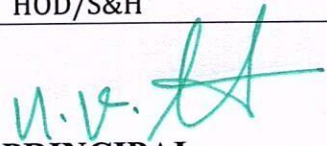


IQAC COMPOSITION (2022-2023)

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.
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INTERNAL QUALITY ASSURANCE CELL(IQAC)

Fourth IQAC Minutes of the IQAC meeting held on 12.11.22

Venue: Board Room

Time: 3.00pm

The Internal Quality Assurance Cell (IQAC) Meeting for the Academic year 2022-2023 Even Semester 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.

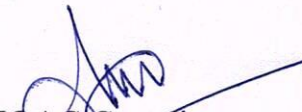
Agenda for the Meeting

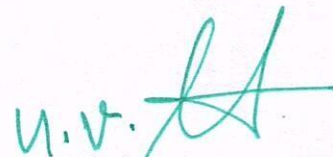
1. Approval of minutes and action taken report of IQAC previous meeting
2. Academic calendar planning for 2022-2023 Even Semester
3. Project work, Mini projects and Internships
4. Initiatives for Industrial Exposure
5. Memorandum of understanding
6. Career guidance in Placement
7. Discussion on Sports Day, Cultural Day for students
8. Establishment of Artificial Intelligence Lab for AIDS Department
9. Academic and Administrative Audits
10. Extension and Outreach Activities
11. First Year Induction programme
12. Association with IQAC events
13. NIRF ranking and ISO certification

Points that were Discussed.

- Meeting started with the approval of action taken report for previous meeting.
- IQAC Chairperson insisted several certified courses and value added courses to be added.
- In meeting chairperson highlighted a significant increase in internship participation, mini projects by the students.
- All Departments have to take proactive measures to enhance industrial exposure for students.
- Industrial visits to be arranged for the students to gain knowledge in real world industrial experience.

- IQAC Coordinator informed all Heads of the Departments to concentrate final year Project work seriously. Guide allocation and Project reviews slot has to be scheduled and monitored periodically.
- Chairperson also emphasized the need for students to enrich their knowledge through developing mini projects. Also insisted students should submit their papers in Journals and National Conferences.
- All Head of the Departments were instructed by IQAC Coordinator to promote their respective faculties participation in various programs like Seminars, Guest lectures and Workshops.
- It is mandatory all professors had to adopt new teaching approaches to enhance students learning capacities in their courses.
- At least one activity must be performed under the signed Memorandum of Understanding (MoU)
- IQAC Coordinator instructed about the training and placement cell to increase the number on campus drives.
- All Department Heads were informed to prepare for Department Academic Audits. Internal and external audit members have been nominated for the Academic Audit.
- Academic Audits Reports has to be prepared and same to be submitted.
- IQAC Coordinator insisted on creating well defined perspective plans and their implementations.
- Sports day and cultural Day has been planned and informed all Heads of department to form committee list for organizing the programmes.
- Establishment of new AI lab has been completed as per the request from AI & DS department.
- IQAC Chairperson informed all department Heads to schedule orientation programme for I Yr B.E/B.Tech and MBA students.
- IQAC Chairperson informed that the Institution have applied for Quality research Organization certification by ISO 9001-2015 for providing graduate education in engineering and technology with Post graduate programmes in Engineering & Management.
- The Meeting was concluded with Vote of thanks by IQAC Coordinator. He thanked Chairperson and IQAC members for their valuable suggestions and guidelines for Excellence in various aspects of Education.


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


IQAC Chairperson
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INTERNAL QUALITY ASSURANCE CELL

Action Taken report for the IQAC meeting held on 12.11.2022

S.No	Points Discussed	Action taken	Responsibility
1	Approval of minutes and action taken report of previous meeting	The minutes of the last meeting is discussed and approved by Chairperson. Instructions were passed with immediate effect.	IQAC Coordinator
2	Academic calendar planning for 2022-2023 even semester	Academic calendar finalized and circulated to all HODs for conducting activities based on it. Commencement of even semester classes as per academic schedule is followed.	IQAC members
3	Project work ,Mini projects and Internships	All HODs prepared the review dates for even semester project works. Mini projects are assigned and guide allotted for the students. Permission for applying Internships is provided to students by their HODs.	IQAC members
4	Initiatives for Industrial Exposure	Industrial Visit is planned and arranged by all Department Industrial Visit Incharges.	All HODs
5	Memorandum of understanding	Activities planned for academic year with experts from industry.	IQAC Coordinator
6	Career guidance in Placement	Soft Skill training programmes provided by trainers.Campus drives are conducted for final year students.	IQAC Coordinator
7	Sports Day, Cultural Day for students	Planned and list of committees are formed for conducting Cultural and sports day.	IQAC Chairperson
8	Establishment of Artificial Intelligence Lab for AI & DS Department	Inauguration of AL lab has been done for AI & DS Department by Principal.	IQAC Chairperson

S.No	Points Discussed	Action taken	Responsibility
9	Academic and Administrative Audits	Completion of Time table, subject allocation, workload, course files, master attendance, IA mark assessments and various department files are audited for previous semester.	IQAC Coordinator
10	Extension and Outreach Activities	Programmes are discussed and shared to coordinators of various clubs and cells for the academic year 2022-23.	All Department Heads
11	Association with IQAC events discussion	Guest lecture is planned for EEE & ECE department on "Evolution of mobility of electric vehicle".	IQAC Coordinator
12	NIRF ranking and ISO certification	Registered in India Ranking. ISO certification is initiated and completed.	IQAC Chairperson


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


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