IQAC COMPOSITION (2022-2023)

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
Teachers	Mrs.S.Sarah	AP/IT
	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	Monika S	III Year /CSE
Nominee from Alumni	Mr.V.P.Rajaprakash	Design Engineer, Caterpillar organization, Chennai.
Nominee from Employer	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	Dr.E.Kumaresan	HOD/S&H

PRINCIPAL

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

INTERNAL QUALITY ASSURANCE CELL(IQAC)

Third IQAC Minutes of the IQAC meeting held on 10.09.2022

Venue: Board Room   **Time: 3.00pm**

The Internal Quality Assurance cell (IQAC) meeting for the Academic year 2022-2023 Odd semester was started with the discussion of previous minutes of meeting and action taken reports by the IQAC coordinator.

Following agenda was discussed in the meeting with members of IQAC.

Agenda

1. Review of Previous minutes of meeting

2. Academic calendar planning for 2022-2023 ODD semester

3. Academic activities by IQAC

4. Innovation in Teaching Learning process

5. Faculty Development Programmes and activities

6. Faculty and student participation in Conferences, seminars and workshops

7. Value Added courses and certification courses

8. Discussion about organizing events with various departments

9. SWAYAM NPTEL courses

10. Discussion on Incubation cell activities

11. Placement training activities
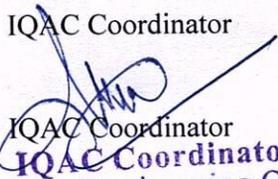
12. Any point with permission of Chairperson

Points that were Discussed.

- The Chairperson reviewed the academic calendar for odd semester 2022-2023 and explained that the IQAC has the prime responsibility of initiating, planning and supervising various activities aimed at enhancing the quality of education provided by the institution.

- All the HOD's have been instructed to commence NAAC accreditation process and work towards achieving accreditation.

- IQAC coordinator stressed the need to conduct class committee meetings with students, in order to gather feedback for future improvements.
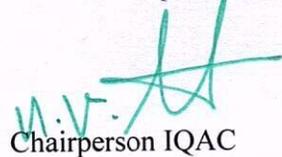
- The Chairperson mandated that HODs to verify faculty members have completed their respective theory and practical subjects in accordance with university criteria and to keep record of this in their course files on a regular basis.

- IQAC members insisted to conduct parent placement meeting .The meet is to emphasize the importance of parental involvement and collaboration throughout the placement process. Parents should be encouraged to share their perspectives, concerns and goals for their child's education.

- All HODs are advised to engage more extension activities pertaining to rural social welfare operations.

- Chairperson instructed all Heads of the Departments to focus on establishing more MOUs with IT industries.

- Planned to conduct First year Induction program for forthcoming semester and two weeks orientation program scheduled for freshers .

- The IQAC Coordinator suggested to identify slow learners from Internal assessment test and take corrective actions for the improvement in performance.

- Chairperson insisted to organize FDPs, seminars and workshops for faculties and students.

- Discussion on Value added courses, NPTEL and other certified courses are included in the academic year for students.

- IQAC Coordinator informed all Heads of departments to organize events for the semester with association with IQAC cell.

- IQAC coordinator informed all HODs to inform about Incubation Cell in order to encourage and create awareness about startups initiatives and ideas in students.

- Planned to conduct soft skill training programmes in Placement Activities.

- Discussed on preparation of NAAC SSR Report for accreditation. IQAC Chairperson requested the coordinator to prepare a list for each criteria and audit the files for Internal Audit .

- Meeting was resolved with vote of thanks to the IQAC Chairperson and other IQAC members by IQAC Coordinator

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

Chairperson IQAC
PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 632059.
Phone : 0416-2297031 / 33 / 34

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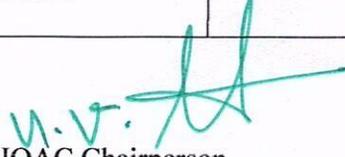4. All Committee Members

INTERNAL QUALITY ASSURANCE CELL

Action Taken report for the IQAC meeting of IQAC held on 10.09.2022

S.No	Points Discussed	Action taken	Responsibility
1	Review of Previous minutes of meeting	The action taken report and minutes of previous meeting is reviewed.	IQAC Coordinator
2	Academic calendar planning for 2022-2023 ODD SEM	Academic calendar is prepared and circulated to all HOD's.	Principal
3	Academic and Administrative activities by IQAC	All HODs are insisted to continuous monitoring on Academic activities like teaching learning Evaluation, Conducting Class committee meetings, Internal assessment Test.	IQAC Coordinator and all HOD's
4	First year Induction programme	Planned to conduct First year Induction program for freshers B.E/B.Tech and MBA students. Two weeks Orientation program have scheduled and approved by Chairperson.	Principal
5	Innovation in Teaching and Learning process	Several teaching AIDs and tools had to be used in innovative teaching and learning methods.	All HODs
6	Faculty Development Programmes and activities	FDPs are planned to conduct for teaching and technical faculties.	IQAC Coordinator
7	Faculty and student participation in conferences, seminars and workshops	Participation of students in conferences, seminars and workshops are increased.	All Department HODs
8	NPTEL courses Value Added courses and certification courses	Students from all departments enrolled in SWAYAM NPTEL based on chairperson suggestion. Progress of students is tracked and motivated to achieve gold or elite in final test.Value added course are planned and approved for academic year 2022-2023.	IQAC Chairperson & IQAC Coordinator

S.No	Points Discussed	Action taken	Responsibility
9	Discussion on Incubation cell activities	All HODs informed their students about incubation cell and its initiatives.	IQAC Chairperson
10	Training and Placement activities	Placement Activities are planned for forthcoming semester.	IQAC Chairperson & All Heads
11	Discussion about IQAC in organizing events with various departments	Virtual Mentorship webinar on " Road map from academic to corporate skills" conducted with IT Department.	IQAC Coordinator & all Department Heads
		Guest Lecture conducted on "Emotional verbal abuse" by Women Empowerment Cell.	
		Workshop conducted on "Responding the needs of adolescents victimization & criminality issues" "Health & Happiness -Art of Living" are organized with Women Empowerment Cell.	
		Two days Hands on Training on "Embedded Systems" is conducted	
		Workshop on "Machine Learning with Rapidminer" is conducted	
		Workshop and Virtual session on "Investor Awareness program" is conducted.	
		Energy awareness session is organized with IGEN Club	
		Guest Lecture on "Faculty Awareness programme "with POSH cell is conducted.	
12	Preparation for NAAC accreditation Process	All criteria heads conducted criteria wise audits for NAAC accreditation.	IQAC Coordinator

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Copy to:

1. The Chairman office

2. Principal office

3. All HODs

4. All Committee Members

IQAC Chairperson

PRINCIPAL
Kingston Engineering College
Chittoor Main Road, Vellore - 6   9,
Phone : 0416-2297031 / 33   4