

# KRISHNASAMY

## College of ENGINEERING & TECHNOLOGY

Approved by AICTE & Affiliated to Anna University  
Anand Nagar, Nellikuppam Main Road, S. Kumarapuram, Cuddalore - 607 109, Tamil Nadu.  
☎ (04142) 285 601 - 604    🌐 www.kcet.in    ✉ info@kcet.in

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/07

Date: 20.06.2022

### OFFICE ORDER

It is hereby informed that Internal Quality Assurance Cell (IQAC) composition has been constituted for the academic year 2022 – 2023 as follows:

Sl. No.	Members	Designation	Designation as per NAAC Guidelines
1.	Dr. G. Elango	Principal	Chairperson
2.	Er. R. Shenbagavalli	Assistant Professor / CSE	Coordinator
3.	Dr. K. Raghu	Vice-Principal	Administrative Officer
4.	Mr. G. Balakrishnan	Associate Professor / MCA & Administrative Officer	
5.	Er. C. Reikha	Associate Professor / CSE	Teachers
6.	Er. E. Rajasekaran	Assistant Professor / EEE	
7.	Er. V. Sudha	Assistant Professor / ECE	
8.	Mr. S. Barath	Assistant Professor / MCA	
9.	Er. G. Senthilvel	Assistant Professor / ME	
10.	Er. C. Sureshkumar	Assistant Professor / CE	
11.	Thiru. N. Vijayakumar	Secretary	Management
12.	Er. S. Sudhagar	Alumnus	Local Society/Alumnus / Industrialists

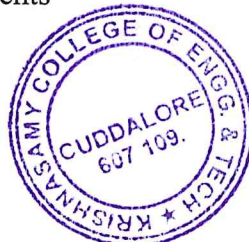
IQAC Coordinator is requested to conduct regular meetings of IQAC to ensure Internal Quality Assurance in all spheres of functioning of the Institution.

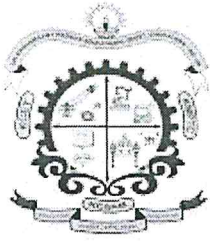
  
Principal

**Dr. G. ELANGO, M.E., Ph.D**  
PRINCIPAL,  
KRISHNASAMY COLLEGE OF  
ENGINEERING & TECHNOLOGY,  
S.KUMARAPURAM, CUDDALORE-607109

**Copy to:**

- Chairman / E.D
- Vice-Principal /AO
- Heads of all the Departments
- Members concerned





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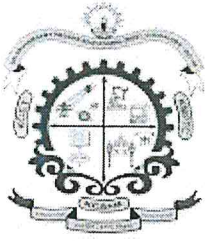
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### List of IQAC members

Sl. No.	Designation as per NAAC Guidelines	Members	Designation	Signature
1.	Chairperson	Dr. G. Elango	Principal	
2.	Coordinator	Er. R. Shenbagavalli	Assistant Professor / CSE	
3.	Administrative Officer	Dr. K. Raghu	Vice-Principal	
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/08

Date: 30.06.2022

### CIRCULAR

All the IQAC members are requested to attend the meeting to be held on 06-07-2022 @ 10.00 am in the A- Block Seminar Hall.

The agenda of the meeting is listed below:

- Academic Activity
- General Discussion

Members are requested to attend the meeting and participate in the deliberations.

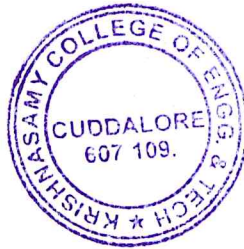
  
Coordinator / IQAC

  
Principal

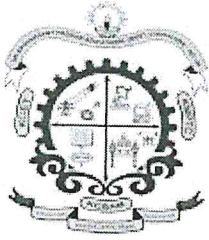
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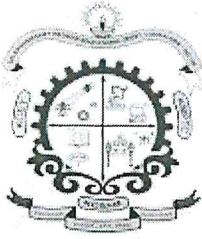
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/09

Date: 12.07.2022

### Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2022-2023/08

Date & Time of the Meeting : 06.07.2022 @ 10.00am

Venue of the Meeting : A - Block Seminar Hall

### Proceedings of the Meeting

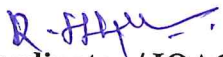
Mrs. R. Shenbagavalli, Coordinator / IQAC invited all the members to this meeting. The agenda points were discussed in detail and the resolution is taken accordingly.

#### • Academic Activity:

- It was informed Internal Assessment Test – I is scheduled from 12.09.2022 to 17.09.2022 for III year and final year students.
- It was identified that many students were absent and having remarks during IAT. In this connection, remedial measures taken for the students who are having remarks on the day of examination should be mentioned in the squad report periodically.
- The members were requested to ensure the academic activities such as Induction Programme - I year, Paper Presentation – II year students, Mini Projects - III year students, Training & Placement and Project works – final year students.

#### • General discussion:

- The members were conveyed to inform the PET faculty in advance about the Physical Education Training period.
- It was informed that the EEE department has planned to conduct Parent Teachers for the II-year students.
- It has been identified that students are using that cell phones inside the campus. In this regard, Hods were told to formulate a team so that it can conduct a surprise visit to cease the mobile phones if any.
- The members were informed to appoint a coordinator to Career Development Cell to conduct the career development activities such as GATE and other competitive exams.
- Discussions regarding the progression of work in all the committees for the graduation day was carried out.
- It was informed that 1500 persons are expected to attend the Graduation day function which includes students, parents and NSS volunteers.

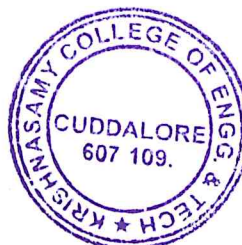
  
Coordinator / IQAC

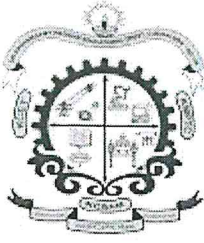
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Principal

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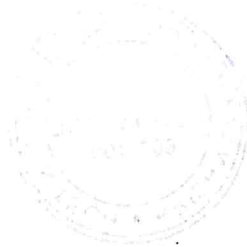
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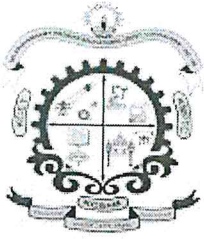
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/10

Date: 09.09.2022

### CIRCULAR

All the IQAC members are requested to attend the meeting to be held on 13-09-2022 @ 10.00 am in the A-Block Seminar Hall.

The agenda of the meeting is listed below:

- Academic Activity
- Career Opportunity
- Placement Activity

Members are requested to attend the meeting and participate in the deliberations.

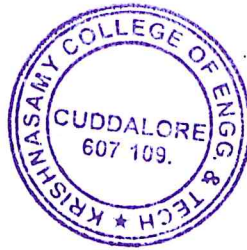
  
Coordinator / IQAC

  
Principal

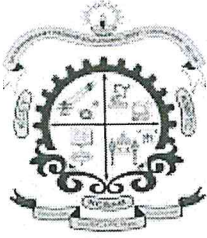
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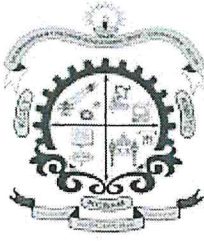
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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/11

Date: 15.09.2022

#### Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2021-2022/10

Date & Time of the Meeting : 13.09.2022 @ 10.00am

Venue of the Meeting : A-Block Seminar Hall

#### Proceedings of the Meeting

Mrs. R. Shenbagavalli, Coordinator / IQAC invited all the members to this meeting. The agenda points were discussed in detail and the resolution is taken accordingly.

#### • Academic Activity:

- It has been informed that PG classes (M.E) commence from 12.10.2022 onwards.
- It was informed that IAT II commences from 17.10.2022 to 22.10.2022 for III year and final year students.
- Students who were failed/ absent in the IAT I test should get pass mark in IAT II. Otherwise, evening classes will be conducted for failed / absent students. The members were told to inform to the students immediately.

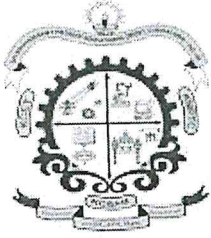
#### • Placement Activity :

- Renault Nissan Technologies Interview was held in Manakula Vinayakar Engineering College on 11.10.2022. Totally, 12 students participated and 2 students got shortlisted but they failed to get through in the GD round. In this regard, English faculty members were informed to help students in cracking GD rounds.

#### • General Discussion:

- It was conveyed that a passport agent has approached our institution to obtain/ renew passport for the students. The charges include Rs.1500 plus a service charge of Rs. 250. In this regard, it was informed that, to give the students count and name list. In this connection, a faculty from our institution will be nominated to know about the process of passport application from cuddalore regional office and then only we can decide to give the passport application process to the agent or not.
- Er. P.Dinesh Kumar, AP-Civil, was told to initiate the driving license obtaining process for the students.
- Prof. Dr. G. Elango and institutional coordinators have attended the meeting (Naan Mudhalvan Programme) on 14.09.2022 in Trichy. The principal conveyed the information to the members that was discussed in the programme.
- It was conveyed that Students should register their names to get a user ID and password to participate in Naan Mudhalvan Chief Minister's Educational Project. If





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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

students face any difficulty in registration, it should be brought to the college administrators notice. Mrs.R. Shenbagavalli, AP-CSE, and Dr. D. Periyazhagar, AP-EEE, were nominated as coordinators for our college.

- It was conveyed that our college belongs to Zone – V in the Naan Mudhalvan students training Programme. The training programme commences from November 14th onwards and it will be conducted offline and online in alternate weeks for 15 days. The training will be given for 90 hours. Students who have registered their names in respective slots should be present in the below-mentioned venue along with the faculty members/ Training coordinator. The venue of the training programme as follows:

S. No	Slots	Name of the Programme	Venue
1	Slot - I	Industrial 4.0	CKCET & UCEP
2	Slot - II	AR / VR	St. ACET & UCEP
3	Slot - III	IOT	MRK & UCEP
4	Slot - IV	Robotics	KCET & UCEP

#### • As per the Government & University circular

- Value-added courses are mandatory for all the III year students except ECE and CSE.
- Microsoft fundamental value added course is mandatory for II year III semester students.
- Cambridge English Course is mandatory for all the I year students.

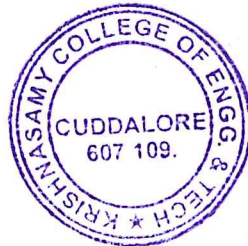
  
Coordinator / IQAC

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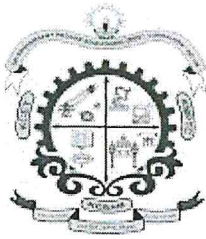
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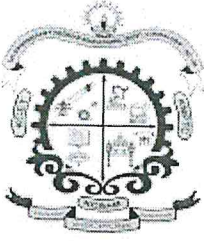
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/14

Date: 03.01.2023

### CIRCULAR

All the IQAC members are requested to attend the meeting to be held on 05-01-2023 @ 10.00 am in the A-Block Seminar Hall.

The agenda of the meeting is listed below:

- Academic Activity
- Placement Activity

Members are requested to attend the meeting and participate in the deliberations.

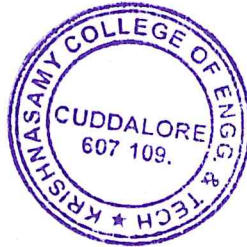
Coordinator / IQAC

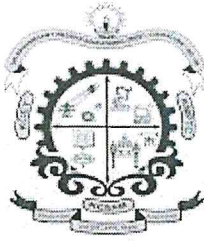
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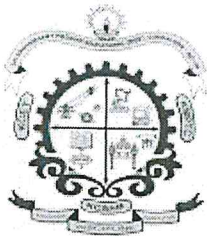
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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/15

Date: 09.01.2023

#### Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2022-2023/14

Date & Time of the Meeting : 05.01.2023 @ 10.00am

Venue of the Meeting : A-Block Seminar Hall

#### Proceedings of the Meeting

Mrs. R. Shenbagavalli, Coordinator / IQAC invited all the members to this meeting. The agenda points were discussed in detail and the resolution is taken accordingly.

#### • Academic Activity :

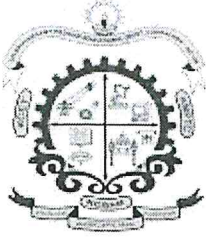
- Course file should be kept ready for the current semester. In the lesson plan, one period should be allocated to beyond the syllabus and it shall be a bridge between two units. Text book and reference books should be in compliance with the new syllabus and regulation with page number accuracy.
- It was informed that, all must carry out project work verification every week for the final year students. In this connection, students must be encouraged to publish their papers in unpaid / listed journals.
- It was informed that, to encourage staff members to attend FDP/ Conference / Seminars. And also to ensure that faculty members attend minimum two programmes and to publish atleast one paper in a year.

#### • Placement Activity:

- Department Training and Placement staff members were informed to submit student's details as per the T&P format.

#### • General discussion:

- It was that NSS camp is scheduled from 16.02.23 to 22.02.23 and Sports day will be held on 03.03.23.
- It was informed that a Yoga / fitness center will be arranged as early as possible to the students to rejuvenate themselves.



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

- It was conveyed that IIT Mumbai organizes Mapathaoon'23. All the department students should apply to the contest. 31st March'23 is the last date to apply.
- It was informed that all the non-teaching members should be able to perform computational work. In this regard, a system Awareness Programme will be conducted in this academic year 2022 similar to the System Awareness Programme that was conducted in 2016, Er. C. Reikha, AsP / HOD/ CSE, is nominated as the programme coordinator. All non-teaching staff without computer knowledge must attend without fail.

*R. Reikha*

**Coordinator / IQAC**

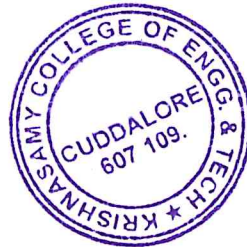
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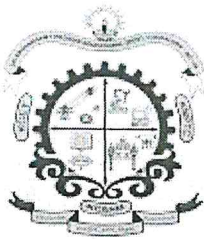
- Chairman / E.D
- Vice-Principal /AO
- Heads of all the Departments
- Members concerned

*G. Elango*  
9/1/23

**Principal**

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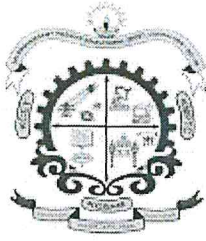
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### INTERNAL QUALITY ASSURANCE CELL (IQAC)

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1.	Chairperson	Dr. G. Elango	Principal	
2.	Coordinator	Er. R. Shenbagavalli	Assistant Professor / CSE	
3.	Administrative Officer	Dr. K. Raghu	Vice-Principal	
4.		Mr. G. Balakrishnan	Associate Professor / MCA & Administrative Officer	
5.	Teachers	Er. C. Reikha	Associate Professor / CSE	
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9.		Er. G. Senthilvel	Assistant Professor / ME	
10.		Er. C. Sureshkumar	Assistant Professor / CE	
11.	Management	Thiru. N. Vijayakumar	Secretary	
12.	Local Society/ Alumnus / Industrialists	Er. S. Sudhagar	Alumnus	





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/16

Date: 09.03.2023

### CIRCULAR


All the IQAC members are requested to attend the meeting to be held on 13-03-2023 @ 10.00 am in the A-Block Seminar Hall.

**The agenda of the meeting is listed below:**

- Academic Activity
- Placement Activity
- General Discussion

Members are requested to attend the meeting and participate in the deliberations.

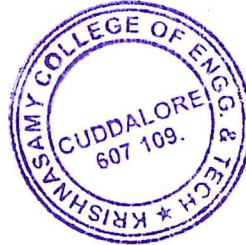
  
Coordinator / IQAC

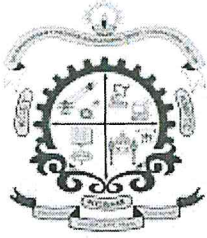
  
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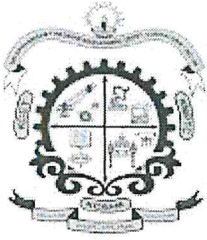
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2022-2023/17

Date: 15.03.2023

### Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2022-2023/16

Date & Time of the Meeting : 13.03.2023 @ 10.00am

Venue of the Meeting : A-Block Seminar Hall

### Proceedings of the Meeting

Mrs. R. Shenbagavalli, Coordinator / IQAC invited all the members to this meeting. The agenda points were discussed in detail and the resolution is taken accordingly.

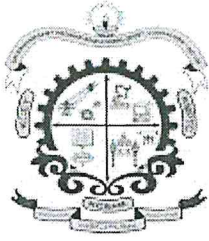
#### • Academic Activity:

- It was informed to the Hods to carry out micro-level result analysis and segregate subjects such as Easy, Moderate and Tough papers.
- It was informed that Department wise Result Analysis meeting will be held this week from 16.03.2023 after working hours. In the meeting, staff members should produce supporting documents of the action taken for student's improvement.
- It was informed that Anna University inspection will be held on or before 25.05.2023. In this regard, Hods and staff members were asked to keep the stock register, students maintenance register, observation notebooks, Record notebooks, block cards / displays, lab name and timetable, Course file, students track record, Department details, Audit reports, are updated and ready for the same.
- It was informed that *Project Expo* for I year should be arranged preferably by 1<sup>st</sup> week of May 2023.
- University practical and theory examination dates are as follows:
  - Slot I : 25.03.2023 – 27.03.2023
  - Slot II : 28.03.2023 – 30.03.2023

#### • Placement Activity:

- Training programme for the III year students is arranged by Naan Mudhalvan, 3 days a week altogether 6 hours to improve the Interview Communication skills. The members were requested to motivate their students to participate.





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## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### • **General Discussion:**

- It was informed that, to ensure final year subject completion, Project status, and paper publication work.
- Naan Mudhalvan organizes a Virtual Internship Programme titled “Project Hackathon”, 30 days internship programme. The members were informed to motivate the students to participate in the internship. Prizes will be awarded based on the student’s performance.

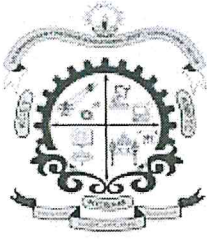
  
**Coordinator / IQAC**

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- Members concerned

  
**Principal**

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