


KPRIET/IQAC/2024-2025/M-09

10.07.2025

Agenda

Meeting Points to be discussed:

1. Attendance System in CAP
2. OD Marking in CAP
3. Course File Preparation AY 2025-2026
4. Course File Audit Plan
5. Course File Audit Checklist
6. Quality Plan Audit for AY 2024-2025
7. External AAA Plan for AY 2024-2025
8. Feedback Collection for AY 2024-2025
9. Feedback Action Taken Report (ATR)
10. Proposed IQAC Events Calendar
11. Any other points

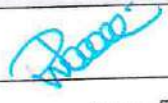

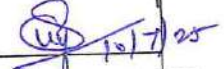
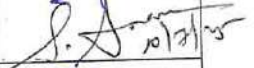
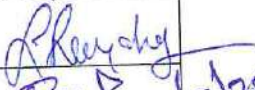


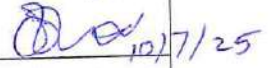
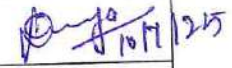
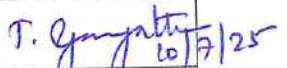
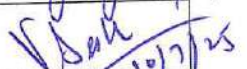
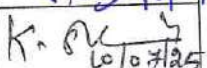
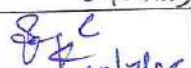
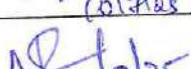
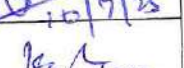
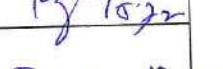


Head / IQAC

IQAC Coordinator Meeting

Date: 10.07.2025

Time: 3pm

Venue: Mari Gold

S.No.	Faculty Code with Name	Department	Signature
1.	Dr. R. MANJULA DEN	Head/IQAC	
2.	S. Nandhakumar	AM	
3.	R. Sampathkumar	AI	
4.	Dr. S. Anandaraj / CE032	Civil	
5.	Dr. S. JAYABAL / Chem	Chemistry	
6.	Dr. R. Logesh Babu / IT002	CSBS	
7.	S. Bannuraj / SH02	PHYSICS	
8.	Dr. P. Renuka / SH133	Maths	
9.	D. DIVYA / IT005	IT	
10.	Dr. T. GAYATHRI / BME13	BME	
11.	Dr. V. Senthilakshmi / EL05	ECE	
12.	Ms. SHARMILA K / SH104	ENGLISH	
13.	Mr. P. Sowthana Gk / MBA005	MBA	
14.	Dr. Nisha. Soms / CS113	CSE	
15.	K. MURUGESAN / CH007	CA	
16.	Dr. C. Pezhenimtho / EE053	ESE	
17.	Dr. M. Saravanan	AD	

Name of the meeting: IQAC Coordinator Meeting			Number: 2025-26 / 01
Date	10.07.2025	Time	3:30 pm to 4:30 pm
			Venue: Mari Gold

Minutes of the Meeting

S.No.	Points discussed	Action to be taken	Responsibility	Target Date
1.	Attendance System and OD Marking in CAP	All faculty members must mark attendance in CAP within the first 10 minutes of class. Chief mentors should promptly update OD details in the CAP system.	All Faculty	Continuous
2.	Course File Preparation	Faculty should upload the pre-work of the course file for the ODD semester of AY 2025–2026 on Google Classroom and disseminate it to students on the reopening day. IQAC Coordinator will verify the same.	All Faculty	Continuous
3.	Course File Audit Plan and Checklist	IQAC Coordinator should complete the course file audit for AY 2024–2025 and submit the audit checklist to the IQAC office on or before 20.07.2025.	IQAC Coordinator	Mid of July 2025
4.	Strategic Plan and Quality Plan Review Meeting	The review meetings for the Strategic and Quality Plans for AY 2024–2025 are scheduled for 21.07.2025 and 22.07.2025. All HoDs are expected to prepare accordingly.	All HoDs	End of July 2025
5.	External AAA Plan	The External Academic and Administrative Audit (AAA) for AY 2024-2025 is scheduled for the second week of August 2025.	All HoDs	Mid of August 2025
6.	Feedback Collection and Action Taken Report (ATR)	IQAC Coordinators should ensure timely completion of feedback collection for the EVEN semester and the submission of the corresponding Action Taken Report.	IQAC Coordinator	End of July 2025
7.	Proposed IQAC Events Calendar	All IQAC Coordinators should submit the proposed calendar of IQAC events for AY 2025–2026 in the upcoming meeting.	IQAC Coordinator	Next Meeting

PHOTOS



Copy To:

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

Prasanna
11/7/25
Head / IQAC


KPRIET/IQAC/2025-2026/M-04

26.08.2025

Agenda

Meeting Points to be discussed:

1. Course Faculty Feedback-Action Taken
2. IQAC Events
3. Course File Audit Check List
4. Quality Plan Preparation
5. NCR Preparation
6. AQAR 2024-2025
7. SSS-Suggestions for Improvement
8. Any other points

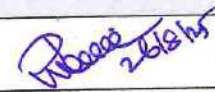
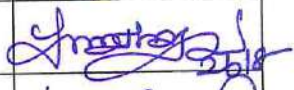
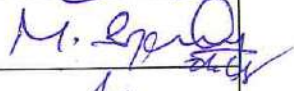
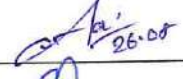

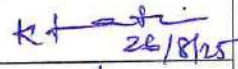
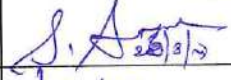
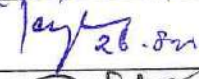
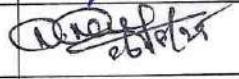

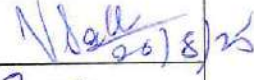
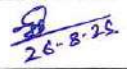

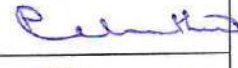
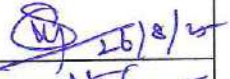
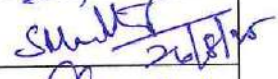
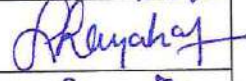
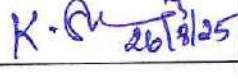
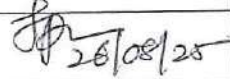
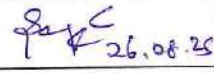

25/8/25
Head / IQAC

IQAC Coordinator Meeting

Date: 26.08.2025

Time: 3am

Venue: Mari Gold

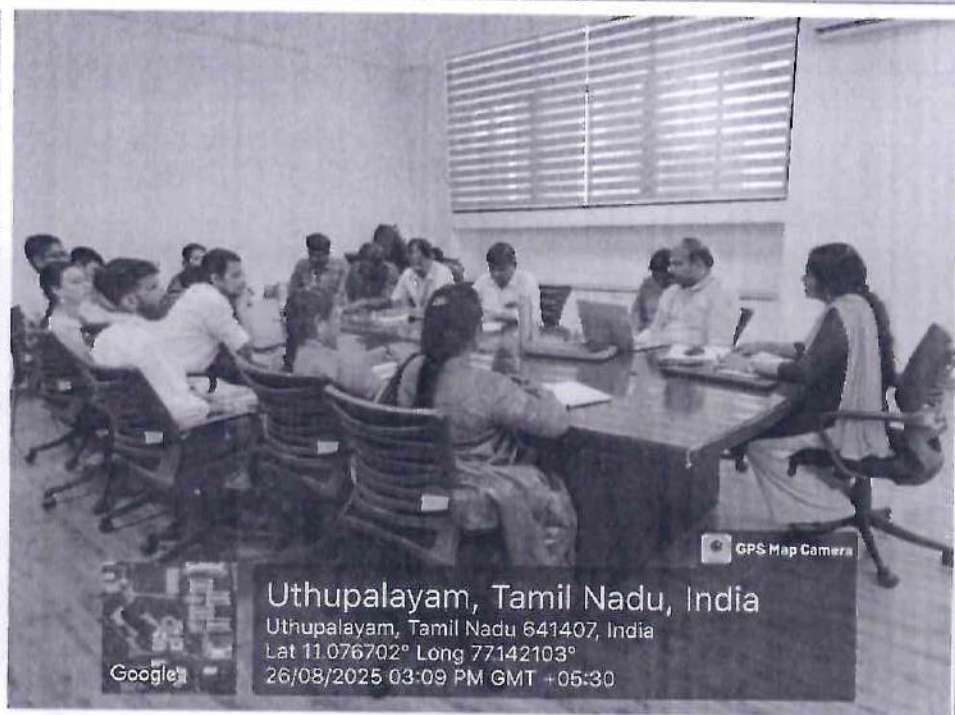
S.No	Department	Faculty Code with Name	Signature
1.	Head/IQAC	CS124 - Dr. R. Manjula Den	
2.	Asso. Head /IQAC	ME120 - Dr. N. Mathan Kumar	
3.	AD	CS017 - Dr. M. Saravanan	
4.	AM	Anish Antony	
5.	BM	Dr. A. Allwyn Gramadas	
6.	CB	Dr. SIVASANKARI S	
7.	CE	Dr. S. Anandaram	
8.	CH	K. MURUGESAN	
9.	CS-AB	N. Nandhini (CS079)	
10.	CS-CD	R. KEERTHANA (CS138)	
11.	EC-A	V. Sathya Lakshmi (E105)	
12.	EC-B	Dr. HUMANASHU DEKA	
13.	EC-C	Dr. Rima Deka	
14.	EE	Dr. P. Parthasarthi	
15.	MI	R. SAMPATH/KUMAR	
16.	IT	Dr. S. Malathy	
17.	CHY	Dr. S. JAYABAL / SH131	
18.	ENG	SH104 - Ms. CHARMKA K	
19.	MATH	AB.	-
20.	PHY	SH056 - T. PUSHPAGIRI	
21.	MBA	MBA005 - SANTHANA GK	

Name of the meeting: IQAC Coordinator Meeting			Number: KPRIET/IQAC/2025-2026/M-04	
Date	26.08.2025	Time	3:00 PM to 4 PM	Venue: Marigold

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.	Course Faculty Feedback – Action taken	The consolidated feedback list will not be circulated. Action should be initiated based on the feedback, and action plans must be prepared for cases where scores fall below 3.5.	IQAC Coordinators	03.09.2025
2.	IQAC Events	Ensure completion of all IQAC events as scheduled.	IQAC Coordinators	03.09.2025
3.	Course File Audit Checklist	All faculty members must submit the course file audit checklist within the stipulated timeline.	IQAC Coordinators	03.09.2025
4.	Quality Plan Preparation	Collect the Strategic Plan, prepare the Quality Plan, and ensure that audits are conducted in alignment with these plans.	IQAC Coordinators	03.09.2025
5.	NCR preparation	NCs should be prepared in accordance with the Quality Plan. For programs applying to NBA, NCs must be properly documented, addressed, and closed.	IQAC Coordinators	03.09.2025
6.	AQAR 2024-2025	AQAR should be prepared using the approved templates followed in earlier cycles.	IQAC Coordinators	03.09.2025
7.	SSS Suggestions for improvement	The SSS response rate must be monitored and maintained at a minimum of 90% or above.	IQAC Coordinators	03.09.2025

8.	Any other points	Proof and supporting evidence can be submitted in either soft copy or hard copy format.	IQAC Coordinators	03.09.2025
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 - All Heads
 - All Faculty
 - File

[Handwritten Signature]
Head/IQAC

KPRIET/IQAC/2025-2026/M-05

23.10.2025

Agenda

Meeting Points to be discussed:

1. External Audit
2. IQAC Events
3. Mentor-Mentee Meeting in CAP
4. Class Committee Meeting
5. Course Coordinator Meeting in CAP
6. AQAR 2024-2025
7. Course File
8. Stock Verification
9. Any other points

W. Ramesh
22/10/25

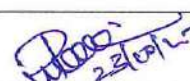
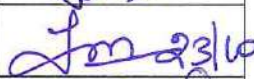

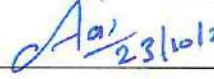
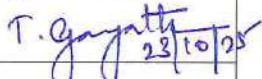
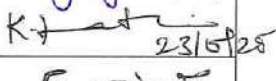
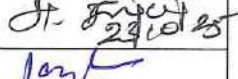

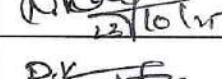
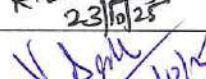
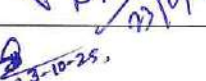
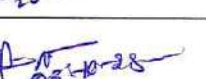
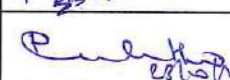

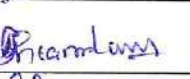
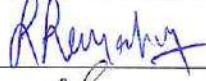
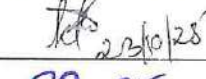
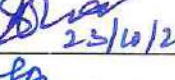
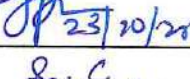
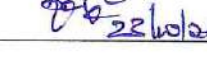

Head / IQAC

IQAC Coordinator Meeting

Date: 23.10.2025

Time: 2.30 pm

Venue: CAC Hall

S.No	Department	Faculty Code with Name	Signature
1.	Head/IQAC	CS124-Dr. R. MANJULA Jem	
2.	Asso.Head /IQAC	ME-120 - Dr. N. mathan kumar	
3.	AD	CE017 - Dr. M. Sagarbanan ASP	
4.	AM	Anish Antony AM011	
5.	BM	BME13 - Dr. T. GAYATHRI / AP-III	
6.	CB	CB005 - Dr. SIVASANKAR S / ASP	
7.	CE	CE020 - Dr. S. Karmanj ASP	
8.	CH	CH007 - ICMURVISE San	
9.	CS-AB	Dr. NISHA Soms /CS113 - ASP Mrs. N. Nandhini /CS079 AP-2	
10.	CS-CD	Mrs. R. KEERTHANA /CS 138 AP-2	
11.	EC-A	Dr. V. Sathya Lakshmi	
12.	EC-B	Dr. HEMANSHU DEKA	
13.	EC-C	Dr. Rima Deka	
14.	EE	EE053 Dr. L. Pashenikku	
15.	MI	EE064 - R. Sampathkumar	
16.	IT	IT007 - K. Kalafvanan	
17.	CHY	Dr. S. JAYABAL /CY/AP-III	
18.	ENG	SH150 Kirtanpli Kibla AP-2	
19.	MATH	SH133 Dr. P. Renuka	
20.	PHY	SH056 T. PUSHPAGIRI AP-II	
21.	MBA	SANTHANA GA MBA005 AP-2	

Name of the meeting: IQAC Coordinator Meeting			Number: KPRIET/IQAC/2025-2026/M-05
Date	23.10.2025	Time	2.30 pm to 4 pm
			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.	External Audit	The audit has been scheduled for 31.10.2025 and 01.11.2025. Faculty members must be present for their entire audit session and ensure all documents are ready one day in advance.	IQAC Coordinator	01.11.2025
2.	Mentor-Mentee Meeting, Class Committee Meeting and Course Coordinator Meeting in CAP	Ensure timely conduct of meetings and record key discussions in CAP	Chief Mentors, Mentors, Course Coordinators	Continuous
3.	AQAR 2024-2025	The AQAR Committee will be restructured, and the updated composition will be submitted on or before December.	IQAC Coordinator and Criteria Incharge	15.12.2025
4.	Course File	Several departments have yet to complete their course files. Departments that have not done so must ensure the files are completed during the holidays.	IQAC Coordinator and Course Incharge	30.10.2025
5.	Stock Verification	Stock verification shall be completed before the commencement of the winter vacation.	Lab Incharges	15.11.2025



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- All Faculty
- File

Praveen
23/10/25
Head/IQAC


KPRIET/IQAC/2024-2025/M-08

14.11.2025

Agenda

Meeting Points to be discussed:

1. Feedback Status
2. Feedback Action Taken
3. Course File Audit
4. External Audit Action Taken
5. Closing & NCR
6. AQAR Data Collection
7. Data Template
8. Department Audit
9. NSC Audit
10. Any other Points



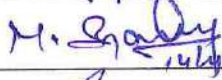
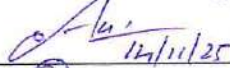
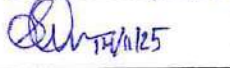
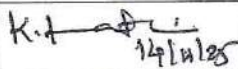
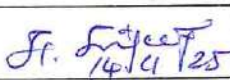
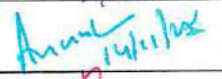

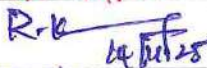
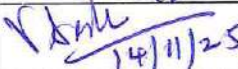
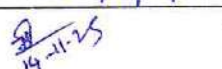
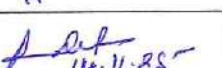
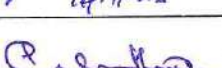

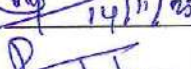
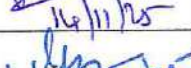
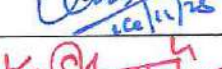
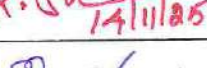
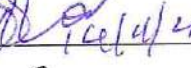
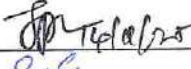

Head / IQAC

IQAC Coordinator Meeting

Date: 14.11.2025

Time: 2.45pm

Venue: Daffodil Hall

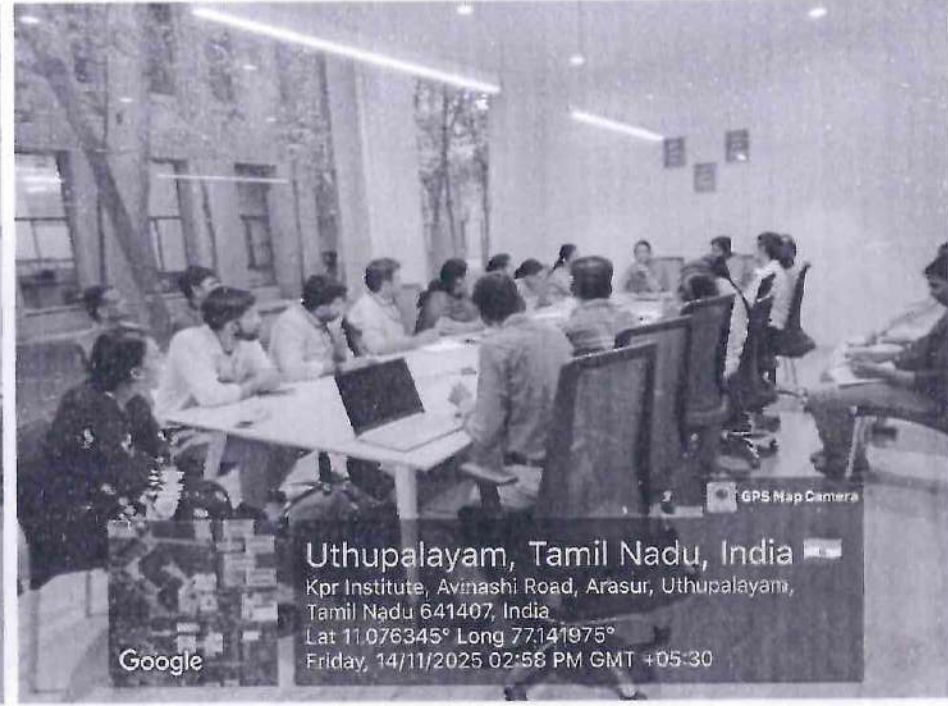
S.No	Department	Faculty Code with Name	Signature
1.	Head/IQAC	CS124 - Dr. R. MANJULA DEKA	
2.	Asso. Head /IQAC	ME120 - Dr. N. Nathan Kumar	
3.	AD	C2017, Dr. M. SARAVANAN	
4.	AM	AM011 Anick Antony	
5.	BM	BM001, Dr. A. Allwyn Gramadas	
6.	CB	CB005, Dr. SIVASANKARI S	
7.	CE	GE020, Dr. S. Kanmani	
8.	CH	ARUNKUMAR N / CH004	
9.	CS-AB	CS113 - Nishu Soms CS079 - Nandhini N	
10.	CS-CD	CS138 - R. Keerthana	
11.	EC-A	EC051, Dr. V. Selthalakshmi	
12.	EC-B	EC124 Dr. HEMANGSHU DEKA	
13.	EC-C	EC122, Dr. Rima Deka	
14.	EE	EE053 - Dr. P. Rajeshwari	
15.	MI	EE064 - R. Sampathkumar	
16.	IT	IT003 - Dr. S. Malathy	
17.	CHY	SH003 / Dr. P. Arunkumar	
18.	ENG	SH104 - Ms. SHARMILA K	
19.	MATH	Dr. P. Renuka	
20.	PHY	T. PUSHPAURI	
21.	MBA	MBA005 - SANTHANA GR	

Name of the meeting: IQAC Coordinator Meeting			Number: 2024-25 / M07	
Date	14.11.2025	Time	2.45pm to 4.15pm	Venue: Daffodil, Imperial 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.	Feedback Status	Chief Mentor must ensure that students submit their feedback during the No-Dues signing process	Chief Mentors	Continuous
2.	Feedback Action Taken	For both Course and Faculty Feedback, Action Taken Reports (ATRs) are mandatory for all feedback scores below 4	HoDs	1 st week of December
3.	Course File Audit	The Course File Audit for the AY 2025–2026 Odd Semester is scheduled to be conducted on 22 nd and 23 rd December 2025.	IQAC Coordinators	21.11.2025
4.	External Audit Action Taken & NCR	All departments are required to close all NCRs related to the previous Internal and external audit by the first week of December.	IQAC Coordinators	21.11.2025
5.	AQAR Data Collection & Data Template	The circular for AQAR Criteria In-Charges, along with the data templates, will be provided shortly.	IQAC Coordinators	1 st week of December
6.	Department Audit	The department re-audit is scheduled during the first week of December. All audit-related data must be properly organized and presented within a single consolidated folder.	IQAC Coordinators	1 st week of December
7.	NSC Audit	NSC re-audit is scheduled during the third week of December 2025	IQAC Coordinators	3 rd week of December
8.	Any other Points	✓ Class Committee and Mentor–Mentee meetings must strictly follow the given schedules. CIAT answer script audits will be conducted by internal faculty, allotted by the IQAC Coordinator.	IQAC Coordinators	Continuous

✓ IQAC Coordinators must ensure proper handover/takeover of files during faculty relieving.



IQAC Coordinator Attendance

S.No	Department	Faculty Name	Designation	Present	Absent
1	Head/IQAC	Dr.R.Manjula Devi	Professor	✓	
2	AD	Dr.M.Saravanan	Associate Professor	✓	
3	AM	Mr.Anish Antoy	Assistant Professor II	✓	
4	BM	Dr.A.Allwyn Gnanadas	Assistant Professor III	✓	

5	CB	Dr.S.Sivasankari	Associate Professor	✓	
6	CE	Dr.S. Kanmani	Associate Professor	✓	
7	CH	Mr.Murugesan K	Assistant Professor II	✓	
8	CS-AB	Dr. Nisha Soms	Associate Professor	✓	
9	CS-AB	Ms.N.Nanthini	Assistant Professor I	✓	
10	CS-CD	Ms.R.Keerthana	Assistant Professor I	✓	
11	EC-A	Dr. V. Seethalakshmi	Professor	✓	
12	EC-B	Dr.Rima Deka	Assistant Professor III	✓	
13	EC-C	Dr.Himangshu Deka	Assistant Professor III	✓	
14	EE	Dr.C.Pazhanimuthu	Assistant Professor III	✓	
15	ME	Dr.N. Mathan Kumar	Associate Professor	✓	
16	MI	Dr.R.Sampath Kumar	Assistant Professor III	✓	
17	IT	Dr.S.Malathy	Associate Professor	✓	
18	CHY	Dr.P.Anilkumar	Professor	✓	
19	PHY	Mr.T.Pushpa Giri	Assistant professor II	✓	
20	ENG	Mrs.K.Sharmila	Assistant Professor II	✓	
21	MATHS	Dr.P.Renuga	Assistant Professor III	✓	
22	MBA	Mr.Santhana Gopala Krishnan	Assistant Professor II	✓	

Copy to :

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

P. Ramesh
17/11/24
Head /IQAC