

KPRIET/IQAC/2024-2025/M-04

03.01.2025

Agenda

Meeting Points to be discussed:

1. Course File preparation document submission
2. AQAR 2023-2024 Updation
3. NAAC Reforms
4. NAAC SSR Data Collection
5. Strategic Plan and Quality Plan Review Meeting
6. Internal Audit Process
7. Any other Points

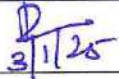
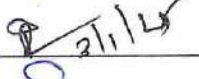
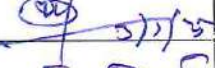



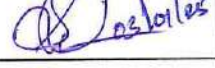
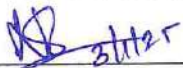


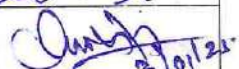
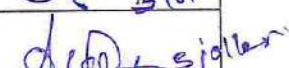



Prasanna
31/1/25
Head / IQAC

Internal Academic Audit Review Meeting

Date: 03.01.25

Time: 9am

Venue: CAC Hall

S.No.	Faculty Code with Name	Signature
1.	Dr. S. Malathy (IT003)	 3/1/25
2.	T. Shanmugapriya	 2/1/25
3.	R. Sankarathakumar EE064	 5/1/25
4.	Dr. S. Ganmani	 3/1/25
5.	Dr. N. Natarajkumar	 28/01/25
6.	M. SHARMILA K (SH104)	 K. Sharmila
7.	Dr. A. Alagan	 2/1/25
8.	Dr. Nisha Soms	 3/1/25
9.	N. Nandhini	 3/1/25
10.	Dr. P. Renuka	 3/1/25
11.	Ms. Bhuvaneshwari, PHY.	 3/1/25
12.	Dr. P. Anilkumar, CHY.	 3/1/25
13.	Dr. C. Pazhanirathu, AP III, EE	 3/1/25
14.	Dr. V. Sothralalashmi, EC	 2/1/25
15.	Dr. D. Sudarshini	 3/1/25

Name of the meeting: IQAC Coordinator Meeting			Number: 2024-25 / 06
Date	03.03.2025	Time	3.30 p.m. to 04.30 p.m.
			Venue: CAC Hall

Minutes of the Meeting

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

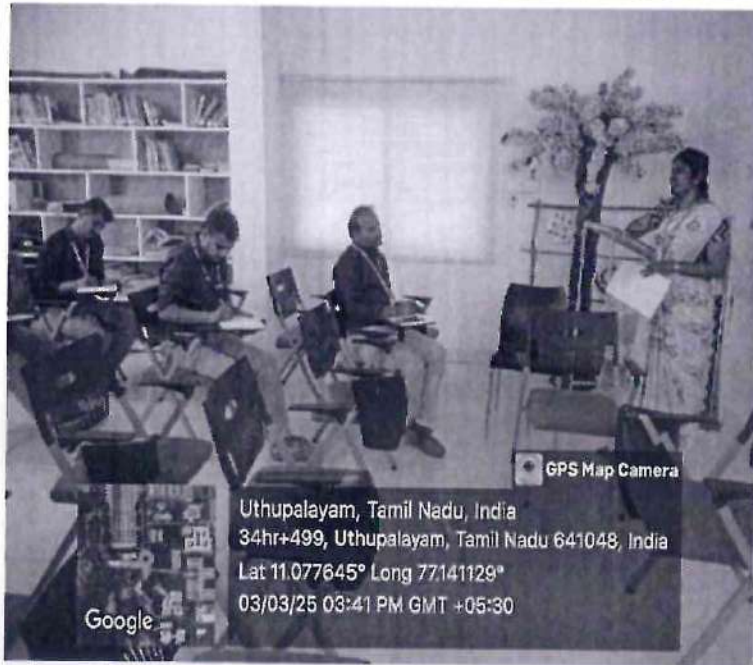
S.No	Points discussed	Action to be taken	Responsibility	Target Date
1.	Internal Audit	<p>Quality Plan Preparation:</p> <p>The modified Quality Plan will be shared with all IQAC Coordinators. The necessary data can be extracted and filled out from the Strategic Plan.</p> <p>File Verification:</p> <ul style="list-style-type: none"> Files should be verified based on the Quality Plan, and a non-conformity report should be prepared. Audit Schedule: The internal audit will be conducted between 20.03.2025 and 26.03.2025. 	IQAC Coordinators	08.03.2025
2.	External Audit Action Taken	External audit reports and the actions taken will be reviewed during the internal audit.	IQAC Coordinators	26.03.2025
3.	Course Faculty Feedback	Course Faculty Feedback will be enabled from 14.03.2025 and will close on 26.03.2025. IQAC Coordinators must monitor the completion status of the feedback and ensure at least 95% completion.	IQAC Coordinators & Chief Mentors	26.03.2025

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



4.	Course File	IQAC Coordinators should audit the completion of course files in their respective departments. They must collect both soft and hard copies of selected courses.	IQAC Coordinators & All course-handling faculties	End of Even semester
5.	IQAC Events	IQAC Coordinators are requested to organize events in their respective departments in association with IQAC.	IQAC Coordinators	Continuous
6.	Room wise Asset	Department asset management in-charges must ensure adequate seating capacity and furniture arrangements. 35 chairs should always be maintained inside the hall. The internal test seating should be assigned based on seating capacity. Any excess furniture must be stored inside the hall during internal tests.	Department Asset in charge	Continuous
7.	NAAC preparation	All processes related to NAAC preparation must follow a complete cycle. The event report should include a brochure, circular, attendance sheet, a detailed report, and geo-tagged photographs.	Criteria In charges	Continuous

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



Copy To:

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

Principals
Head / IQAC

KPRIET/IQAC/2024-2025/M-06

03.03.2025

Agenda

Meeting Points to be discussed:

1. Internal Audit
 - a. Quality Plan Preparation
 - b. File Verification
2. External Audit Action Taken
3. Course Faculty Feedback
4. Course File
5. IQAC Events
6. Room wise Asset -Minimum 35 Seat
7. NAAC Preparation
8. Any other points

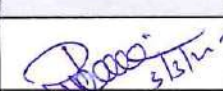
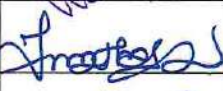
P. Srinivas
3/3/25
Head / IQAC

IQAC Coordinator Meeting

Date: 03.03.2025

Time: 3.30Pm

Venue: CAC Hall

S.No.	Faculty Code with Name	Signature
1.	CS124 - Dr. R. MANJULA DEN	 3/3/25
2.	ME120 - Dr. N. Mathan Kumar ME	 3/3/25
3.	CS019 - Dr. M. Sasan/anan AD	M. Sasan/anan 3/3/25
4.	EE016 - Dr. A. MOHAMED TERAHIM/EE	A. Mohamed Terahim 3/3/25
5.	IT003 - Dr. S. Malathy IT	S. Malathy 3/3/25
6.	CB001 - Dr. T. Shaamugapriya CB	T. Shaamugapriya 3/3/25
7.	FE064 - Dr. R. Sampathkumar /FE	R. Sampathkumar 3/3/25
8.	CH007 - R. MURUGESAN CH	R. Murugesan 3/3/25
9.	SH131 - Dr. S. JAYABAL / Chemistry	S. Jayabal 3/3/25
10.	BM001 - Dr. A. Allwyn /BM	A. Allwyn 3/3/25
11.	AM011 - Anish Antony AM	Anish Antony 3/3/25
12.	SH104 - Ms. SHARMILA K Eng.	Ms. Sharmila K 3/3/25
13.	CS099 - N. Nandhini - CS-CD	N. Nandhini 3/3/25
14.	CS113 - Nisha Soms - CS-AS	Nisha Soms 3/3/25
15.	SH133 - Dr. P. Renuka /maths	P. Renuka 3/3/25
16.	EE087 - S. Shorani. CE	S. Shorani 3/3/25
17.	EC051 - Dr. V. Seetha /seshi EC	V. Seetha 3/3/25

Name of the meeting: IQAC Coordinator Meeting			Number: 2024-25 / 06
Date	03.03.2025	Time	3.30 p.m. to 04.30 p.m.
			Venue: CAC Hall

Minutes of the Meeting

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

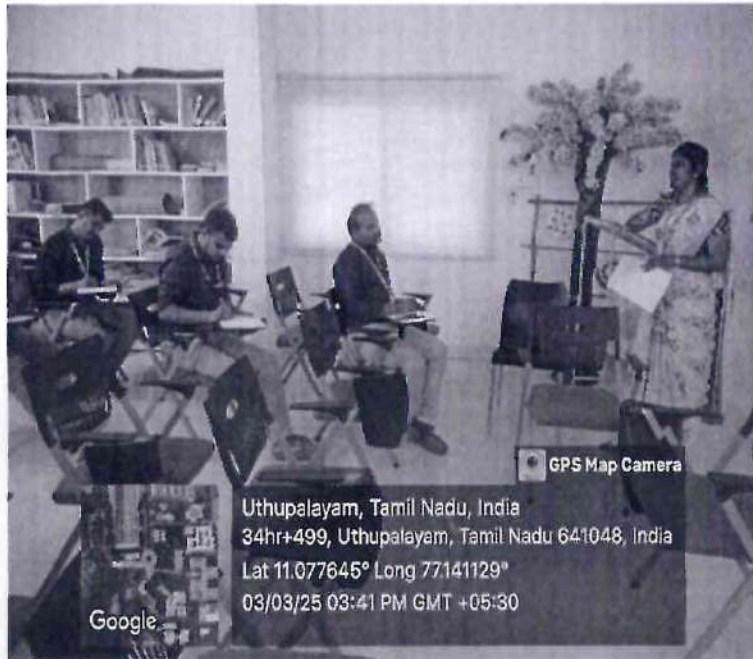
S.No	Points discussed	Action to be taken	Responsibility	Target Date
1.	Internal Audit	<p>Quality Plan Preparation: The modified Quality Plan will be shared with all IQAC Coordinators. The necessary data can be extracted and filled out from the Strategic Plan.</p> <p>File Verification:</p> <ul style="list-style-type: none"> Files should be verified based on the Quality Plan, and a non-conformity report should be prepared. Audit Schedule: The internal audit will be conducted between 20.03.2025 and 26.03.2025. 	IQAC Coordinators	08.03.2025
2.	External Audit Action Taken	External audit reports and the actions taken will be reviewed during the internal audit.	IQAC Coordinators	26.03.2025
3.	Course Faculty Feedback	Course Faculty Feedback will be enabled from 14.03.2025 and will close on 26.03.2025. IQAC Coordinators must monitor the completion status of the feedback and ensure at least 95% completion.	IQAC Coordinators & Chief Mentors	26.03.2025

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



4.	Course File	IQAC Coordinators should audit the completion of course files in their respective departments. They must collect both soft and hard copies of selected courses.	IQAC Coordinators & All course-handling faculties	End of Even semester
5.	IQAC Events	IQAC Coordinators are requested to organize events in their respective departments in association with IQAC.	IQAC Coordinators	Continuous
6.	Room wise Asset	Department asset management in-charges must ensure adequate seating capacity and furniture arrangements. 35 chairs should always be maintained inside the hall. The internal test seating should be assigned based on seating capacity. Any excess furniture must be stored inside the hall during internal tests.	Department Asset in charge	Continuous
7.	NAAC preparation	All processes related to NAAC preparation must follow a complete cycle. The event report should include a brochure, circular, attendance sheet, a detailed report, and geo-tagged photographs.	Criteria In charges	Continuous

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



Handwritten signature in blue ink
Head / IQAC

Copy To:

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

KPRIET/IQAC/2024-2025/M-07

22.03.2025

Agenda

Meeting Points to be discussed:

1. Review of Previous Meeting Minutes
2. Internal Audit Schedule
3. Status of Quality Plan Preparation
4. Submission of NC Preparation
5. File Verification during Audit
6. External Audit Action Taken
7. Status of Course Faculty Feedback
8. Course File Schedule
9. Status of IQAC Events
10. Any other points

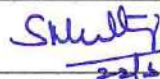
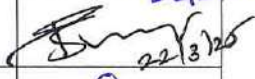
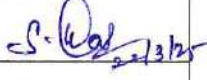
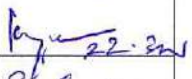
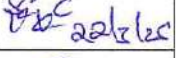
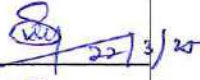
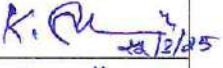

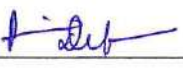



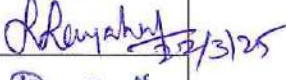
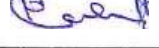
P. Magesh
22/3/25
Head / IQAC

IQAC Coordinator Meeting

Date: 22.03.2025

Time: 9AM

Venue: CAC Hall

S.No.	Faculty Code with Name	Department	Signature
1.	IT003 - Dr. S. Malathy	IT	 22/3/25
2.	CB001 - Dr. T. Shanmugapriya	CSBS	 22/3/25
3.	BME27 - Kanimozi S	BME	 22/3/25
4.	CH007 - K. MURUGESAN	CH	 22.3.25
5.	MBA005 - SANTHANA GOPALAKRISHNAN	MBA	 22/3/25
6.	EED04 - R. SANKRATHI/KUNAR	MI	 22/3/25
7.	SH104 - MS. SHARILA K	ENGLISH	 22/3/25
8.	EE051 - Dr. V. Sutha Lakshmi	ELE	 22/3/25
9.	EE122 - Rima Deka	ECE	 22/3/25
10.	EE124 - Dr. Himangshu Deka.	ECE	 22/3/25
11.	CE020 - Dr. S. Karmani	CE	 22/3/25
12.	ME120 - Dr. N. Mathan Kumar	Assoc. Head	 22/3/25
13.	SH131 - Dr. S. JAYABAL	CHY	 22/3/25
14.	EE053 - C. Pazhani Rathan.	EE	 22/3/25

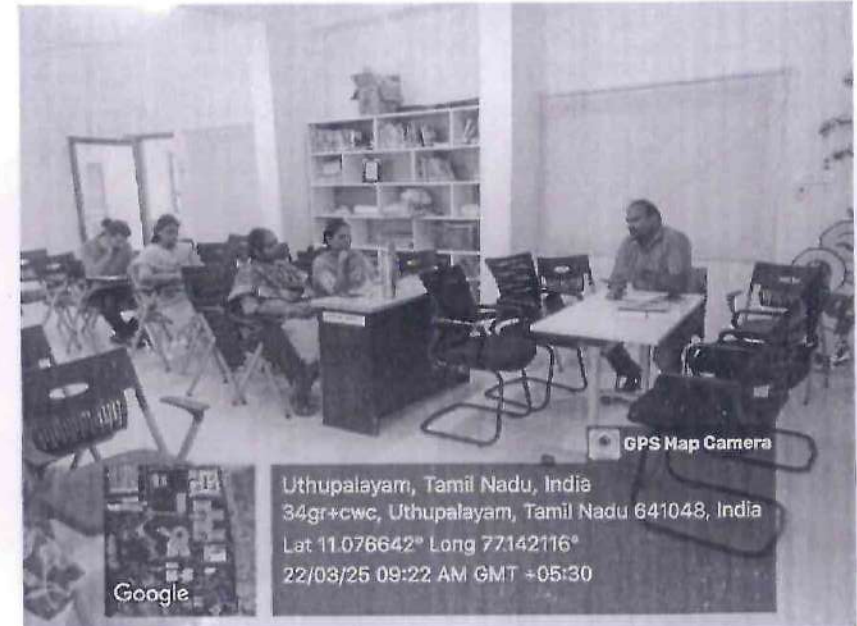
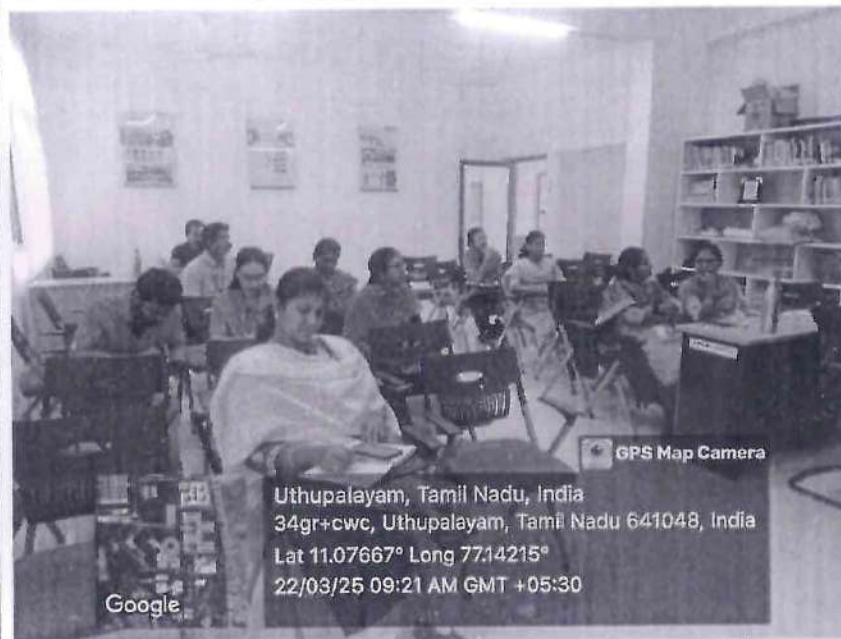
Name of the meeting: IQAC Coordinator Meeting				Number: 2024-25 / 07
Date	22.03.2025	Time	9AM	Venue: CAC Hall

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.	Review of Previous Meeting Minutes	The minutes of the previous IQAC meeting were reviewed and confirmed without modification. The Chairperson appreciated the timely completion of most action points discussed earlier. Pending items, particularly related to documentation and audit preparation, were carried forward for follow-up.	IQAC Coordinator	-
2.	Internal Audit Schedule	The Internal Quality Audit schedule was presented by the IQAC Coordinator. The audit is planned to commence from [insert start date] to [insert end date]. Departments were instructed to ensure all records, files, and supporting documents are updated and available for verification. The audit team composition and audit checklist were also finalized.	IQAC Coordinator	Continuous
3.	Status of Quality Plan Preparation	Each department provided an update on the preparation of their respective Quality Plans. Most departments have completed drafts aligned with institutional objectives. Remaining departments were asked to submit their finalized Quality Plans by [insert deadline]. The IQAC will consolidate all departmental plans into the institutional Quality Enhancement Framework.	HoD's	-
4.	Submission of NC Preparation	Each department provided an update on the preparation of their respective Quality Plans. Most departments have completed drafts aligned with institutional objectives. Remaining departments were asked to submit their finalized Quality Plans by [insert deadline]. The	IQAC Coordinator	-

		IQAC will consolidate all departmental plans into the institutional Quality Enhancement Framework.		
5.	File Verification during Audit	IQAC emphasized the importance of systematic file management for audit readiness. Departments were reminded to organize documentation according to the prescribed checklist — including teaching-learning materials, records of meetings, feedback analysis, and proof of activities. A sample verification exercise will be conducted prior to the formal audit.	IQAC Coordinator	Continuous
6.	External Audit Action Taken	External Audit reports and the actions taken will be reviewed during the internal audit. The IQAC reviewed the “Action Taken Report” (ATR) on the previous external audit observations. Most of the recommendations have been successfully implemented. Outstanding points relating to infrastructure maintenance and documentation will be addressed before the next audit cycle.	IQAC Coordinator	-
7.	Status of Course Faculty Feedback	Feedback analysis for the current academic year was presented. The majority of the responses indicated positive student perception regarding teaching effectiveness. Faculty members were advised to focus on interactive pedagogical methods and continuous assessment improvement. Consolidated feedback reports will be shared with the respective Heads of Departments.	Mentors	Continuous
8.	Course File Schedule	The updated schedule for Course File preparation and submission was shared. Faculty members must complete their course files—including lesson plans, assessment records, and feedback reports—by [insert date]. IQAC will conduct random verification to ensure compliance and quality consistency.	All Faculty	-

9.	Status of IQAC Events	A summary of IQAC-organized events during the current term was presented. Activities included workshops on outcome-based education (OBE), ERP training, and best practice sharing sessions. Upcoming initiatives such as faculty development programs and quality benchmarking workshops were also proposed for the next quarter.	IQAC Coordinator	-
----	-----------------------	---	------------------	---



Copy To:

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

Prasad
22/3/25
Head / IQAC

Agenda

The first IQAC constitution Annual meeting for the AY 2024-2025 on 29.11.2024 at 10:00AM in Daffodil, Imperial Hall. The google meet link for the meeting is mentioned below for the reference

Google Meeting id: <https://meet.google.com/tqj-uvkx-wbm>

The agenda for the meeting is given below:

1. Confirmation of the previous meeting minutes
2. Strategic Plan and Quality Plan Target for CAY (2024-2025)
3. AAA observations and action taken (2023-2024)
4. Best Practices (2023-2024)
5. Notable Achievements (2023-2024)
6. AQAR (2023-2024) – Review
7. IQAC Initiatives
8. IQAC Reconstitution
9. Any other Points





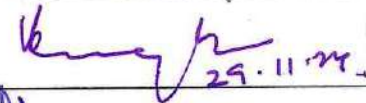
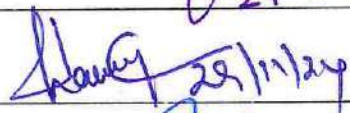
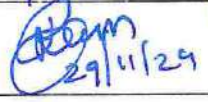

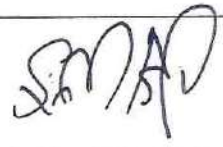

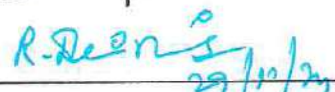
Principal


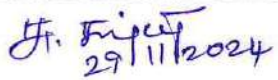

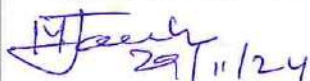

e-copy to:

- All members

29.11.2024

**IQAC Constitution Annual Meeting
Attendance**

S.No.	Name of the Member	Signature
1.	Dr. D. Saravanan, Principal	
2.	Dr. A.M. Natarajan, Chief Executive	
3.	Registrar & Director - CFAC	
4.	Director - CDC	
5.	Controller of Examinations	
6.	Dr. S. Renuga Devi Deputy Director - IQAC, VIT, Vellore.	
7.	Dr. B. Sampath Kumar, Former Secretary - PSGCAS, Coimbatore.	
8.	D. Krishna Mohan, M.Tech. Director, Aerospace & Marketing Group, Moog India Technology Center, Plot 1,2,3 Electronics City, Phase 1, Bengaluru.	
9.	Aasif Syed, Recruiting Lead- Early Careers Hiring, ThoughtWorks Technologies, KCT TechPark, Coimbatore.	
10.	Mr. K. Shanmugam, Vice president, Kaduvettipalayam, Coimbatore.	
11.	Mr. S. Aashiq Mohammed, 2010 - 2014 Batch, Département of Civil Engineering, UPSC Tutor and Mentor, Insight IAS, Guwahati, Assam.	
12.	Ms. G.S. Devatharani, 2021-25 Batch	
13.	Dr. J. Suryakanth, Director SA & AR	
14.	Dr. R. Devi Priya, Professor & Head / CS	

S.No.	Name of the Member	Signature
15.	Dr. V. Sæthalakshmi, Professor / EC	 29/11/24
16.	Dr. S. Kanmani, Associate Professor / CE	 29/11/2024
17.	Dr. T Sivakumar, Associate Professor / IT	
18.	Dr. C. Pazhani Muthu, Assistant Professor (SI .G.) / EE	 29/11/24
19.	Chief Librarian	 29/11/24
20.	Mr. Saravanan Thandapani, Senior Director Moody's Analytics, 62, Baghmane Tech Park, 186-22-49, 8th B Cross Rd, Bhuvanewari Nagar, C V Raman Nagar, Bengaluru, Karnataka.	
21.	Dr. R. Saravanan, Associate Professor / Chy	 29/11/2024.
22.	Dr. R. Manjula Devi, Head / IQAC	

Name of the meeting: IQAC Expert Annual Meeting			Number: 2024-25 / 01
Date	29.11.2024	Time	10.00 a.m. to 11.30 a.m.
			Venue: Daffodil

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.	Vision and Mission of the Institute	Suggested to revise the Mission statements by incorporating entrepreneurship and lifelong learning as core values, if needed.	IQAC	Continuous
2.	Strategic Plan and Quality Plan Target for AY (2024-2025)	The summary of Strategic Plan Target achieved for the AY 2023-2024 was reviewed. The action plan has been analyzed for the non-attained parameters. Targets for a few parameters are revised for the AY 2024-2025 has been reviewed and ratified. Revised Quality plan for the AY 2024-2025 has been presented.	Head / PD & IQAC	Continuous
3.	AAA observations and Action Taken (2023-2024)	Reviewed the observations, addressed issues, and initiated corrective actions based on AAA findings. Verify whether 15 periods or 30 periods are required for 1 credit in the lab course. Suggested including details of achievements, mentioning national-level activities like NCC, and categorizing higher studies separately as India and Abroad.	All Faculty	Continuous

4.	Best Practices (2023-2024)	Suggested to adopt best practices proposed by the Ministry of Education to improve the quality of technical education and strengthen the institute's leadership position.	All Faculty	Continuous
5.	Notable Achievements (2023-2024)	Highlighted key achievements in Ranking and accreditation and awards, students and faculty achievements, students awards, foreign university collaboration, Higher studies in India, Signature events- Synergy'23, FIESTAA. .	All Faculty	Continuous
6.	Feedback Mechanism	Implement a system to collect regular feedback from faculty regarding their professional development needs and identify common priorities for targeted support.	IQAC	Continuous
7.	AQAR(2023-2024) –Review	Reviewed the AQAR 2023-2024 data and proceed to submit the verified AQAR 2023-2024 data in the NAAC portal.	IQAC	Dec 2024
8.	IQAC Reconstitution	Reconstitute the IQAC by appointing new faculty members to replace those relieved from duty.	IQAC	Before next meeting
Information Items				
<p>➤ Suggestions from Expert Members were discussed and noted for further action:</p> <ul style="list-style-type: none"> - Suggestions by Dr.B.Sampath Kumar. <ul style="list-style-type: none"> ▪ Introduce AI and Natural Language Processing (NLP) as part of the curriculum to all the students.. ▪ Define clear Memorandums of Understanding (MoUs) focusing on measurable research and innovation outcomes. 				

- **Suggestions by Dr. Renuga Devi,**
 - UGC Guidelines for Institute level plan to be referred for Strategic plans preparation.
- **Suggestions by Mr. Aasif Syed,**
 - Focus on social initiatives, including women's education and defining their roles within the institute.
 - Establish a student council to enhance student participation and leadership.
 - Create common laboratory spaces for arts and engineering students to foster interdisciplinary learning and skill enhancement.
 - Adopt the RACI (Responsible, Accountable, Consulted, and Informed) model to ensure clear accountability and communication in projects.
 - Align institutional activities with current industry demands to enhance student employability and relevance.

Dr. Renuga Devi
20/11/24

Head / IQAC

Copy To:

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

Aasif Syed
20/11/24

Principal

30/11/24