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

ACADEMIC YEAR 2018-19 (EVEN SEMESTER)

INTERNAL QUALITY ASSURANCE CELL

IQAC MEETING AGENDA – 04.01.18

- Overall IQAC Activity Summary (2017-18, 2018-19)
- Department Activity report
  - Progression identification
- Planning & Execution
  - Spoken Tutorial (Tutorial & Test)
  - Virtual lab session
  - PCE skills
  - NPTEL session tracking
- AQAR report submission
- Session on Quality
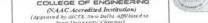- Support for Department Target setting process

4/1/18

IQAC COORDINATOR

ACADEMIC YEAR 2018-19 (Even Sem)

IQAC Meeting Attendance
(Dt.04.01.19)

Department	IQAC Department Member	Signature
CIVIL	Mr.M.Arun	
CSE	Mr.R.Sriramkumar	
ECE	Ms.D.Vennila	
EEE	Mr.S.R.Karthikeyan	
MECH	Mr.J.Prince Jerome Christopher	
S&H	Mr.J.Jeyakrishnan	

IQAC Coordinator

Academic Year 2018-19 (EVEN Sem)
IQAC MEETING
Minutes of Meeting

IQAC Meeting for the month of Jan'19 was held on 4.1.19 at CSE Lab between 12.30 pm and 1.30pm. 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.

Overall IQAC Activity Summary (2017-18, 2018-19)
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 track all departmental activities, staff and student accomplishments and include in respective report. Register shall be maintained for the purpose at Centralized level and shall be practiced at department level too. Department member was requested to support in organizing activities / events as required.

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. 2 hours for tutorial and 1 hour slot for test is required for completion of planned spoken tutorial titles.

Department	II Yr	III Yr	IV Yr
CIVIL	QCAD	Inkscape	Latex
CSE	Linux, Ubuntu PhP & MySql	Python Netbeans	
ECE	Linux, Ubuntu	OSCAD	
EEE	Scilab		
MECH	QCAD	Openfoadm	

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.

AQAR report submission
AQAR for 2016-17 is submitted to NAAC and posted at our website. Report for the period 17-18 will be completed and submitted by this month. Members are requested to take initiatives to strengthen areas that needs progression.

Session on Quality

Members to organize seminar/workshop on quality improvement titles internally. Steps will be taken to organize institute level programme and sponsored programme.

Support for Department Target setting process

Members to support in quality improvement steps for the department. PCE member of the department shall be supported by the IQAC member. IQAC member to support in department target setting process and attainment.

Members present

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

K. Alee 5/1/19
IQAC Coordinator

Copy to:

All IQAC members

J. Raj 5/1/19

ACADEMIC YEAR – 2018-19 (Even sem)
Staff Council Meeting-VII

Minutes of Meeting

08.01.2019

Principal convened **Staff Council meeting VII** for the semester on **07.1.2019 between 2.00 pm and 4.30 pm** at Conference Hall with the following agenda.

- Reports
  - FVFS report by HoDs
  - Course Material verification & Lab Monitoring Committee report by Vice-Principal
- Programme Advisory Committee
  - Department Target
- AQAR Submissions
  - Department progression report
- II Year students -reg.2017
  - Value Added Course initiatives

- Industrial visit
- Assessment schedule & pattern
  - Week test
  - Assessment
- Conduct of Academic programmes
- National Conference initiatives
- Extension activities
  - PMKVY programme report by HoDs
  - Jaithu Kattuvom 2019 (Needamangalam venue report)
- Other related matters

- **Programme Advisory Committee**
  - Department Target

With the view of strengthening quality parameters, PAC is constituted. Departments to freeze identification of external members and start the initiatives. In this regard, Departments are requested to set target for various activities. (as per format) Departments to ensure attainment of the set target.
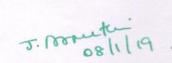
  - PCE skills

Guidelines issued for PCE skills for the courses to be followed.

- **SWAYAM , NPTEL certifications**
  - Staff members to complete SWAYAM / NPTEL course certifications. Advanced learners to be motivated for certifications.

Members present

VP

HODs CSE, MECH

HoD i/c. Civil, ECE

Project Officer

Academic Coordinators – S&H, EEE

IQAC Coordinator, ISO Coordinator –R.Ponni

J. mmute
08/1/19 .

PRINCIPAL

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ACADEMIC YEAR 2018-19

STAFF COUNCIL MEETING(07.01.19)
Attendance

S.No	Staff Name	Designation	Signature
01	Dr.J. Arputha Vijaya Selvi	Principal & HOD/ECE	J. 7/1/19.
02	Dr.S.Sivakumar	VP	7/1/19
03	Dr.T.Shanthi	Project Officer	7/1/19.
04	Ms.R.Revathi	HOD/Civil (in-charge)	7/1/19 (LEAVE
05	Dr.S.M.Uma	HOD/CSE	7/1/19
06	Ms.Mangaiyarkarasi.N	HOD/ECE (in-charge)	7/1/19
07	Dr.Albert Martin Ruban	HOD/EEE	7/1/19. (OD)
08	Dr.T.Pushparaj	HOD/MECH	T. Pushparaj 7/1/19
09	Dr.V.Sureshkumar	HOD/S&H	OD.
10	Ms.T.Gnanajeya	Academic Coordinator/I yr.	7/1/19
11	Mr.R.Sundara Moorthi	Academic Coordinator/EEE	7/1/19.
12	Ms.K.Abhirami	IQAC/Coordinator	K.Abhi 7/1/19

13. R. Ponni   AP/ECE   7/1/19

J. 7/1/19.

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ACADEMIC YEAR – 2018-19

Annexure-I
Guidelines for Faculty-Visit-To-Factory Scheme
(with effect from Jan'19 onwards)

Objective
- Initiative resulting in establishing and strengthening Industry-Academia relations / linkages / collaborations.
- Listed activities to be initiated with the rapport established :
    - Industrial visit to students / staffs
    - In-plant training for students
    - Support for technical events (Workshop, Seminar, Symposium, Conference, Project expo etc.)
    - Signing of MoU
    - Support for campus recruitment
    - Student project works
    - Collaborative research project works

Procedure for FVFS scheme
- Every faculty to visit one industry / faculty for every academic year and submit report. Mathematics, English faculty shall visit IITs / reputed Universities and interact with Professor, visit high-end facilities. Visit shall be made on any day of the academic year. Faculty shall avail OD for the visit.
- Faculty member to identify the industry and submit requisition letter for visit one week in advance of the scheduled day. After approval, member shall visit the industry.
- Within 3 days of visit report about the visit to be submitted to Project officer. Outcome of the visit to be mentioned in the report.
- Highlights of the visit to be shared during subsequent DRM.

Note :
- Requisition letter to industry shall be sought from Project officer if needed.
- For academic year 2018-19, staff members to visit industry during Jan-May'19 and submit reports.

J. Mouten
8|1|19
PRINCIPAL