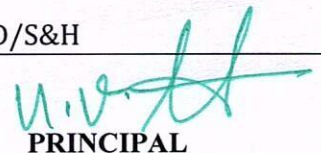




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IQAC COMPOSITION (2023-2024)

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	HOD/CSBS
	Dr.S.Priya	HOD/AI&DS
	Dr. N.Kannammal	Professor/CSE
	Dr.E. Veronica	HOD/MBA
Nominee from local society	I.Anitha	President, Mettukkulam Village
Nominee from Student	Naveen Moses D	III Year /ECE
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	Dr.E.Kumaresan	HOD/S&H


PRINCIPAL

PRINCIPAL
Kingston Engineering College
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INTERNAL QUALITY ASSURANCE CELL(IQAC)

IQAC Minutes of the 6th IQAC meeting held on 27.05.2023

Venue: Board Room

Time: 3.00pm

The Internal Quality Assurance cell IQAC Meeting for the Academic year 2023-2024 ODD 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

1. Review of Previous minutes of meeting
2. Academic calendar planning for 2023-2024 Odd Semester
3. Review on Reports of Academic Internal Audits
4. Planning for Induction programme
5. Discussion on Innovation in Teaching and Learning process
6. Discussion on students involvement towards Institution progress.
7. Discussion on Result Analysis
8. Discussion to enhance and enrich outcome based education
9. Review on NAAC criteria for SSR Submission
10. Any point with permission of Chairperson

Points that were Discussed.

- ❖ Principal Chairperson of IQAC welcomed all the members of IQAC and briefed about the various quality assurance initiatives of the college and requested the IQAC coordinator to proceed as per agenda.
- ❖ The minutes of previous meeting was ratified by the IQAC and also reviewed the action taken report and approved the same.
- ❖ Academic Calendar was prepared and circulated to all heads of the departments as per the approval of Chairperson.
- ❖ Academic and Administrative audits are planned and scheduled for previous semester academic records of all departments.

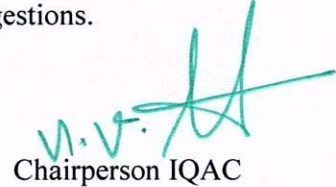
- ❖ Induction Programme has been planned for the I year students. IQAC Chairperson insisted all HODs to take initiatives for organizing the event.
- ❖ IQAC Coordinator informed all HODs should concentrate on academic activities, Internal Assessments, regular attendance monitoring and usage of Teaching aids to conduct continuous improvement on Teaching learning practices.
- ❖ Chairperson discussed about student involvement towards institution progress is mandatory in all aspects.
- ❖ The results of the previous semester were discussed with all HODs.
- ❖ Course outcome measurement to be taken up immediately to determine student learning levels.
- ❖ Slow learners to be identified from assessments and to take remedial actions on to conduct coaching class to the students.
- ❖ Students should be motivated to participate in various skill developing programs.
- ❖ IQAC Coordinator insisted the completion of NAAC SSR to be done before the tentative dates given for all criteria.
- ❖ The meeting was concluded with vote of thanks by IQAC coordinator. He thanked the IQAC chairperson and IQAC members for their valuable points and suggestions.


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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INTERNAL QUALITY ASSURANCE CELL

Action Taken report for the IQAC meeting of IQAC held on 27.05.2023

S.No	Points Discussed	Action taken	Responsibility
1	Review of Previous minutes of meeting	The Action taken report for Minutes of Previous meeting is reviewed.	IQAC Coordinator
2	Academic calendar planning for 2023-2024 Odd Semester	Academic calendar is prepared and circulated to all HODs	Principal
3	Academic and Administrative activities by IQAC	Continuous monitoring in academic activities like Teaching, learning, assessment, Conducting Class committee meetings, Internal assessment test mark analysis.Coaching class conducted for slow learners.	IQAC Coordinator and all HOD's
4	Induction programme for I year students	Induction programme is planned.Schedule has been approved.	Chairperson
5	Innovation in Teaching and learning process	Teaching in smart class rooms and multimedia libraries are encouraged.	All HODs
6	Discussion on students involvement towards Institution progress.	Skill development courses for students are planned and conducted by all departments	IQAC Chairperson
7	Academic Internal Audits	IQAC coordinator informed all committee members to conduct internal audit .	All Department HODs
8	Reviews on NAAC criteria for SSR Submission	Each criterion in NAAC has to complete their verification of documents.	IQAC Chairperson
9	Discussion on Result Analysis	Chairperson insisted continuous high pass percentage to be maintained.	All HODs


IQAC Coordinator
IQAC Coordinator
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IQAC Chairperson
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1. The Chairman office
2. Principal office
3. All HODs-to be circulated to all faculty members
4. All Committee Members