

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
OF
KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY**
S.P.G.Chidambara Nadar – C. Nagammal Campus, S.P.G.C. Nagar,
Post Box No. 12, VIRUDHUNAGAR – 626 001.

Phone : 04549 – 278791, 278171

Fax : 04549-278172

E-mail : mail@kamarajengg.edu.in

Dr. ANANT ACHARY
CHAIR PERSON

Date: 20.10.2015

**PROCEEDINGS OF THE 1st INTERNAL QUALITY ASSURANCE CELL (IQAC)
MEETING OF KAMARAJ COLLEGE OF ENGINEERING AND TECHNOLOGY,
HELD AT 10.00 A.M. ON 20.10.2015**

MEMBERS PRESENT :

Thiruvallur

1. Mr.T.J. Jeyakumar, M.B.A.,
Chairman,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Management Representative

2. Tmt. Vani Natarajan, B.A.,M.S.,
Joint Secretary,
KAMARAJ College of Engineering and Technology Managing Board,
Virudhunagar.
Management Representative

3. Thiru.M.V.R.R. Manickavel, B.Sc.,
Former Secretary,
KAMARAJ College of Engineering and Technology Managing Board,
Virudhunagar.
Nominee of Local Society

4. Dr. Anant Achary, M.Tech., Ph.D.,
Principal,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Chair Person of Internal Quality Assurance Cell (IQAC)

5. Dr.K. Sarukesi, Ph.D.,
Dean,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Administrative Officer

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6. Mr.S. Aswath, B.E.,PGDHRM.,
Placement Officer,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Administrative Officer

7. Mr.M. Rajesh, M.Com.,PGDPMIR.,
Office Manager,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Administrative Officer

8. Mrs.S. Manohari, M.Com.,M.Phil.,M.L.I.S.c.M.Phil.,
Librarian,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Administrative Officer

9. Mrs.R. Ramya, M.E.,Ph.D.,
Assistant Professor (Selection Grade),
Department of Computer Science and Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

10. Dr.P. Subathra, M.E.,Ph.D.,
HOD / Department of Information Technology,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

11. Dr.N. Sundararajan, M.A.,M.Phil.,Ph.D.,
Associate Professor / Department of English,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

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12. Dr.R. Suresh Babu, M.E.,M.B.A.,Ph.D.,
HOD / Department of Electronics and Communication Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

13. Dr.S. Kalyani, M.E.,Ph.D.,
HOD / Department of Electrical and Electronics Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

14. Dr.K. Thanalakshmi, M.Sc.,M.Phil.,Ph.D.,
HOD / Department of Maths,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

15. Dr.R. Lakshmi, M.E.,Ph.D.,
HOD / Department of Civil Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Teacher

16. Ms.A. Jayasri,
Second year / Department of Electronics and Instrumentation Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Nominee of Student

17. Mr.G.S. Santhana Krishnan,
Third year / Department of Electronics and Communication Engineering,
KAMARAJ College of Engineering and Technology,
Virudhunagar.
Nominee of Student

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18. Mr.J. Santha Kumar,
M/s.Controls India,
Madurai.
Nominee of Industrialist

SUBJECT	RESOLUTION
1. Welcome	Our Principal, Chairman IQAC welcomed the gathering consisting of the members of newly constituted IQAC.
2. Composition of IQAC	<p>The IQAC members are chosen based on the NAAC guidelines. The composition of IQAC is</p> <p>Chairperson Dr. Anant Achary</p> <p>Administrative officers Dr.K. Sarukesi Mr. S. Aswath Mr. M. Rajesh Mrs. S. Manohari</p> <p>Teachers Dr. M. Vasanthi Mrs.R. Ramya Dr.P. Subathra Dr.N. Sundararajan Dr.R. Suresh Babu Dr. S. Kalyani Dr. K. Thanalakshmi Dr. R. Lakshmi Dr. S. Senthil</p> <p>Management Representatives Mr. T.J. Jeyakumar Tmt. Vani Natarajan</p> <p>Local Society Members Thiru.M.V.R.R. Manickavel Thiru Er. P. M. S. N. K. N. Anandavel</p> <p>Alumni Representative Mr. Shyam Raj</p> <p>Student representative Ms. A. Jayasri Mr. G. S. Santhana Krishnan</p> <p>Industrialists Mr.J. Santha Kumar Mr. J. Kaniraja Dr. T. Dhanalakshmi, Coordinator, IQAC</p>
3. Presentation on IQAC	The Chairman of IQAC presented the objectives of IQAC.

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SUBJECT	RESOLUTION
	<p>1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.</p> <p>2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.</p> <p>The IQAC Chairman presented the functions of IQAC.</p> <p>1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution</p> <p>2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</p> <p>3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes</p> <p>4. Dissemination of information on various quality parameters of higher education</p> <p>5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles</p> <p>6. Documentation of the various programmes/activities leading to quality improvement;</p> <p>7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices</p> <p>8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality</p> <p>9. Preparation of the Annual Quality Assurance Report (AQR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</p> <p>The IQAC Chairman presented the IQAC Benefits.</p> <p>1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement</p> <p>2. Ensure internalization of the quality culture</p> <p>3. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices</p>

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SUBJECT	RESOLUTION
4. Action Plan for the year	<p>4. Provide a sound basis for decision-making to improve institutional functioning</p> <p>5. Act as a dynamic system for quality changes</p> <p>6. Build an organised methodology of documentation and internal communication.</p> <p>The Chairman also listed the requirements of IQAC.</p> <ol style="list-style-type: none"> 1. Computers with Printer 2. Separate Room 3. Secretarial Assistance <p>To improve the student performance in academic and Placement activities</p> <p>To improve the quality of research by faculty and students and innovation</p>
5. Committees Constituted to assess the progress to attain quality in teaching and learning	<p>Various committees are constituted. They will continuously monitor and help in preparing the AQAR. The committees and the incharges are</p> <p>Reading Habit and Observation on Mentor-Mentee system - Tmt. Vani Natarajan</p> <p>Result analysis- Dr. K. Thanalakshmi, Dr. R. Lakshmi and Mrs. R. Ramya</p> <p>Training of Faculty Members – TDP cell</p> <p>Industrial Visit- Dr. R. Suresh Babu and Dr. N. Sundararajan</p> <p>Research Board – Dr. M. Vasanthi and Dr. S. Kalyani</p> <p>Student Feedback – Dr. P. Subathra</p> <p>MIS - Dr. P. Subathra, Mrs. R. Ramya, Mrs. S. Manohari</p> <p>Budget Flow – Dr. S. Senthil and Dr. K. Sarukesi</p>
6. Actions to be taken	<p>Interdisciplinary Projects</p> <p>Inplant Training</p> <p>News paper Reading Hour</p>
7. Vote of Thanks	<p>The IQAC chairman proposed vote of thanks. He also informed the date for the next meeting as 23rd January, 2016.</p>

T. Thanalakshmi
IQAC Coordinator

[Signature]
PRINCIPAL