	Latex & XFig

**Course Description**

Course	Application
QCAD	<b>QCAD</b> is a free, open source application for computer aided drafting (CAD) in two dimensions (2D). Learn to create technical drawings such as plans for buildings, interiors, mechanical parts or schematics and diagrams using <b>QCAD</b> . Useful for UG/PG architecture students
Inkscape	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 <b>CorelDraw</b> and <b>Illustrator</b> .
Latex & XFig	<b>LaTeX</b> is a typesetting software for preparing reports, letters and presentations - specially useful for persons engaged in writing/ publishing documents from science/ arts/ commerce fields. <b>Xfig</b> is a free and open source vector graphics editor. In <b>Xfig</b> , figures may be drawn using objects such as circles, boxes, lines, spline curves, text, etc. ... and used in <b>LaTeX</b> and other documents.
Linux, Ubuntu	Free operating system, almost neutral to virus attacks and no hassles for licensing issues.
Java & Netbeans	Java -Free and open source, high level, simple as well as object-oriented programming language <b>NetBeans IDE</b> is an open-source integrated development environment. NetBeans IDE supports development of all Java application types (Java SE including JavaFX, (Java ME, web, EJB and mobile applications)
Drupal	Drupal is a free and open source content management system (CMS) written in PHP and distributed under the GNU General Public License. Useful for website-building and web applications.
Scilab	Mathematical and scientific calculation software, open source substitute for MATLAB, very useful for all science and engineering students, in academics particularly.
Openfoam	Open source/ free CFD (Computational Fluid Dynamics) software available for solving and analyzing problems and to create a real world fluid flow movie. Open source equivalent to FLUENT.

*K. Allee* 26/8/20  
IQAC COORDINATOR



**ACADEMIC YEAR – 2020-21**  
**Staff Council Meeting-I**

**Minutes of the Meeting**

04.07.2020

Principal convened **Staff Council meeting I** for the academic year on **03.07.2020** between **12.45 pm and 2.00 pm** at Principal cabin with the following agenda:

- Preparation of academic activities for the odd semester, Academic year 2020-21.
- Department level Target vs organized (19-20 even semester)
- Student certification courses
- Skill courses (including SWAYAM, NPTEL)
- International webinar
- Kings Times 19-20
- IQAC
  - o Preparations for reaccreditation
  - o File works completion
  - o Stakeholder meeting
  - o Internal FDP
  - o Comparison data (3 years)
- TC – Conduct certificate (2020 passed out batch)
- Other related matters

• **Department level Target vs organized (19-20 even semester)**

Departments should submit analysis report of previous semester. Report should also include attainment status of individual staff target assigned during Staff appraisal meeting. Last date for submission of report is 20.7.2020

• **Skill courses (including SWAYAM, NPTEL)**

Staff and students shall undergo suitable SWAYAM / NPTEL courses. Details of MCC courses completed during 19-20 even semester to be submitted by departments. Participation of such courses during this period is to be encouraged. Last date for submission of report is 10.7.2020

• **International webinar**

International webinar on “Innovative Teaching Methodologies” is scheduled on 10.07.2020 between 3.00 and 4.30pm. Resource Person : Dr.Jai Raghunathan, Coordinator of Programs, School of Ocean Technology, Marine Institute, Memorial University of Newfoundland, Canada

• **IQAC**

o **Preparations for reaccreditation & file works**

Works to be initiated by the departments and ensure completion of file works. AQAR data pertaining to departments is to be submitted. Schedule will be circulated shortly.

o **Stakeholder meeting**

Stakeholder interaction reports is to be consolidated and reviewed.

o **Internal FDP**

IQAC will coordinate internal FDP covering AICTE examination reforms, Accreditation initiatives, UHV, etc.

o **Comparison data (3 years)**

Consolidation of 3 years activity and analysis to be prepared and reviewed for further planning. Exit survey for final year students will be made through online mode.

**Members present**

VP

HODs - Civil, CSE, ECE, EEE, MECH, S&H

Academic Coordinator I year - Maths

Coordinators - IQAC, ISO

*J. Prasad*  
04/7/2020

**PRINCIPAL**



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



ACADEMIC YEAR 2020-21

STAFF COUNCIL MEETING

Attendance(03.7.2020)

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	J. Arputha 3/7/2020
02	Dr.S.Sivakumar	VP	S.Sivakumar 3/7/2020
03	Dr.T.Shanthi	Project Officer	- OD -
04	Ms.R.Revathi	HOD/Civil (in-charge)	R.Revathi 3/7/2020
05	Dr.S.M.Uma	HOD/CSE	S.M.Uma 3/7/2020
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	M.N 3/7/2020
07	Dr.Albert Martin Ruban .A	HOD/EEE	A.M.Ruban 3/7/2020
08	Dr.T.Pushparaj	HOD/MECH	T.Pushparaj 3/7/2020
09	Dr.V.Sureshkumar	HOD/S&H	V.Sureshkumar 3/7/2020
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	T.Gnanajeya 3/7/2020
11	Dr.R.Senguttuvan	HoD/Eng	-
12	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	- OD -
13	Ms.K.Abhirami	IQAC/Coordinator	K.Abhirami 3/7/2020
14.	R. PONNI	AP/ECE	R. Ponni