



(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)
Chittoor Main Road, Vellore - 632 059.

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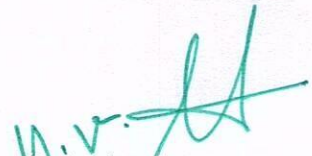
Date:27.08.2021

It is to inform that it has been decided to establish an Internal Quality Assurance Cell (IQAC) in our college with effect from 01.09.2021. The cell will be headed by Dr.U.V.Arivazhagu Principal who will be the chairperson of Internal Quality Assurance Cell. The List of IQAC members and IQAC Coordinator for the academic year 2021-2022 is constituted and the committee is attached below.

HODs and members are requested to go through the guidelines of the IQAC. They are requested to encourage all teaching and technical faculty members from their respective departments to be aware and well equipped with information of IQAC guidelines. The establishment of IQAC will facilitate the college and continuously assure the improvement of quality in all Academic & Administrative activities.

First IQAC meeting on formation of IQAC cell will be held on 01.09.2021(3.00pm) at board room.

All the members are requested to attend the meeting.

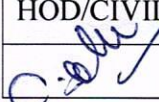
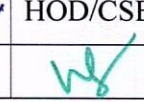
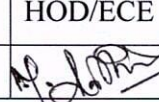
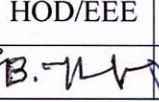
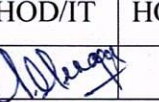
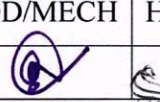
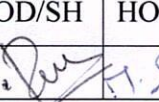
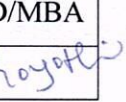


Principal

Copy To

1. The Chairman office
2. Principal office
3. All HODs (To circulate among all staff members and students)

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632 059.
Phone : 0416-2297031 / 33 / 34

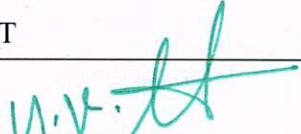
HOD/CIVIL	HOD/CSE	HOD/ECE	HOD/EEE	HOD/IT	HOD/MECH	HOD/SH	HOD/MBA
							



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IQAC COMPOSITION (2021-2022)

Composition Criteria Specified by NAAC	Members	Designation
Chairperson – Head of the Institution	Dr. U. V. Arivazhagu	PRINCIPAL
Member from Management	Mrs. Sangeetha Kathir Anand	Chairwoman, Kingston Group of Institutions
Senior Administrative Officers	Mr. S. Mahendiran	HOD/MECH
	Mrs. M. Menaka	HOD/IT
	Mrs. M.Rathika	HOD/ECE
	Dr. N. Shankar Ganesh	Professor/MECH
	Dr.S.Deepa	Professor/EEE
	Mrs. B.Thulasi Brindha	AP/EEE
	Mrs. N. Vanitha	AP/ECE
	Mr. S.Balaji	AP/CSE
	Mrs.S.Priya	AP/CSE
	Dr. N.Kannammal	Associate Professor/CSE
Mrs.M.Gayathri	HOD/MBA	
Nominee from local society	I.Anitha	President, Mettukkulam Village
Nominee from Student	Ms.K.Senthamarai	IV Year/IT
Nominee from Alumni	Mr.V.P.Rajaprakash	Design Engineer, Caterpillar organization, Chennai.
Nominee from Employer	Mr.M. Padmashankar	Senior HR Executive, Intellect Design Areana Limited
Nominee from Industrialists	Mr. Stephen Sudhakar	Senior Vice President, Hyundai Motors
Nominee from Stakeholders	Mr. R. Dhanasekaran (Parent)	Bank Manager, Vellore Central Co-operative Bank, Vellore
Coordinator of IQAC	Mrs.S.Sarah	AP/IT


PRINCIPAL

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INTERNAL QUALITY ASSURANCE CELL(IQAC)

First IQAC Minutes of the IQAC meeting held on 01.09.2021

Venue: Board Room

Time: 3.00pm

The Meeting was started with welcome address by Principal. All IQAC members were welcomed. Following agenda was discussed in the meeting with members of IQAC.

Agenda


- Composition of IQAC members
- Discussion on Academic Calendar plan
- Several measures on Teaching Learning Practices
- SWOC Analysis of Institution
- Review of strategic perspective plan
- Discussion on Infrastructure quality enhancement
- Discussion on systematic continuous evaluation process
- Identifying driving point parameters of NAAC
- Activities plan for current semester
- Discussion on IQAC activities
- Discussion on conducting NAAC Awareness Programme
- Any other point with the permission of Chair

Points Discussed

Chairperson and the senior faculty members are involved for the composition of IQAC members

- ❖ Chairperson deemed it is necessary to include the discussion in all aspects like Curriculum Teaching, Learning & Evaluation, Research innovation, Induction Program for freshers, Academic Audit and its implementation through quality assurance.
- ❖ IQAC Coordinator discussed about continuous improvement in Academic activities through quality assurance.
- ❖ Chairperson instructed to take necessary preparation to ensure effective academic functioning despite challenges and ensure holistic student learning environment.

- ❖ The coordinator explained about SWOC analysis and how it helps to evaluate and identify the strengths of Institution.
- ❖ IQAC chairperson insisted the coordinator to invest significant time and effort to conduct thorough assessment and feedbacks to strengthen the college.
- ❖ Review of strategic planning is discussed. Based on Vision, Mission and Core values of institution the strategic plan has to be finalized with short term goal and long term goals.
- ❖ IQAC Coordinator discussed about systematic internal evaluation process to educate student learning through conducting IAT test, providing assignments to effectively monitor student academic progress.
- ❖ Planned to conduct Academic Activities like Induction Day, FDP, Seminars, Guest lectures, workshops to be organized by various departments for the current academic year 2021-2022.
- ❖ IQAC Chairperson informed that management is planning to go for NAAC accreditation. They initiate to identify the driving point parameters of NAAC.
- ❖ Chairperson discussed regarding the student feedback analysis for the previous academic year.
- ❖ Academic Audit Schedule were discussed with IQAC members.
- ❖ Chairperson requested IQAC team to process and monitor the activities of IQAC during the entire semester.
- ❖ IQAC Coordinator planned to conduct programme with the association all departments for the students.
- ❖ IQAC coordinator conveyed the vote of thanks to chairperson for the guidelines provided to improve quality system required for growth of Institution.


IQAC Coordinator
IQAC Coordinator
Kingston Engineering College
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1. The Chairman office
2. Principal office
3. All HODs
4. All Committee Members

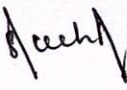

Principal
Chairperson IQAC
PRINCIPAL
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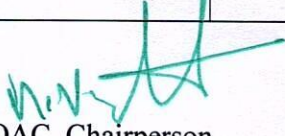
INTERNAL QUALITY ASSURANCE CELL

Action Taken report for the First meeting of IQAC held on 01.09.2021

S.No	Points Discussed	Action taken	Responsibility
1	Composition of IQAC members	Nomination of IQAC members for IQAC cell has been completed	IQAC Chairperson
2	Discussion on curriculum for current academic year	Anna university Regulation is followed for the Academic year.	All Department Heads
3	Several measures on Teaching Learning practices	Academic calendar framed and circulated to all departments. Question paper Audit has been done with blooms taxonomy and course outcomes. Slow learners to be identified and measures taken for the improvement.	IAQC Members & All Department Heads
4	SWOC Analysis of Institution	It was decided that IQAC team will prepare the SWOC analysis of the institution	IQAC Coordinator
5	Review of strategic perspective plan	Strategic plan for the year has been finished and approved by Chairperson	IQAC Coordinator
6	Discussion on Infrastructure quality enhancement	Various initiative programs have been conducted for eco friendly atmosphere in the campus.	IQAC Chairperson
7	Identifying driving point parameters of NAAC	NAAC Accreditation parameters identified and requested for monitoring & improvements	IQAC Members
8	Feedback Analysis from students	Feedback collection process from students on teaching learning process is collected at the end of the semester.	IQAC Coordinator
9	Activities plan for current semester	Regular monitoring on Attendance, Assessment marks, Course files are instructed. Students Participation in seminars workshops and other technical events to be increased. The Academic files to be maintained by all departments for audit and reviews are listed(Academic calendar, Time table, workload, counselling & mentor report, Master attendance, question paper audit file, result analysis slow learners list, retest schedule for the improvement).	IQAC Coordinator All department Heads

S.No	Points Discussed	Action taken	Responsibility
10	Discussion on conducting events for all Departments in association with IQAC	Webinar is organized on "Career planning and Career advancement"	IQAC Coordinator & HODs
		Virtual Orientation session is organized on "Investor awareness program"	
11	Discussion on conducting NAAC Awareness Programme	In association with IQAC NAAC Awareness Program is conducted for all faculty members	IQAC Chairperson


IQAC Coordinator
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IQAC Chairperson
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