



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

### IQAC COMPOSITION (2021-2022)

Composition Criteria Specified by NAAC	Members	Designation
<b>Chairperson – Head of the Institution</b>	Dr. U. V. Arivazhagu	PRINCIPAL
<b>Member from Management</b>	Mrs. Sangeetha Kathir Anand	Chairwoman, Kingston Group of Institutions
<b>Senior Administrative Officers</b>	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	
<b>Nominee from local society</b>	I. Anitha	President, Mettukulam Village
<b>Nominee from Student</b>	Ms. K. Senthamarai	IV Year/IT
<b>Nominee from Alumni</b>	Mr. V. P. Rajaprakash	Design Engineer, Caterpillar organization, Chennai.
<b>Nominee from Employer</b>	Mr. M. Padmashankar	Senior HR Executive, Intellect Design Areana Limited
<b>Nominee from Industrialists</b>	Mr. Stephen Sudhakar	Senior Vice President, Hyundai Motors
<b>Nominee from Stakeholders</b>	Mr. R. Dhanasekaran (Parent)	Bank Manager, Vellore Central Co-operative Bank, Vellore
<b>Coordinator of IQAC</b>	Mrs. S. Sarah	AP/IT

PRINCIPAL

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

## INTERNAL QUALITY ASSURANCE CELL(IQAC)

### Second IQAC Minutes of the IQAC meeting held on 24.02.2022

**Venue: Board Room**

**Time: 3.00pm**

The Internal Quality Assurance cell IQAC Meeting for the Academic year 2021-2022 was started by discussion of previous meeting action taken reports by the IQAC coordinator. Following agenda was discussed in the meeting with members of IQAC.

#### **Agenda**

- 1.Action taken report on previous IQAC meeting
- 2.Discussion on NAAC parameters and queries on each criterion
- 3.Discussion on review of NEP, quality policies and SOP guidelines.
- 4.Discussion in planning Academic calendar
- 5.Academic Activities Teaching Learning Practices
- 6.Discussion on Mobilizing funds
- 7.Discussion on Environment Sustainable developments
- 8.Discussion about add on courses and value-added courses
- 9.Placement Training programmes
10. Student Induction Programme, Academic Audit, FDPs, Internship and Industrial visit
- 11.Any point with permission of Chairperson

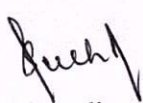
#### **Points on Discussion**

- ❖ IQAC Coordinator along with IQAC members discussed the action taken reports for previous meeting. Reports submitted by assigned officials are approved and instructions were passed for implementation with immediate effect.
- ❖ IQAC Coordinator explained about the NAAC parameters and answered the queries made by each criteria head.
- ❖ Chairperson discussed with IQAC members about NEP(New Education Policy). Insisted to maintain SOP guidelines for all documents in NAAC.

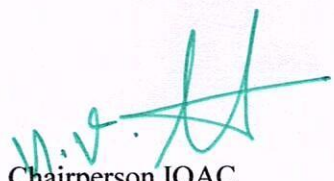


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- ❖ IQAC coordinator explained the data collection for NAAC process.
- ❖ Finalization of academic calendar has been kept for the approval of Chairperson IQAC.
- ❖ IQAC chairperson informed IQAC members about mobilizing funds for events. Funds will be approved based on the budget of the academic events.
- ❖ Approval for Value added courses has been provided to all Heads of the Departments.
- ❖ Chairperson informed respective coordinators to organize Induction Day for the first-year students B.E/B.TECH and MBA Programme.
- ❖ Faculty Development Programme has been scheduled for teaching and technical faculties for the academic year.
- ❖ Chairperson advised to conduct various training programmes for students by Placement Cell for the academic year.
- ❖ Discussion to apply NIRF quality ranking and recognition for the Institution.
- ❖ Statutory Committees like Grievance Redressal, Anti ragging and all Institute level committees discussed about their periodic meetings.
- ❖ Discussed about alumni activities and alumni day was planned.
- ❖ Discussed about enriching Professional society knowledge among students.
- ❖ IQAC associated with Institution Innovation Council (IIC) also planned to organize virtual webinar for National Intellectual property awareness mission.
- ❖ All Academic events has been scheduled and kept for the approval of the Chairperson.
- ❖ Website has to be updated regularly with academic activities.
- ❖ On behalf of IQAC, Coordinator conveyed vote of thanks to Chairperson for the guidelines and valuable suggestions.

  
IQAC Coordinator

**IQAC Coordinator**  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632 059

  
Chairperson IQAC

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



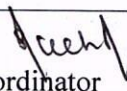
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## INTERNAL QUALITY ASSURANCE CELL

### Action Taken report for the Second meeting of IQAC held on 24.02.2022

S.No	Points Discussed	Action taken	Responsibility
1	Action taken report on previous IQAC meeting	The Chairperson approved the action taken report for minutes of previous meeting.	Principal
2.	Planning of Academic Calendar and discussion on NAAC parameters.	Academic calendar has been approved by IQAC chairperson .Parameters of NAAC are Identified.	IQAC Coordinator
3	Discussion on review of NEP quality policies and SOP guidelines	New Education policy has been finalized and SOP guidelines provided to IQAC members.	IQAC Chairperson
4	Academic Activities Teaching Learning Practices	Regular Academic activities to be followed as per academic calendar. Faculties should follow outcome based education through experiential learning and problem solving methodologies.	IQAC Chairperson & All HODs
5	Discussion on Mobilizing funds	Mobilizing funds for conducting events is approved by management	IQAC Chairperson
6	Approval for Value added courses	Value added courses for the academic year has been conducted by all departments.	All HODs

S.No	Points Discussed	Action taken	Responsibility
7	Discussion on Environment Sustainable developments	Various programmes are conducted in maintaining Environmental Sustainable Developments in Institution.	All HODs
8	Academic Audits for the departments	Academic audits are finalized and circulated to all Heads of the Departments.	All HoD's
9	Workshops, seminars ,project Expo and FDP's	Workshops, Seminar, Project Expo are conducted.Faculty Development programme conducted for Teaching Faculties.	Chairperson and All Department Heads
10	Internships, Industrial visits	Arrangement of Student Internship , Industrial Visits has approved.	Chairperson and HOD
11	Meetings on Grievance Redressal, Anti ragging , Alumni Association activities initiated.	Regular meetings conducted by the Coordinators of Statutory committees Alumni day conducted.	IQAC Chairperson and IQAC Coordinator
12	Programmes by IQAC association with Institution Innovation Council (IIC)	IQAC planned a virtual webinar and faculty Development Programme is conducted for faculty members in association with IQAC.	IQAC Chairperson

  
IQAC Coordinator  
**IQAC Coordinator**  
Kingston Engineering College  
Chittoor Main Road, Vellore - 632 059  
Copy to:

1. The Chairman office
2. Principal office
3. All HODs
4. All Committee Members

  
Chairperson IQAC  
— **PRINCIPAL**  
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