

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

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/01

Date: 20.06.2023

OFFICE ORDER

It is hereby informed that Internal Quality Assurance Cell (IQAC) composition has been constituted for the academic year 2023 – 2024 as follows:

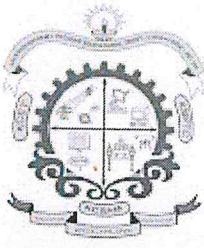
Sl. No.	Members	Designation	Designation as per NAAC Guidelines
1.	Dr. G. Elango	Principal	Chairperson
2.	Er. C. Reikha	Associate Professor & HoD/ CSE	Coordinator
3.	Dr. K. Raghu	Vice-Principal	Administrative Officer
4.	Mr. G. Balakrishnan	Associate Professor / MCA & Administrative Officer	
5.	Er. R. Shenbagavalli	Assistant 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. G.Senthamaraikannan	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.


20/6/23
Principal

Copy to:

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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/02

Date: 30.06.2023

CIRCULAR

All the IQAC members are requested to attend the meeting to be held on 03-07-2023 @ 10.00 am in the A- Block Seminar Hall.

The agenda of the meeting is listed below:

- Academic Activity
- Department wise Meeting
- General Discussion

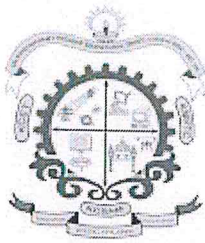
Members are requested to attend the meeting and participate in the deliberations.

C. Rajkha
30/6/23
Coordinator / IQAC

[Signature]
30/6/23
Principal

Copy to:

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- Vice-Principal /AO
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- Members concerned



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/03

Date: 07.07.2023

Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2023-2024/02

Date & Time of the Meeting : 03.07.2023 @ 10.00am

Venue of the Meeting : A - Block Seminar Hall

Proceedings of the Meeting

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

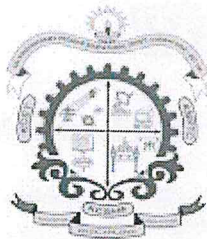
• Academic Activity:

- It was informed that, to complete the subject allocation for the upcoming odd semester of the academic year 2024-2025 on or before 16.07.2023 forenoon session without fail.
- 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.

• Department wise Meeting:

- HoD's have been instructed to conduct parents meeting once after the arrival of odd semester results thereby providing parents with a specific period of days & time to come and know about their wards performances in Slip tests, IATs and on AU examinations.

Department	Remarks
Civil Engineering	<ul style="list-style-type: none">• Staff members were insisted to counsel their students periodically regarding their academics as well as required skills for their successful placement



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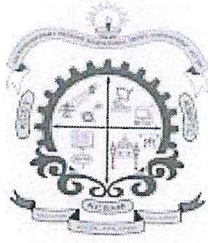
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Computer Science & Engineering	<ul style="list-style-type: none">• Staff members were insisted to provide seminars to Elite and Moldable candidates, to improve their communication skills.• Staff members were insisted to encourage the students about the certification courses and coding skills.• As per the request of our Chairman, Staff members are requested for willingness to implement ERP application along with the support of R&D cell.
Electronics & Communication Engineering	<ul style="list-style-type: none">• It was insisted to conduct awareness about the embedded software and hardware skills and to create an incubation cell for the development of the students.• HOD and the staff members were appreciated for their follow up on all the activities.
Electrical & Electronics Engineering	<ul style="list-style-type: none">• It was insisted to follow-up their mentees regarding their academics and regular to college.• It was insisted to conduct awareness about PLC programming skills.
Mechanical Engineering	<ul style="list-style-type: none">• It was insisted that the opportunities for mechanical engineers are vast in number so we are in need of increasing the all clear students will basic skill required.
Science & Humanities	<ul style="list-style-type: none">• It was insisted to motivate the students for the paper presentations and to implement their innovative ideas.• It was suggested to publish books on their specialization (individually/group).• It was insisted to restart budding engineer's day celebration for upcoming AY.• It was suggested to address the students in regarding T&P activities.



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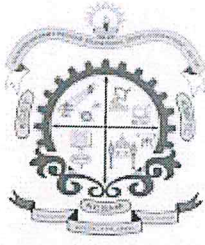
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

List of IQAC members

Sl. No.	Designation as per NAAC Guidelines	Members	Designation	Signature
1.	Chairperson	Dr. G. Elango	Principal	
2.	Coordinator	Er. C. Reikha	Associate Professor & HoD/ CSE	C. Reikha 7/7/23
3.	Administrative Officer	Dr. K. Raghu	Vice-Principal	Dr. K. Raghu 7/7/23
4.		Mr. G. Balakrishnan	Associate Professor / MCA & Administrative Officer	Mr. G. Balakrishnan 7/7/23
5.	Teachers	Er. R. Shenbagavalli	Assistant Professor / CSE	R. Shenbagavalli
6.		Er. E. Rajasekaran	Assistant Professor / EEE	E. Rajasekaran
7.		Er. V. Sudha	Assistant Professor / ECE	V. Sudha
8.		Mr. S. Barath	Assistant Professor / MCA	S. Barath
9.		Er. G. Senthilvel	Assistant Professor / ME	G. Senthilvel
10.		Er. C. Sureshkumar	Assistant Professor / CE	C. Sureshkumar
11.	Management	Thiru. N. Vijayakumar	Secretary	
12.	Local Society/ Alumnus / Industrialists	Er. G. Senthamarai Kannan	Alumnus	G. Senthamarai Kannan



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/04

Date: 04.09.2023

CIRCULAR

All the IQAC members are requested to attend the meeting to be held on 08-09-2023 @ 10.30 am in the A-Block Seminar Hall.

The agenda of the meeting is listed below:

- IAT Exam Pattern
- NAAC Activity
- Alumni Association Activity

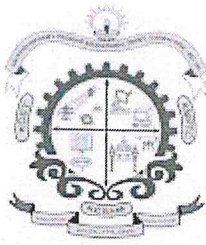
Members are requested to attend the meeting and participate in the deliberations.

C. Periya
4/9/23
Coordinator / IQAC

[Signature]
4/9/23
Principal

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- Heads of all the Departments
- Members concerned



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/05

Date: 11.09.2023

Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2023-2024/04

Date & Time of the Meeting : 04.09.2023 @ 10.30am

Venue of the Meeting : A-Block Seminar Hall

Proceedings of the Meeting

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

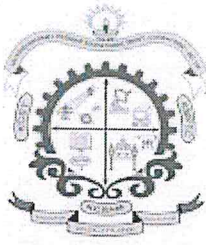
• IAT Exam Pattern:

- It detailed analysis was made on the Program outcome and Course outcome for the regulation -21.
- It was informed that all departments should follow the same pattern to conduct the internal examination in future.

S.NO	Exam	Unit-1 marks	Unit-2 marks	Unit-3 marks	Unit-4 marks	Unit-5 marks	Total marks	Portions covered
1	IAT-I	40	40	20			100	2 ½ units
2	IAT-II			20	40	40	100	2 ½ units
3	Model	20	20	20	20	20	100	5 units
Total Marks		60	60	60	60	60	300	

• NAAC Activity:

- It was insisted to conduct the department wise programmes as per the academic schedule. Programmes shall be conducted following the NAAC format.
- It was asked to ensure the cleanliness of their surroundings including staff rooms, laboratories, class rooms and also the safety measures for the utilization of laboratories.



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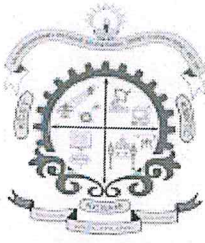
- It was informed that the internal lab auditing will probably be on 26.09.23 (Tuesday).
 - Criterion owners were insisted to all their faculty members to update their respective NAAC files and make readily available for the inspection at any time without fail.
 - It was informed that to submit the department MoM periodically and Criterion in charge to rectify the mistakes and file it as per the format.
 - It was insisted to submit the department newsletter and Continuous Improvement report then and there.
 - It was conveyed that NAAC work is on regular progress. All the faculty members were insisted to keep ready with the entire necessary document related to their key indicator without fail.
- **Alumni Association Activity :**
 - It was reviewed about the preparation work for 16th Alumni meet day work progress to Alumni Association co-coordinator Mr.R.Satishkumar,AP/MCA.
 - It was decided that the (2018- 2022) passed out batches are invited for the Alumni meet to be conducted on 27th April 2024.
 - It was informed to consolidate the total Alumnus going to attend the Alumni meets and to motivate them others to participate in the program and to make the seating arrangements in the form of conference table format for the refreshment.

C. Rajappa
11/9/23
Coordinator / IQAC

[Signature]
11/9/23
Principal

Copy to:

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



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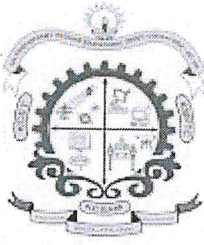
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4.		Mr. G. Balakrishnan	Associate Professor / MCA & Administrative Officer	G. Balakrishnan 11/9/23
5.	Teachers	Er. R. Shenbagavalli	Assistant Professor / CSE	R. Shenbagavalli
6.		Er. E. Rajasekaran	Assistant Professor / EEE	E. Rajasekaran
7.		Er. V. Sudha	Assistant Professor / ECE	V. Sudha
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9.		Er. G. Senthilvel	Assistant Professor / ME	G. Senthilvel
10.		Er. C. Sureshkumar	Assistant Professor / CE	C. Sureshkumar
11.	Management	Thiru. N. Vijayakumar	Secretary	N. Vijayakumar
12.	Local Society/ Alumnus / Industrialists	Er. G. Senthamarai Kannan	Alumnus	G. Senthamarai Kannan



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/06

Date: 04.12.2023

CIRCULAR

All the IQAC members are requested to attend the meeting to be held on 06-12-2023 @ 11.00 am in the A-Block Seminar Hall.

The agenda of the meeting is listed below:

- Mentoring System Activity
- CCM Complaints Activity
- Infrastructure Maintenance Activity
- Drug Awareness

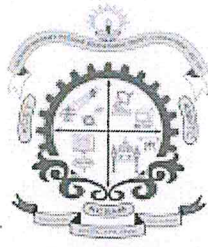
Members are requested to attend the meeting and participate in the deliberations.

C. Peidhe
4/12/23
Coordinator / IQAC

[Signature]
4/12/23
Principal

Copy to:

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



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/07

Date: 08.12.2023

Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2023-2024/07

Date & Time of the Meeting : 06.12.2023 @ 11.00am

Venue of the Meeting : A-Block Seminar Hall

Proceedings of the Meeting

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

- **Mentoring System Activity:**

- It was informed to ensure that all the mentors are mentoring their respective students on a regular basis.
- It was asked to inform the parents periodically through phone or to meet in person, to convey the students activities, general behaviour and their studies. Also record all the informations.

- **CCM Complaints Activity:**

- It was asked to ensure that all the CCM complaints are addressed and rectified then and there without any delay.

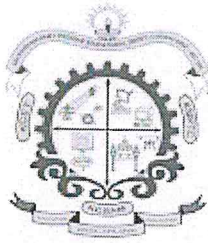
- **Infrastructure Maintenance Activity**

- **Hostel Auditing Activity:**

- Audited girls hostel and verification of files was carried out on 03.10.2023.
- Insisted the warden to order the files and registers like Movement, Visitor's register and student's details registers to maintain properly.

- **GYM Maintenance & NSO Activity:**

- Audited GYM and the equipments was checked on 05.10.2023
- Insisted to Correct / Maintain the badminton table.
- Insisted to remove other materials like doors, windows,etc.,
- Verification of stock carried out and insisted to organize the files separately.



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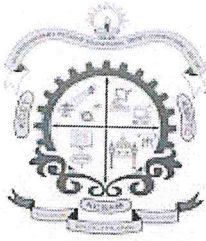
- ✓ On-Duty & DA/TA details.
 - ✓ Krishnasamy Group of Institution letters and other Institution letters.
 - ✓ Tentative Sports Schedule, Purchase file.
 - ✓ AU – Sports board eligibility file.
 - ✓ GYM & Banner channel details.
 - ✓ Sports winner Details File.
- **Drug Awareness:**
 - It was highly insisted to all the co-ordinators to inform their staff members to go for the periodic rounds and be vigilant on checking the activities of their students as there were some cases observed among the college students all over Tamilnadu about the usage of drugs.
 - It was informed to conduct the Drug Awareness Programme with the support of Local Sub –Inspector of Police for semester once.

C. Rajkumar
8/12/23
Coordinator / IQAC

8/12/23
Principal

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- Members concerned



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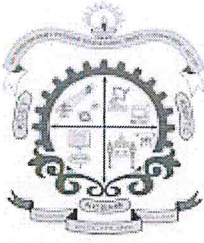
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8.		Mr. S. Barath	Assistant Professor / MCA	S. Barath
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/08

Date: 30.01.2024

CIRCULAR

All the IQAC members are requested to attend the meeting to be held on 01-02-2024 @ 11.00 am in the A-Block Seminar Hall.

The agenda of the meeting is listed below:

- Academic Activity
- NAAC Activity
- VAC & MoU Activity
- General Discussion

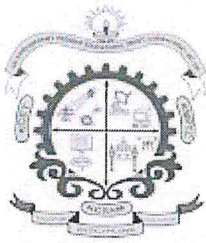
Members are requested to attend the meeting and participate in the deliberations.

C. R. Senthil
30/1/24
Coordinator / IQAC

[Signature]
30/1/24
Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/09

Date: 03.02.2024

Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2023-2024/08

Date & Time of the Meeting : 02.02.2024 @ 11.00am

Venue of the Meeting : A-Block Seminar Hall

Proceedings of the Meeting

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

• Academic Activity:

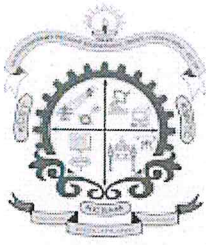
- It was informed to the Hods to carry out micro-level result analysis and segregate subjects such as Easy, Moderate and Tough papers.
- It was asked to keep the stock register, students maintenance register, observation notebooks, Record notebooks, block cards / displays, lab name and timetable, Course file, students track record, Department details, Audit reports, to be updated then and there.
- It was informed that the I- year laboratory examinations commences from 26 February 2024 (II- Slot). So, our IQAC members are asked to motivate the students to attend the practical examinations without any fear and Malpractice.

• NAAC Activity:

- HoDs were asked to ensure that status of MOU, in case pending asked to plan to apply operational MOU.
- It was conveyed that NAAC work is on regular progress. All the faculty members were insisted to keep ready with the entire necessary document related to their key indicator without fail. It was informed that NAAC key indicator in charges should work more effectively.
- It was informed that NAAC meeting has been scheduled on 8/2/2024. Dr.N.Azhagumorthy, External expert will head the meeting. All faculty members are advised to attend the meeting and clarify their doubts regarding the data and files to be collected for NAAC accreditation.
- It was informed that the faculty members who are going to the vacation should complete the NAAC work, current course file and admission work.

• VAC & MoU Activity:

- HoDs were asked to ensure that status of MOU, in case pending asked to plan to apply operational MOU.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

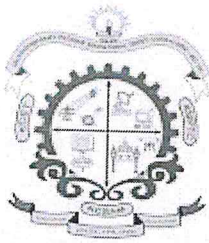
- HoDs were asked to ensure that the department programme to be conduct as per the schedule and also to complete the Value Added Courses under the guidance of Anna University.
- **General Discussion:**
 - Naan Mudhalvan organizes a Virtual Internship Programme titled "Project Hackathon", 30 days internship programme. The members were informed to motivate the students to participate in the internship. Prizes will be awarded based on the student's performance.
 - It was conveyed that "An event for mental health and wellbeing (MANAM) program" has been scheduled on 7/2/2024 in C - Block I- Floor Mechanical seminar hall from 10.00 am to 11.30 am. Dr.P.Ashwinth Jothy, Psychiatrist, Government Head Quarters Hospital, Cuddalore will be the resource person. All HODs, student representatives of each class, faculty members, and librarian & deputy wardens were suggested to attend the program.
 - It was informed that we are going to celebrate two events,
 - Annual day on 2nd may 2024 the coordinators Mr.P.Anbumani, AsP/MCA, Er.E.Rajasekaran, AP/EEE & Mrs.D.Sudharani, AP/English.
 - Cultural on 4th may 2024 the coordinators Mrs.M.Algacelin Rebellow, AsP/Chemistry & Dr.E.Ramesh, AP/English.
 - It was informed that, to check the Working condition of the equipment at laboratories, calculation sheets, Lab Schedule, the display board as per the current regulations and cleanliness of the venue.

C. Rexi
3/2/24
Coordinator / IQAC

G. Srinivas
3/2/24
Principal

Copy to:

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



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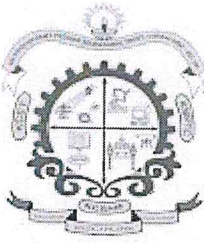
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

List of IQAC members

Sl. No.	Designation as per NAAC Guidelines	Members	Designation	Signature
1.	Chairperson	Dr. G. Elango	Principal	
2.	Coordinator	Er. C. Reikha	Associate Professor & HoD/ CSE	C. Reikha 3/2/24
3.	Administrative Officer	Dr. K. Raghu	Vice-Principal	h.k.w. 3/2/24
4.		Mr. G. Balakrishnan	Associate Professor / MCA & Administrative Officer	B.K. 3/2/24
5.	Teachers	Er. R. Shenbagavalli	Assistant Professor / CSE	R. Shenbagavalli
6.		Er. E. Rajasekaran	Assistant Professor / EEE	E. Rajasekaran
7.		Er. V. Sudha	Assistant Professor / ECE	V. Sudha
8.		Mr. S. Barath	Assistant Professor / MCA	S. Barath
9.		Er. G. Senthilvel	Assistant Professor / ME	G. Senthilvel
10.		Er. C. Sureshkumar	Assistant Professor / CE	C. Sureshkumar
11.	Management	Thiru. N. Vijayakumar	Secretary	
12.	Local Society/ Alumnus / Industrialists	Er. G. Senthamarai Kannan	Alumnus	Er. Senthamarai Kannan



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/10

Date: 09.05.2024

CIRCULAR

All the IQAC members are requested to attend the meeting to be held on 13-05-2024 @ 10.30 am in the A-Block Seminar Hall.

The agenda of the meeting is listed below:

- Academic Activity
- NAAC Activity
- General Discussion

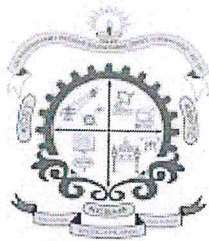
Members are requested to attend the meeting and participate in the deliberations.

*C. Reikha
9/5/24*
Coordinator / IQAC

*Stamj
9/5/24*
Principal

Copy to:

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: KCET/IQAC/2023-2024/11

Date: 14.05.2024

Minutes of the Meeting

Meeting Circular / Reference : KCET/IQAC/2023-2024/10

Date & Time of the Meeting : 13.05.2024 @ 10.30am

Venue of the Meeting : A-Block Seminar Hall

Proceedings of the Meeting

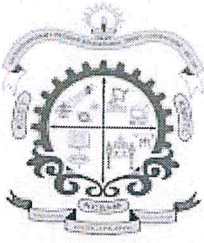
Er..C.Reikha, Coordinator / IQAC invited all the members to this meeting. The agenda points were discussed in detail and the resolution is taken accordingly.

• Academic Activity:

- It was conveyed that the HoDs should complete the subject allocation for the upcoming odd semester of the academic year 2024-2025.
- It was insisted to all the Heads to finalize the VAC course and prepare a schedule for the same to their respective students along with the internship training for their pre-final years during their vacation effectively.

• NAAC Activity:

- It was informed that, properly filed and stored as documents as per the NAAC and the same shall be verified on our next meeting.
- It was informed to keep the updated laboratory stock register as the internal audit starts from 23rd of May.
- It was informed that the Anna university inspection starts from 27th May. As We are expecting that we might have our turn in the beginning itself, all HoDs are requested to ensure the readiness of the following:
 - Working condition of the equipment at laboratories, calculation sheets, Lab Schedule, the display board as per the current regulations and cleanliness of the venue.
 - To ensure the staff count as per the requirements and inform the staff at ML to be present compulsorily on the day of inspection.



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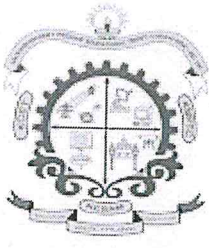
- Ph.D. holders to get their genuineness certificate and the details of publications.
- It was informed to all the IQAC members of the concern department, to ensure the proper maintaining of the following documents and programme details for the current academic year 2024-2025.
 - Tentative Academic programme.
 - Planning for VACs, Internship, Inplant training & Industrial visit.
 - A minimum of two programmes to be conducted for every semester.
 - Assigning the coordinators to the programmes to be conducted.
 - Updating and operational activities of the MoUs.
 - Updating of department newsletter & continuous improvement.
 - Listing out and display of department toppers and rank holders on their respective department notice boards.
 - Ensuring the display of vision and mission at notice board.
- **General Discussion:**
 - It was informed to all the Heads of the departments to submit the requisition letter of their probationary staff and the self-appraisal form of the faculty members.


Coordinator / IQAC


Principal

Copy to:

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- Heads of all the Departments
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