

KPRIET/IQAC/2023-2024/M-01

18.07.2023

IQAC MEETING

The objective of the meeting is to discuss the AQAR preparation and submission, the following points have to be discussed in the meeting,

1. Briefing about AQAR
2. Criteria wise discussion
 - a. Key indicators
 - b. Benchmark
3. Overview of SOP for DVV
4. Discussion on templates
5. Analysis of previous AQAR & Learning points
6. Any other related matter

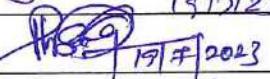
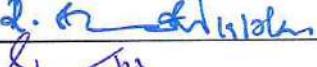
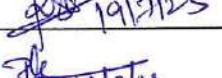
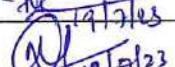
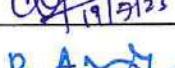
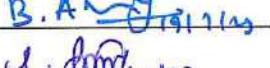
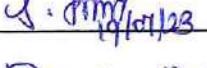
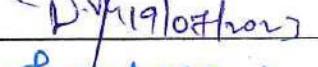
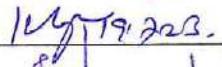
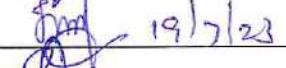
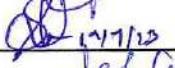
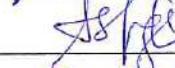

Head / IQAC

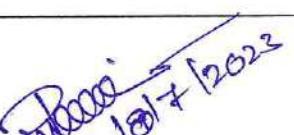

Director / QA

IQAC Coordinator Meeting Attendance

Date: 18.07.2023

Time: 11.30am to 12.30pm Venue: Marigold.

S.no	Name of the faculty	Designation & Department	Signature
1.	Dr. V. Seethalakshmi	Prof / ECE	 19/7/23
2.	Dr. M. Kalavani	Prof. / ECE	 19/7/23
3.	Dr. R. H. ASWATHY	AP(SL.G) / CSE	 19/7/2023
4.	Dr. S. IYARAKRISHNA	AP(SR.G) / CSE	 19/7/23
5.	Dr. M. Myzhi	AP(SL.G) / Maths	 19/7/23
6.	Dr. M. SUBRAMANIAN	AP(SR.G) / MATHS	 19/7/23
7.	Dr. R. Sarathkumar	AP(SR.G) / EEE	 19/7/23
8.	Dr. P. Aanukumar	AP(SL.G) / BME	 19/7/23
9.	Dr. N. Saranya	AP(SL.G) / AD	 19/7/23
10.	Dr. B. Arulmugan	ASP / MECH	 19/7/23
11.	Dr. P. SATHIAM	AP(CL.G) / MECH	 19/7/23
12.	Dr. C. Parhamuthu	AP(SL.G) / EEE	 19/7/23
13.	Dr. S. Kanmani	ASP / Civil Engg.	 19/7/23
14.	Mr. D. Vivek	AP(SR.G) / CIVIL	 19/7/2023
15.	Dr. N. Mathan Kumar	ASP / mech	 19/7/23
16.	P. MURUGESAN	Ap-Sr.Civil / CA	 19/7/23
17.	P. Indhuadevi	AP(SR.G) / civil	 19/7/23
18.	Dr. A. Alwyn Gracious	AP(CL.G) / BM	 19/7/23
19.	Dr. A. K. Meena	mg / CTI	 19/7/23
20.	Dr. R. MANJULA DEVI	Head / IQAC	 19/7/23
21.	Dr. U. S. Regupathy	Director(QA)	 19/7/23
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19/7/2023

KPR institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)



Minutes of Meeting

Ref. No. KPRIET/IQAC/2023-2024/M-01

Dated: 19/07/2023

Date	: 18.07.2023		
Time	: 03:00 PM to 04:30 PM		
Venue	: Marigold		
Vision of the Institute	: To become a premier institute of academic excellence by imparting technical, intellectual, and professional skills to students for meeting the diverse needs of the industry, society, the nation and the world at large.		
Mission of the Institute	<ul style="list-style-type: none"> ➤ Commitment to offer value-based education and enhancement of practical skills. ➤ Continuous assessment of teaching and learning processes through scholarly activities. ➤ Enriching research and innovation activities in collaboration with industry and institutes of repute. ➤ Ensuring the academic processes to uphold culture, ethics and social responsibilities. 		
Members Present	Dr. V. Seetalakshmi, Prof/EC	Dr.M.klamani , Prof/ IEC	Dr. R. H. Aswathy, AP(SIG) / CS
	Dr.R. Sivaramakrishnan,AP(SrG) / CS	Dr.M.Myvizhi, AP(SIG) / MA	Dr. M. Subramanian, AP(SrG) / MA
	Dr. Rangu Seshu Kumar, AP(SrG) / EE	Dr.P.Arunkumar, AP(SrG) / BM	Dr. N. Saranya, AP (SI.G) / AD
	Dr.B.Arulmurugan, ASP/ME	Dr. S. Sathish, AP(SIG) / ME	Dr. C. Pazhanimuthu, AP(SIG) / EE
	Dr. S. Kanmani, AsP / CE	Mr.D.Vivek, AP(SrG) / CE	Dr.N.Mathan Kumar, ASP/ME
	Dr.K.Murugrasan, AP(SrG) / CH	Ms. P. Indiradevi, AP(Sr.G) / CE	Dr.A.Allwyn Gnanadas, AP(Sr.G) / BM
	Lt. Dr. A. K. Priya, Prof/CH	Dr. R. Manjula Devi, Head / IQAC	Dr.U.S.Ragupathy, Director / QA

KPR institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)



Agenda		<ol style="list-style-type: none"> 1. Briefing about AQAR 2. Criteria wise discussion <ol style="list-style-type: none"> a. Key indicators b. Benchmark 3. Overview of SOP for DVV 4. Discussion on templates 5. Analysis of previous AQAR & Learning points 6. Any other related matter 		
Review of the Previous Meeting				
Sl. No.	Points discussed	Action to be Taken	Responsibility	Remarks/Status
		Nil		

Current Meeting Minutes

Sl. No.	Points discussed	Action to be Taken	Responsibility
1	Discussion about AQAR <ul style="list-style-type: none"> • Discussion about AQAR and the significance of its key indicators 	<ul style="list-style-type: none"> • Awareness about preparing the AQAR for the academic year 2022-2023 is given. Discussed point about AQAR and the significance of its key indicators has to be deliberated 	All IQAC Coordinators
2	Preparation of AQAR Data Collection and Template for 2022-2023 <ul style="list-style-type: none"> • AQAR Templates 		

KPR institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)



	<ul style="list-style-type: none">• AQAR Data Collection in line with SOP and DVV• Previous AQAR review point	<ul style="list-style-type: none">• Overview about the AQAR Templates has been given. Later, it will be shared to IQAC coordinators• During AQAR data verification, Coordinator has to ensure whether the collected data adhere to SOP and DVV and also to showcase the institution's achievements, progress, and improvement plans in various aspects of quality assurance• IQAC Coordinators are asked to review the previous AQAR data (AY 2021-2022) to understand the areas that were addressed, progress made, and pending action items. This will serve as a starting point for the current report	All IQAC Coordinators
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A handwritten signature in blue ink, appearing to read "Rajesh 19/7/23", is placed over the name "Head – IQAC".

Copy to:

1. Office of Principal
2. All Directors
3. All Heads
4. All Faculty Members
5. File

KPRIET/IQAC/2023-2024/M-02

01.08.2023

AGENDA

Points to be discussed

1. Quality Plan
2. Internal Audit
 - File Preparation as per Index
3. AQAR Template
4. Stock Register Numbering
 - Register Number and Name
5. Consolidation of Survey forms
 - Course and Survey
 - Graduate Exit Survey
 - Feedback on Facilities
6. 2023-2024 – Odd semester
 - Lecture plan preparation
 - Interim Feedback about faulty
 - Course coordinator meeting minutes
7. 2022-2023 – Even Semester
 - Results Published:
 - Mark Analysis Report
 - Mark entry in Student Record
 - Co-attainment and closure of Quality Loop
8. Tentative dates for Internal audit and External audit for the AY 2022-2023
9. Any other related matters

Raoji TS/23
Head / IQAC

Chitra/23
Director / QA

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IQAC Coordinator Meeting Attendance

Date: 01/08/2023

Time: 3.15 PM to 4.30 PM

Venue: Marigold

S.no	Name of the faculty	Designation & Department	Signature
1.	DR. S. LATHIYAH	AP(SR.G) / NECH	S. Lathyah 18/23
2.	Dr. M. SUBRAMANIAM	AP(SR.G) / MATHS	M. Subramaniam 18/23
3.	P. Indhuadevi	AP(SR.G) / Civil	P. Indhuadevi 18/23
4.	B. PRIYA DARSHINI	AP/ BME	B. Priya Darshini 18/23
5.	Mr. Dr. A. K. DRUYA	Prof / Chemical	A. K. Druya 18/23
6.	Dr. V. Selvakalakshmi	Prof / ECE	V. Selvakalakshmi 18/23
7.	Dr. S. Kanmani	ASP / Civil Engg.	S. Kanmani 18/23
8.	Dr. C. Pacharintha	AP(SR.G) / EEE	C. Pacharintha 18/23
9.	Dr. R. Seshukumar	AP(SR.G) / EEE	R. Seshukumar 18/23
10.	G. KOTHAS	A. P(SR.G) / ASML	G. Kothas 18/23
11.	Dr. N. SARANYA	AP(SL.G) / AD	N. Saranya 18/23
12.	Dr. M. Siva Sangar	ASP / CSBS	M. Siva Sangar 18/23
13.	Dr. S. Malathy	AP(SL.G) / IT	S. Malathy 18/23
14.	Dr. R. Sivaramakrishnan	AP(SL.G) / CSE	R. Sivaramakrishnan 18/23
15.	Dr. R.H. ASWATHY	AP(SL.G) / CSE	R. H. Aswathy 18/23
16.	Dr. R. MANJULA DEVI	Head / IQAC	R. Manjula Devi 18/23
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18/08/2023
Head - IQAC

KPR institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Ref. No. KPRIET/IQAC/2023-2024/M-02

Dated: 01/08/2023

Date	:	01.08.2023	
Time	:	03:00 PM to 04:30 PM	
Venue	:	Marigold	
Vision of the Institute	:	To become a premier institute of academic excellence by imparting technical, intellectual, and professional skills to students for meeting the diverse needs of the industry, society, the nation and the world at large.	
Mission of the Institute	:	<ul style="list-style-type: none"> ➤ Commitment to offer value-based education and enhancement of practical skills. ➤ Continuous assessment of teaching and learning processes through scholarly activities. ➤ Enriching research and innovation activities in collaboration with industry and institutes of repute. ➤ Ensuring the academic processes to uphold culture, ethics and social responsibilities. 	
Members Present		Dr. N. Saranya, AP (SI.G) / AD	Ms. G Kothai, AP/ AM
		Lt. Dr. A. K. Priya, Prof / CH	Dr. S. Kanmani, AsP / CE
		Dr. R. H. Aswathy, AP(SIG) / CS	Dr. R. Sivaramakrishnan,AP(SrG) / CS
		Dr. V. Seethalakshmi, Prof/EC	Dr. C. Pazhanimuthu, AP(SIG) / EE
		Dr. S. Sathish, AP(SIG) / ME	Dr. M. Subramanian, AP(SrG) / MA
		Dr.S.Malathy, AP(SIG) / IT	Dr.N.Mathan Kumar, ASP/ME
			Dr. R. Manjula Devi, Head / IQAC

Agenda :	<ol style="list-style-type: none">1. Quality Plan2. Internal Audit<ul style="list-style-type: none">➤ File Preparation as per Index3. AQAR Template4. Stock Register Numbering<ul style="list-style-type: none">➤ Register Number and Name5. Consolidation of Survey forms<ul style="list-style-type: none">➤ Course and Survey➤ Graduate Exit Survey➤ Feedback on Facilities6. 2023-2024 – Odd semester<ul style="list-style-type: none">➤ Lecture plan preparation➤ Interim Feedback about faulty➤ Course coordinator meeting minutes7. 2022-2023 – Even Semester<ul style="list-style-type: none">➤ Results Published:<ul style="list-style-type: none">• Mark Analysis Report• Mark entry in Student Record➤ Co-attainment and closure of Quality Loop8. Tentative dates for Internal audit and External audit for the AY 2022-2023
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Review of the Previous Meeting				
Sl.No.	Points discussed	Action to be Taken	Responsibility	Remarks/Status
1	AQAR Data Collection	Guidelines for AQAR Data Collection has to be given	Head / IQAC	AQAR Data Collection template has been discussed

Current Meeting Minutes

Sl.No.	Points discussed	Action to be Taken	Responsibility
1.	Discussion about Quality Plan: • Framing of Quality plan for AY 2023-2034 • Format for Non-confirmative report	<ul style="list-style-type: none"> Quality plan for AY 2023-2034 is under revision and it will be circulated on or before 14.08.2023 Non-confirmative report has to be maintained in all departments during audits, and the template will be circulated by 2nd week of August 	Head / IQAC
2.	Preparation of AQAR for 2022-2023 • AQAR Data Template	<ul style="list-style-type: none"> AQAR template for Data Collection and its folder accessibility along with Google Drive link will be shared to the criterion incharges 	IQAC Coordinators & Criterion incharges
3.	Stock register Numbering • Allocation of Stock register Number	<ul style="list-style-type: none"> Stock register has been allotted with numbers by IQAC, and the same will be verified by the Auditor. Finalized stock register number will be conformed and will be circulated to all departments All correspondences in the stock registers should be authorized by the concerned person 	Head IQAC Lab incharges

KPRIET/IQAC/2023-2024/M-03

21
21.08.2023

AGENDA

Points to be discussed

1. Quality Plan Format
2. Audit Report Format
3. NCR Format
4. IQAC Internal Audit Schedule
5. Audit Panel
6. Document Preparation
7. Audit Report - Preparation
8. AQAR Data Collection and Follow-up Activities
9. Log Book Format
10. IQAC Document Numbering
 - Test Coordinator Document

Head / IQAC
Head / IQAC

Director / QA
Director / QA

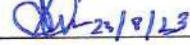
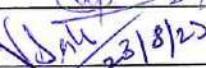
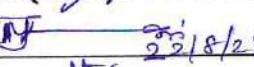
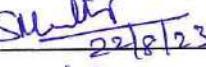
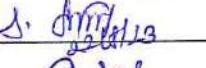
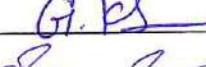
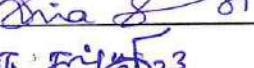
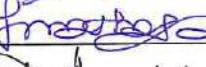
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IQAC Coordinator Meeting Attendance

Date: 22.08.2023

Time: 3.00 P.M

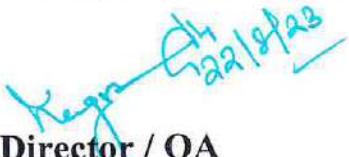
Venue: MARI GOLD.

S.no	Name of the faculty	Designation & Department	Signature
1.	Dr. A. Deanya	AP(SL.G) & AD	 22/8/23
2.	Dr. A. Allwyn Granados	AP(SL.G) / BM	 22/8/23
3.	Dr. R. Sampath Kumar	AP(SL.G) / MI	 22/8/23
4.	Dr. V. Seethalakshmi	Prof / ECE	 22/8/23
5.	Dr. N. KALAMAN	Prof / ECE	 22/8/23
6.	Dr. S. Malathy	AP(SL.G) / IT	 22/8/23
7.	Dr. S. GATHLEH	AP(EL.G) / MECH	 22/8/23
8.	HS. G. KOTHAS	AP(CS.Y.G) / ASML	 G. PS
9.	Dr. M. SIVA SANGARI	AsP / CSBS	 M. Siva S. S.
10.	Dr. S. KANMANI	AsP / CE	 22/8/23
11.	Dr. R. H. ASWATHY	AP(SL.G) / CSE	 R. H. ASWATHY
12.	Dr. R. Ravichandran	AP(SR.G) / CSE	 R. R. Ravichandran
13.	Dr. C. Partheniathu	AP(SL.G) / EEE	 C. Partheniathu
14.	Dr. R. Sarukumar	Ap(SL.G) / EEE	 R. Sarukumar
15.	Dr. N. Mathankumar	AsP / mech	 N. Mathankumar
16.	D. Vinod	AP / CIVIL	 D. Vinod
17.	Dr. R. Manjula Devi	Head / IQAC	 R. Manjula Devi
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Head / IQAC


22/8/23

Director / QA


22/8/23

KPR Institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Ref. No. KPRIET/IQAC/2023-2024/M-03

Date: 22/08/2023

Date	:	22.08.2023	Time	:	03:00 PM to 04:30PM	Venue	:	Marigold
Vision of the Institute	:	To become a premier institute of academic excellence by imparting technical, intellectual, and professional skills to students for meeting the diverse needs of the industry, society, the nation and the world at large.						
Mission of the Institute	:	<ul style="list-style-type: none"> ➤ Commitment to offer value-based education and enhancement of practical skills. ➤ Continuous assessment of teaching and learning processes through scholarly activities. ➤ Enriching research and innovation activities in collaboration with industry and institutes of repute. ➤ Ensuring the academic processes to uphold culture, ethics and social responsibilities. 						
Members Present	:	Dr. N. Saranya, AP (SI.G) / AD	Ms. G Kothai, AP / AM			Dr. R. Sampath Kumar, AP(SI.G) / MI		
		Dr. A. AllwynGnanadhas AP(SI.G) / BM	Dr. S. Kanmani, AsP / CE			Mr. D. Vivek, AP (Sr.G) / CE		
		Dr. R. H. Aswathy, AP(SIG) / CS	Dr. R. Sivaramakrishnan,AP(SrG) / CS			Dr. Rangu Seshu Kumar, AP(SrG) / EE		
		Dr. V. Seethalakshmi, Prof/EC	Dr. C. Pazhanimuthu, AP(SIG) / EE			Dr. M. Siva Sangari, AsP/CB		
		Dr. S. Sathish, AP(SIG) / ME	Dr. V. Seethalakshmi, Prof/EC			Dr. R. Manjula Devi, Head / IQAC		
		Dr. S. Malathy, AP(SIG) / IT	Dr. N. Mathan Kumar, ASP/ME					
Agenda	:	1. Quality Plan Format 2. Audit Report Format 3. NCR Format 4. IQAC Internal Audit Schedule 5. Audit Panel 6. Document Preparation			7. Audit Report - Preparation 8. AQAR Data Collection and Follow-up Activities 9. Log Book Format			

Review of the Previous Meeting Minutes

Sl. No.	Points discussed	Action to be Taken	Responsibility	Action Taken
1	Quality Plan	Quality Plan for the AY 2023-2034 is under revision	Head / IQAC	Quality Plan has finalized and circulated on 19.08.2023
2	AQAR Data Template	Google Drive link will be shared to the criterion in charges	IQAC Coordinators & Criteria in charges	Google Drive link has shared to in charges
3	Stock Register Numbering	Numbering for stock register has allotted by IQAC	Head IQAC	Numbering for stock register has verified by the Auditor

KPR Institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)



4	Consolidation of Survey forms	Questionnaires for students satisfaction survey is under revision	Head / ITSIM	Students satisfaction survey is finalized and submitted to ITSIM for data collection
6	Audit Schedule	Internal Academic Audit scheduled will be circulated	All Faculty	Internal Academic Audit scheduled was circulated.

Current Minutes of Meeting:

S.No.	Points discussed	Action to be Taken	Responsibility
1.	Discussion on quality plan format, audit report and Non-Confirmatory Format (NCR)	<ul style="list-style-type: none"> Quality Plan has been finalized and circulated on 19.08.2023 Audit report format and NCR will be circulated. 	Head / IQAC
2	Audit Panel and Report	<ul style="list-style-type: none"> Circular for the Audit members will be circulated on or before 25.08.2023 and guidelines has been given to the IQAC Coordinator 	Head / IQAC
3	AQAR Data Collection and Follow-up Activities	<ul style="list-style-type: none"> Criterions in charges are requested to complete the data collection process as per the schedule. Also, final target date for completion of criteria1 is 26.08.2023 	IQAC Coordinators & Criteria in charges
4	Log Book Format	<ul style="list-style-type: none"> Course record format has been finalized and forwarded for printing process 	Head / IQAC

19.08.2023
Head – IQAC

19.08.2023
Director/QA

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1. Office of Principal
2. All Directors
3. All Heads
4. All Faculty Members
5. File

KPR institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)

4.	Consolidation of Survey forms <ul style="list-style-type: none"> • Data Collection and consolidation of Course End Survey, Graduate Exit Survey and Feedback on Facilities • Consolidation and Closing of Feedback 	<ul style="list-style-type: none"> • Questionnaires for Feedback on Facilities is under revision. It will be collected through the Combined Admin Portal. • Requested for Consolidation of Feedbacks and Action to be taken report for the Courses and Faculty in ERP software. 	IQAC Coordinators and Head / ITSIM
5.	File Preparation for 2023-2024 Odd Semester and 2022-2023 Even Semester <ul style="list-style-type: none"> • Lecture Plan Preparation • Course Coordinators Meeting Minutes • ESE Results Published 	<ul style="list-style-type: none"> • Lecture Plan has to be circulated to the students within 5 working days from the date of reopening • Adherence to the Course Coordinators Meeting schedule and uploading the Minutes of Meeting in ERP • ESE Marks should be entered in the student record and the analysis report is to be prepared. 	All Faculty
6.	Audit Date <ul style="list-style-type: none"> • Internal Audit Schedule • External Audit Schedule 	<ul style="list-style-type: none"> • Internal Audits will be scheduled 10 days after the publication of end semester result • External audits will be conducted annually in July / August, immediately after the completion of Internal audit 	All Faculty

Revised 7/8/23
Head – IQAC

Malathi
Parvathy
Director/QA

Copy to:

1. Office of Principal
2. All Directors
3. All Heads
4. All Faculty Members
5. File

KPRIET/IQAC/2023-2024/M-04

05.09.2023

AGENDA

Points to be discussed:

1. Internal Academic Audit Report
2. Non-Conformity Report Preparation
3. Student Satisfaction Survey(SSS) – CAP
 - a. Feedback on Facilities
4. AQAR Data Collection
5. 2023-2024 – Odd semester
 - Lecture Plan preparation – 1st and 2nd year
 - Interim Audit
 - Audit1 – 1st and 2nd year
 - Audit2 – 3rd year
 - Audit3 – 4th year
 - Interim Feedback about faculty
 - Course coordinator meeting minutes
6. Any other related points

Revised 5/9/23
Head / IQAC

14/5/2023
Director / QA

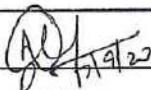
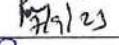
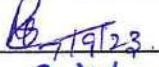
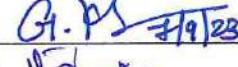
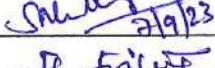
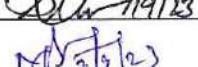
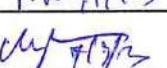
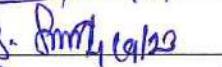
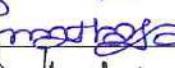
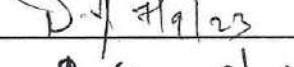
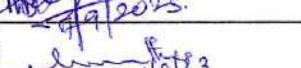
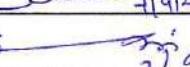
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IQAC Coordinator Meeting Attendance

Date: 07.09.2023

Time: 11.00 AM

Venue: The Legend ,

S.no	Name of the faculty	Designation & Department	Signature
1.	Dr. N. Saendya	AP(SI.G) / AD	 07/09/23
2.	Dr. M. Myizhi	AP(SI.G) / Maths	 07/09/23
3.	Dr. M. Siva Sangari	AsP / CSBS	 07/09/23
4.	G. KOTHAI	AP(SR.G) / ASML	 G. PS 07/09/23
5.	Dr. S. MALATHY	AP(SI.G) / IT	 S. MALATHY 07/09/23
6.	Dr. S. KANMANI	AsP / CE	 Dr. S. KANMANI 07/09/23
7.	Dr. A. Allyn	AP(SI.G) / BM	 Dr. A. Allyn 07/09/23
8.	Dr. M. SUBRAMANIAN	AP(SR.G) / MAT	 M. SUBRAMANIAN 07/09/23
9.	k MURUGESAN	AP-SG-C-H	 k MURUGESAN 07/09/23
10.	DR. R. SAMPATHKUMAR	AP(SI.G) / MIS	 DR. R. SAMPATHKUMAR 07/09/23
11.	Dr. L. RATHIKA	AP(SI.G) / NBCH	 Dr. L. RATHIKA 07/09/23
12.	Dr. N. Nathan kurma	ASSOC.PROF / Mech	 Dr. N. Nathan kurma 07/09/23
13.	D. Vivek	AP(SI.G) / CE	 D. Vivek 07/09/23
14.	Dr. R. Siva amuthan	AP(SR.G) / CSE	 Dr. R. Siva amuthan 07/09/23
15.	Dr. R.H. Aswathy	AP(SI.G) / CSE	 Dr. R.H. Aswathy 07/09/23
16.	Dr. C. Pazhanimuthu	AP(SI.G) / EEE	 Dr. C. Pazhanimuthu 07/09/23
17.	Dr. M. ICA COMARAI	prof / ECE	 Dr. M. ICA COMARAI 07/09/23
18.	Dr. R. MANJULA DEVI	Prof/CSE, Head/Spac	 Dr. R. MANJULA DEVI 07/09/23
19.			
20.			
21.			
22.			
23.			
24.			

Head / IQAC


07/09/23

Director / QA


07/09/23

KPR institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)



Minutes of Meeting

Ref. No. KPRIET/IQAC/2023-2024/M-04

Date: 07/09/2023

Date	:	07.09.2023	Time	:	11:00 AM to 11:45 AM	Venue	:	The Legend	
Vision of the Institute	:	To become a premier institute of academic excellence by imparting technical, intellectual, and professional skills to students for meeting the diverse needs of the industry, society, the nation and the world at large.							
Mission of the Institute	:	<ul style="list-style-type: none"> ➤ Commitment to offer value-based education and enhancement of practical skills. ➤ Continuous assessment of teaching and learning processes through scholarly activities. ➤ Enriching research and innovation activities in collaboration with industry and institutes of repute. ➤ Ensuring the academic processes to uphold culture, ethics and social responsibilities. 							
Members Present	:	Dr. N. Saranya, AP (SI.G) / AD	Ms. G Kothai, AP/ AM	Dr. A. Allwyn Gnanadas, AP(SIG) /BM					
		Mr. K. Murugesan, AP(SrG) /CH	Dr. S. Kanmani, AsP / CE	Mr. D. Vivek, AP(Sr.G) / CE					
		Dr. R. H. Aswathy, AP(SIG) / CS	Dr. R. Sivaramakrishnan,AP(SrG) / CS	Dr. M. Myvizhi, AP (SI.G) / Maths					
		Dr. M. Kalamani, Prof/EC	Dr. C. Pazhaniyuthu, AP(SIG) / EE	Dr.R. Sampath kumar, AP(SIG) / MI					
		Dr. S. Sathish, AP(SIG) / ME	Dr. M. Subramanian, AP(SrG) / MA	Dr. M. Siva Sangari, AsP/CB					
		Dr. S. Malathy, AP(SIG) / IT	Dr. N. Mathan Kumar, ASP/ME	Dr. R. Manjula Devi, Head / IQAC					
Agenda	:	1. Internal Academic Audit report 2. NCR Preparation 3. Student Satisfaction Survey in CAP		4. AQAR Data Collection 5. 2023 – 24 Odd Semester Audit 6. Any Other Points					

Review of the Previous Meeting

Sl. No.	Points discussed	Action to be Taken	Responsibility	Action Taken
1	Discussion on quality plan format, audit report and NCR	Audit report and NCR format need to be circulated	Head / IQAC	Audit report and NCR format was circulated
2	Audit panel and report	Audit members and report format need to be circulated	Head / IQAC	Audit members and report format was circulated and guidelines was given to IQAC coordinators

KPR institute of Engineering and Technology
Internal Quality Assurance Cell (IQAC)



3	AQAR Data collection and follow up activities	Criterion in charges are informed to complete the data collection as per schedule	IQAC coordinators & Criterion In charges	Continuous
4	Log book format	Course record format need to be finalized	Head / IQAC	Course record format was finalized and forwarded for printing process

Current Minutes of Meeting			
Sl. No.	Points discussed	Action to be Taken	Responsibility
1	Internal Academic Audit report	Audit members are informed to submit the audit report on or before 09.09.2023	IQAC coordinators
2	NCR Preparation	Guidelines disseminated for report preparation.	IQAC coordinators
3	Student Satisfaction Survey (SSS) in CAP	SSS will be enabled in CAP on 07.09.2023. IQAC coordinators are informed to convey the same to the respective batch chief mentors for feedback collection	All faculty
4	AQAR Data Collection	Criterion in charges of 1, 2 and 3 are informed to complete the data collection on or before the target date	IQAC coordinators & Criterion In charges
5	Odd Semester Interim Audit	IQAC coordinators are informed to conduct interim audit for their concerned department and to ensure the completion of Interim feedback about the faculty, on or before 12.09.2023.	All faculty

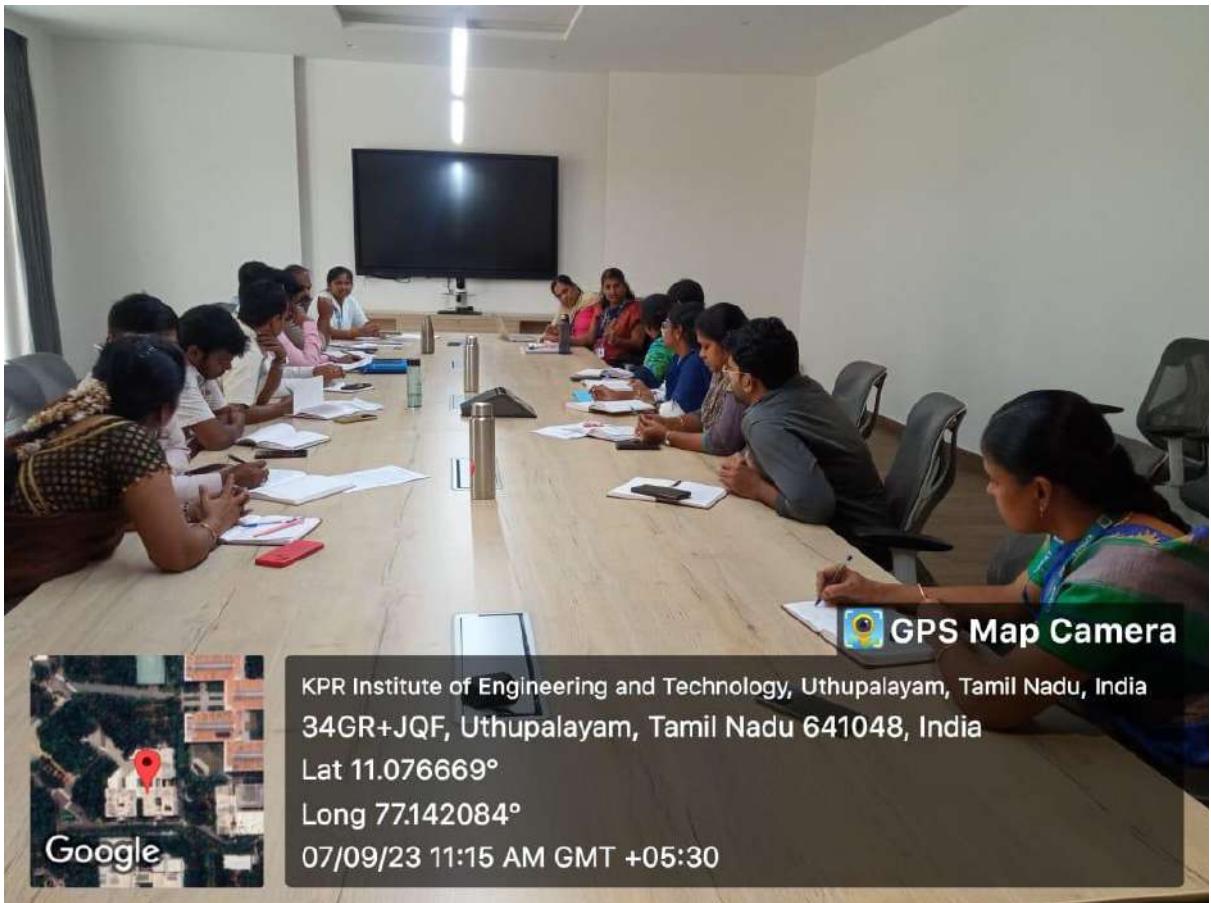
Parooz 27/2/23
 Head – IQAC

Fayyaz 27/2/23
 Director/QA

Copy to:

1. Office of Principal
2. All Directors
3. All Heads
4. All Faculty Members
5. File

IQAC Coordinator Meeting Photo – 07.09.2023



KPRIET/IQAC/2023-2024/M-05

26.09.2023

AGENDA

Points to be discussed

1. AQAR Data Collection
 - Plan of action
2. Criteria 1 Consolidation
3. 2022 – 2023 Even Semester
 - 2023 Passed out Batch
 - CO-PO Attainment
 - Consolidation
 - Gap Identification
 - Result Analysis
 - CO Attainment
4. Internal Audit – CO-PO Attainment
5. External Audit
6. Course Feedback – CAP
7. Student Satisfaction Survey – CAP Status
8. Vision and Mission of the Department

*Dinesh
26/9/2023*
Head / IQAC

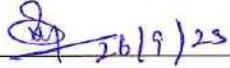
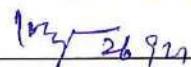
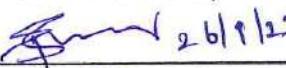
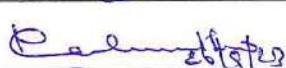
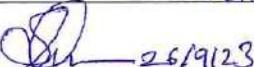
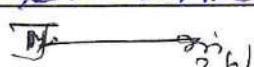
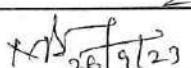
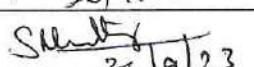
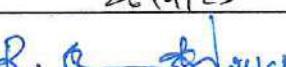
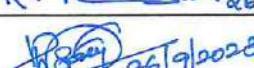
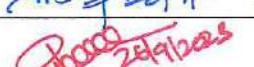
*Kiran
26/9/2023*
Director / QA

IQAC Coordinator Meeting Attendance

Date: 26/09/23

Time: 3.00 PM

Venue: Legend Hall

S.no	Name of the faculty	Designation & Department	Signature
1.	Dr. R. SAMPATHKUMAR	AP(SI.G) / MI	 26/09/23
2.	K. MURUGESWAR	AP(SI.G) - CIVIL	 26/09/23
3.	M.S. G. KOTHAI	A. P / AIML	 26/09/23
4.	Dr.T. Shanmugapriya	AP(CR.G) / CSBS	 26/09/23
5.	Dr. P. PATHILATHI	AP(CL.G) / MECH	 26/09/23
6.	Dr.N. Mathankumar	ASPI / mech	 26/09/23
7.	C.Pazhamuthu	AP(SI.G) / EEE	 26/09/23
8.	Dr. A. Almaya	AP(SI.G) / BMET	 26/09/23
9.	Dr.M. KALAMAN	PROF. / ECE	 26/09/23
10.	Dr. M. SUBRAMANIAN	AP(SR.G) / MATHS	 26/09/23
11.	Dr.S. MALATHY	AP(SI.G) / IT	 26/09/23
12.	Dr. R. Sivaramakrishnan	AP(CR.G) / CSE	 26/09/23
13.	Dr. R.H. Ashwathy	AP(SI.G) / CSE	 26/09/2023
14.	Dr.R. MANJULA DEVI	Head / IQAC	 26/09/2023
15.			
16.			
17.			
18.			
19.			
20.			

Nodal Documentation Centre

KPR Institute of Engineering and Technology



Name of the meeting: AAM		Number: 2023-24/ 04	
Date	09.11.2023	Time	2.30 pm to 5.30 pm
Venue: The Legend, Imperial Hall			

Minutes of the Meeting-Draft

- The minutes of the last meeting were confirmed with the discussion in core placement, NPTEL, GATE, Supervisor recognition, project display, Budget and Honours

Category	Points discussed	Responsibility	Target Date
			Action items
Last Meeting	The MoM of core placement meeting has to be submitted to the Principal	Registrar & HoDs / BM, CE, EC, EE, ME, CH	18.11.2023
	CE Suggested to identify the fundamental subjects in NPTEL (or) any other platform and recommend to the students. The list of courses identified has to be submitted to the Principal	All HoDs	18.11.2023
	GATE aspirants have to be identified and the list has to be submitted to the Principal	All HoDs	18.11.2023
	Principal informed that the supervisor recognition will become mandatory in performance appraisal for Ph.D qualified faculty	All faculty	-
	While raising a budget, it is necessary to indicate the budget head under which it is proposed.	All faculty	Continuous
	CE suggested to depute senior faculty members to handle honours and minor degree courses	All HoDs	Continuous

IQAC Coordinator Meeting - 05 Photo – 26.09.2023



KPRIET/IQAC/2023-2024/M-06

10.10.2023

AGENDA

Points to be discussed

1. AQAR Criterion wise Data Collection
 - Plan of action
2. Internal Audit by QIC Member - CO-PO Attainment
 - 2023 Passed out Batch
 - CO-PO Attainment
 - Consolidation
 - Gap Identification
 - Other Batches
 - Result Analysis
 - CO Attainment
3. Plan of External Academic Audit
4. Events Organized with IQAC

Head / IQAC

10.10.2022
Rao

Director / QA

10.10.2023
Rao

IQAC Coordinator Meeting Attendance

Date: 11.10.2023

Time: 3.00 PM

Venue: Marigold

S.no	Name of the faculty	Designation & Department	Signature
1.	Mr. K. MURUGESAN	AP-Soc'n / CIV	10/10/23
2.	Dr. S. MALATHY	AP(SI-W) / IT	11/10/23
3.	Ms. G. KOTHAS	AP / AM	G. PS 11/10/23
4.	Dr. S. SATHYIKA	AP(EL-01) / MECH	S. Sathyika 11/10/23
5.	Dr.in. Nethankumar	ASP / mech	Nethankumar 11/10/23
6.	D. Vinod	AP(Geo) / CE	D. Vinod 11/10/23
7.	A. Alwyn	AP(CS-W) / BM	A. Alwyn 11/10/23
8.	Dr. N. SARADHYA	AP(SI-G) / AD	N. Saradhy 11/10/23
9.	Dr. S. Kanmani	ASP / Civil Engg.	S. Kanmani 11/10/23
10.	R. Sampath Kumar	AP / m	R. Sampath Kumar 11/10/23
11.	Dr. T. Shanmugapriya	AP(SR-G) / CSRS	T. Shanmugapriya 11/10/23
12.	Dr. R. Giravannan	AP(SR-G) / CSE	R. Giravannan 11/10/23
13.	Dr. N. KALAMANI	prof. / ECE	N. KALAMANI 11/10/23
14.	Dr. V. Poonthalakshmi	Prof / ECE	V. Poonthalakshmi 11/10/23
15.	Dr. M. Myviathi	AP(SI-G) / Maths	M. Myviathi 11/10/23
16.	Dr. C. Pazhamuthu	ASP / EEE	C. Pazhamuthu 11/10/23
17.			
18.			
19.			
20.			

Internal Quality Assurance Cell (IQAC)
KPR Institute of Engineering and Technology



Minutes of Meeting

Ref. No. KPRIET/IQAC/2023-2024/M-06

Date: 11/10/2023

Date	:	11.10.2023	Time	:	03:00 PM to 04:30 PM	Venue	:	Marigold
Vision of the Institute	:	To become a premier institute of academic excellence by imparting technical, intellectual, and professional skills to students for meeting the diverse needs of the industry, society, the nation and the world at large.						
Mission of the Institute	:	<ul style="list-style-type: none"> ➢ Commitment to offer value-based education and enhancement of practical skills. ➢ Continuous assessment of teaching and learning processes through scholarly activities. ➢ Enriching research and innovation activities in collaboration with industry and institutes of repute. ➢ Ensuring the academic processes to uphold culture, ethics and social responsibilities. 						
Members Present	:	Dr. N. Saranya, AP (Sl.G) / AD	Ms. G. Kothai, AP / AM		Dr. A. AllwynGnanadas, AP(Sl.G) / BM			
		Mr. K. Murugesan, AP(Sr.G) / CH	Dr. S. Kanmani, AsP / CE		Dr. S. Malathy, AP(Sl.G) / IT			
		Dr. R. H. Aswathy, AP(Sl.G) / CS	Dr. R. Sivaramakrishnan, AP(Sr.G) / CS		Dr. M. Myvizhi, AP (Sl.G) / Maths			
		Dr. M. Kalamani, Prof / EC	Dr. C. Pazhanimuthu, AP(Sl.G) / EE		Dr. R. Sampathkumar, AP(Sl.G) / MI			
		Dr. S. Sathish, AP(Sl.G) / ME	Dr. M. Subramanian, AP(Sr.G) / MA		Dr. M. Siva Sangari, AsP/CB			
		Mr. D. Vivek, AP(Sr.G) / CE	Dr. N. Mathan Kumar, ASP / ME		Dr. R. Manjula Devi, Head / IQAC			
Agenda	:	1. AQAR Criterion wise Data Collection 2. Internal Audit by QIC Member - CO-PO Attainment		3. Plan of External Academic Audit 4. Events Organized with IQAC				

Review of the Previous Meeting

Sl. No.	Points discussed	Action to be Taken	Responsibility	Action Taken
1	AQAR Data Collection	Plan of action for data collection need to be disseminated	Head IQAC	Due to NBA e-SAR submission of BME, CSE, CH, ECE, EEE and MECH on 09.10.2023 and 10.10.2023, it is rescheduled.
2	Criteria 1 Consolidation	Review and consolidation of Criterion 1 is to be carried out.	Criterion In charge	Informed to consolidate and complete the correction of criterion 1 on or before 14.10.2023.
3	Course Feedback – CAP	The Course Feedback feature has been activated under the CAP.	IQAC Coordinators	Submission status is conveyed. Informed to complete the feedback on or before 14.10.2023

4	Student Satisfaction Survey – CAP Status	CAP accounts for 75% of the total strength.	Head IQAC	Submission status is conveyed. Informed to complete the feedback on or before 14.10.2023. Consolidation work is initiated for the same.
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Current Minutes of Meeting

Sl. No.	Points discussed	Action to be Taken	Responsibility
1	AQAR Criterion wise Data Collection	<p>Criterion in charges are informed to consolidate and complete their criteria on or before the following target date.</p> <ul style="list-style-type: none"> • 14.10.2023 – Criterion 1 • 19.10.2023 – Criterion 7 • 20.10.2023 - Criterion 2,3 • 28.10.2023 - Criterion 4,5,6 	IQAC Coordinators
2	Internal Audit by QIC Member - CO-PO Attainment	<ul style="list-style-type: none"> • IQAC coordinators are informed to arrange a meeting with QIC members • During the Meeting, department quality parameters can be discussed along with CO-PO Attainment, GAP identification for 2023 passed out batch • Circular, Agenda and MoM (Includes Photo at end) of the QIC meeting should be maintained by department coordinators. 	IQAC Coordinators, QIC Members and All Faculty
3	Result Analysis & CO Attainment	IQAC coordinators are informed to present the CO Attainment and result analysis for the remaining batch students in department QIC meeting.	IQAC Coordinators, QIC Members and All Faculty
4	Plan of External Academic Audit	Planned to conduct external audit on 4 th week of October. Finalized date is to be disseminated.	All Faculty
5	Event Organized with IQAC	Plan of action for organizing event must be submitted by 17.10.2023.	IQAC Coordinators

Head – IQAC

*Dinesh
12/10/2023*

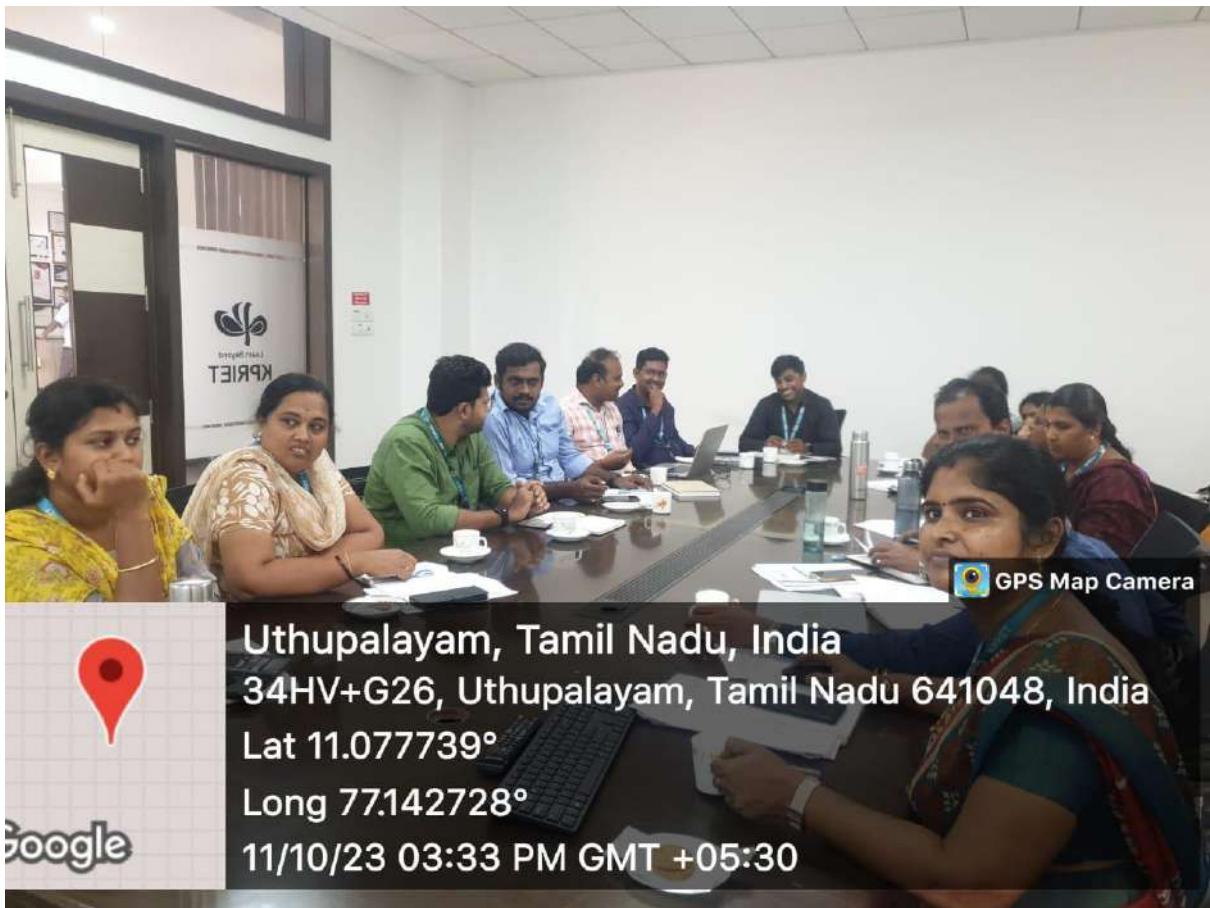
Director/QA

*Rajesh
12/10/2023*

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1. Office of Principal
2. All Directors
3. All Heads
4. All Faculty Members
5. File

IQAC Coordinator Meeting - 06 Photo – 11.10.2023



KPRIET/PO-C/035 (2023-2024)

Date: 09.01.2024

CIRCULAR

It is proposed to convene the first IQAC meeting for the AY 2023-2024 on 11.01.2024 at 02.30 PM in The Legend Hall. Except Expert members - Academia, the remaining IQAC members are requested to attend the meeting physically. The google meet link for the meeting is mentioned below for the reference

Google Meeting Id: <https://meet.google.com/ikr-dmnr-nac>

The agenda for the meeting is given below:

1. Confirmation of previous meeting minutes
2. AAA observations and action taken
3. AQAR (2022-2023) - Review
4. NBA Expert Team Visit - feedback
5. OBE / NEP Workshops
6. KPRIET - Bloom's Taxonomy table - Approval
7. IQAC Activities
8. Any other points



PRINCIPAL

Copy to:

Office of the Principal &CE	Registrar
All Directors	All HoDs
All Staff	File

Name of the meeting: External Expert Meeting			Number: 2023-24 / 01	
Date	11.01.2024	Time	02.00 pm to 04.00 pm	Venue: The Legend, Imperial Hall

Minutes of the Meeting

- The minutes of the last meeting and action taken report has been discussed and confirmed

Suggestions	Action to be taken	Responsibility	Target Date
Action items			
Quality Plan targets should be framed to meet the Strategic Plan targets.	Revision in the Quality Plan targets will be done in line with the strategic plan targets	Director / PD & Head / IQAC	At the end of every Academic year
In administrative audits, the following points to be taken care: <ul style="list-style-type: none"> • SOPs check • Process flow check 	SOPs and process flows in administrative audits will be systematically reviewed during the audit process	Head / IQAC	Continuous
Need to compare the quantitative data with the benchmark released by NAAC. If the benchmarks are not achieved by the institution, the metrics need to be concentrated for improvement in next Academic Year.	Before the submission of AQAR 2022-2023, all the quantitative data will be compared with the NAAC benchmark and identify the areas where improvement are needed	Head / IQAC	Continuous
Institute should financially support for the professional body membership	It will be discussed during the next finance committee meeting	Finance Committee	Continuous

KPRIET - Bloom's Taxonomy acceptance	All the faculty members are insisted to consciously apply Bloom's Taxonomy in the forthcoming question paper setting as per given approved Taxonomy	Department IQAC Coordinators & All Faculty	Continuous
Information Items			
<ul style="list-style-type: none"> ➤ If any revision is needed in the department strategic plan targets, it should be presented in department PAC meeting. Same should be approved in the approved by Governing Body ➤ All should ensure that authorised process flow chart and Standard operating Procedure (SOP) is furnished for every process ➤ Any additional courses such as value-added courses, one credit courses, etc., should be conducted with a minimum of 30 hrs duration ➤ As per the NAAC policy, faculty with minimum 10 months of experience only will be considered 			

*Rajeev
23/11/24*

Head / IQAC

*B. Rama
23/11/24*

Chair Person / IQAC

Copy To:

- Office of Principal
- All Directors
- All Heads
- All Faculty
- File

KPRIET/IQAC/2023-2024/M-07

12.02.2024

AGENDA

Points to be discussed

1. AQAR (2022-2023) Status
2. Course file Preparation 2023-2024 Odd
 - Result Analysis
 - Co Attainment
3. Course File Audit
 - Log Book Audit
4. Plan of Internal Academic Audit
 - Quality plan preparation
5. Event Plan with IQAC - 2023-2024 (Even)
6. Course Feedback - CAP
7. Student Satisfaction Survey - CAP
8. 2023-2024 Even Semester
 - Lecture Plan Preparation - 1st and 2nd year
 - Course coordinator meeting minutes
 - Interim feedback about faculty
 - Interim Audit
9. Any other related points

*Rakesh
12/2/24*
Head / IQAC

Name of the meeting: IQAC Coordinator Meeting			Number: 2023-24 / 07
Date	13.02.2024	Time	03.30 pm to 04.30 pm

Minutes of the Meeting

- The minutes of the last meeting and action taken report has been discussed and confirmed

S.No	Points discussed	Action to be taken	Responsibility	Target Date
1.	AQAR Uploading	AQAR will be submitted after getting the Principal's approval	Head / IQAC	29.02.2024
2.	CO-PO Attainment	CO-PO attainment should be completed for 2023-24 Odd semester courses	All Faculty	29.02.2024
3.	Internal Audit schedule	Internal Audit will be planned within 10 days after the publication of ESE results in every semester.	Head / IQAC	Continuous
4.	Log book completion	All the faculty members are asked to complete the personal course record for 2023-2024 ODD and Even semester	All Faculty	02.03.2024
5.	Course plan preparation & circulation	Course plan should be prepared before commencement of the classes and the same should be circulated to the students on first working day of their classes.	All faculty	Continuous
6.	Students and Faculty Data Sheet	In order to get an accurate headcount of the faculty and students, IQAC will distribute a datasheet before the Academic Audit. The information will be utilized for the purpose of NAAC and NBA accreditation.	Department IQAC Coordinator	15.03.2024
7.	Feedback collection	Course faculty should ensure that 80% of course students provide feedback. If it is less than 80%, then it will not be considered.	Department IQAC Coordinator	29.02.2024

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8.	Revised Blooms taxonomy	Revised blooms taxonomy will be circulated to all departments and implement the same in future correspondence.	All Faculty	29.02.2024
9.	Project Rubrics circulation	All the departments are insisted to follow the approved project rubrics which will be circulated by COE and IQAC	Head IQAC / COE	29.02.2024
10.	Proof collection for extra and co-curricular activities	HoDs are asked to ensure that the proof for extra and co-curricular activities should be collected by concerned faculty coordinators.	HoDs and Department IQAC Coordinator	Continuous
Information Items				
<ul style="list-style-type: none"> ➤ IQAC coordinators are instructed to prepare the quality plan for the 2023-24 ODD semester ➤ IQAC coordinators are asked to insist the concerned faculty coordinator to prepare the files with Top Sheet and relevant proof for the forthcoming Academic Audit. 				
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Copy To: <ul style="list-style-type: none"> • Office of Principal • All Heads • All Faculty • File 				

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