

K.RAMAKRISHNAN COLLEGE OF TECHNOLOGY (Autonomous)

NAAC 'A+' & ISO 9001:2015, ISO 14001:2015 Certified Institution

Approved by AICTE & Affiliated to Anna University, Chennai

SAMAYAPURAM, TRICHY-621 112

INTERNAL QUALITY ASSURANCE CELL

CIRCULAR

27.08.2021

This is to bring to your kind notice that, the **First IQAC meeting** is planned to be conducted on 30.08.2021, 09.30 a.m at Board Room, First Floor, Administrative Block. We invite all members to attend the meeting.

Agenda

- Organization Structure
- Responsibilities of PAMC, CC and Class committee
- OBE handouts
- Academic Audit – Internal and External
- Cycle I and Cycle II internal Audits
- Academic Schedule compliance
- Teaching Learning Process
- Periodic Class visits.

Copy to: All the IQAC Members

IQAC File



Chair Person

Dr. N.Vasudevan

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Ref.No: KRCT/IQAC/2021-2022/01

Date: 30.08.2021

**MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL
MEETING**

The **First IQAC meeting** has been conducted on **30th August 2022 from 9.30 am – 12.30 pm** in Boardroom, First floor, Administrative block.

Dr. N.Vasudevan, Principal cum Chairperson, welcomed the members and the following IQAC members were attended the meeting.

S. No	Name of the faculty	Position
1.	Dr. N.Vasudevan, Principal	Chairperson
2.	Dr.S.Kuppusamy, Executive Director, KRCT	Management
3.	Dr. A. Rajkumar, HoD/EEE	Teacher
4.	Dr.Vetriselvi, HoD/CSE	Teacher
5.	Dr.G.Navaneethakrishnan HoD /ECE	Teacher
6.	Mr.V.Chandrasekar, AO., KRGi	Senior administrative officer
7.	A.N.Sara, Executive Engineer, Water Resources Dept, Special Project division, Kulithalai, Karur Dist.	Industrialists
8.	Ibrahim, Skyline Builders, Theni	Alumni cum Employer
9.	Dr Jerald, Associate Professor, Department Production Engineering, National Institute of Technology, Tiruchirappalli.	Academician
10.	Dr. S.Sujatha, Professor/Civil	Director, IQAC

The following points were discussed in the meeting,

The meeting was conducted to focus on the following key points which need to be implemented at KRCT effectively during Odd semester 2021 -22

Key points discussed in the meeting:

- The department IQAC member is responsible for the following key aspects in their respective department and the minutes of all activities should be uploaded in the drive shared by IQAC coordinator then and there.

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- PAMC constitution and its responsibilities should be redefined
- class committee meetings should be conducted as per academic calendar
- PMAC meetings to be conducted regularly as per the academic guidelines
- Staff meeting with HoD should be conducted every week.
- All MOM and ATR hard copies should be maintained in the department.
- Course delivery plan can be considered as such which has already framed by the faculty for each course
- Course action plan(CAP), continuous quality improvement(CQI) and course assessment report(CAR) can be formulated once the OBE workshop hosts by Principal.
- For course assessment report(CAR) the faculty may be instructed to prepare a excel of question wise mark.
- It is the duty of the IQAC team for the effective running of all academic activities in KRCT.
- Informed and surprise AUDIT should be planned to ensure the compliance.
- The mandatory calendar should be followed by all centres heads and MOM should be uploaded in the drive shared by IQAC.

Academic Audits: Periodic internal and external audits should be conducted by the IQAC Team as per the NBA guidelines. Audit guidelines will be released by Chairman –IQAC soon.

The approved audit guidelines should be shared to all faculty members and the documentation should follow strict compliance. Department-wise score will be released after the audit.

Academic Schedule compliance: IQAC team to ensure compliance of all activities as per the academic calendar. Adherence report to be submitted for not compliance.

OBE Practice: PAMC and CC to verify the CDP, CAP and key deliverables well in advance. Outcome based Education to be implemented not in paper but as regular practice.

Then, Dr S Sujatha, Director, IQAC explained the activities of IQAC during previous academic year and She also thanked the principal for his valuable guidance for implementation of OBE in the campus.

Dr.S.Kuppusamy, Executive director – Appreciates the work done by the Principal and IQAC team in framing the Academic guidelines of KRCT. He also insists in the importance of OBE in effective Teaching learning process

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Conclusion: OBE Handout and Academic guidelines framed for implementation in 2021 – 22 have been discussed and presented to the members of IQAC. Proper planning has to be followed to avoid deviation & immediate action will be taken on those who deviate the planning. IQAC chairman proposed the date for the next meeting and decided tentatively during the month of January 2022.






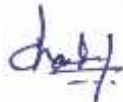

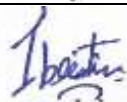



Chair Person

Dr. N.Vasudevan

CC: 1. The Chairman
2. The executive Officer
3. All IQAC- committee members
4. IQAC file.

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S. No	Name of the faculty	Signature
1.	Dr. N.Vasudevan, Principal	
2.	Dr.S.Kuppusamy, Executive Director, KRCT	
3.	Dr. A. Rajkumar, HoD/EEE	
4.	Dr.Vetriselvi, HoD/CSE	
5.	Dr.G.Navaneethakrishnan HoD/ECE	
6.	Mr.V.Chandrasekar, AO., KRGI	
7.	A.N.Sara, Executive Engineer, Water Resources Dept, Special Project division, Kulithalai, Karur Dist.	
8.	Ibrahim, Skyline Builders, Theni	
9.	Dr Jerald, Associate Professor, Department Production Engineering, National Institute of Technology, Tiruchirappalli.	
10.	Dr. S.Sujatha, Professor/Civil	