



THE KAVERY ENGINEERING COLLEGE

An Autonomous institution approved by AICTE, New Delhi, Affiliated to Anna university Chennai
Accredited by NAAC with A+ grade & Recognised by UGC under section 2f & 12B

Mecheri, Salem Dt-636453, Tamilnadu

OFFICE OF THE IQAC



Ref. No. : TKEC/IQAC/Meeting/2024-25/02

Date: 09.12.2024

CIRCULAR

The Second Internal Quality Assurance Cell meeting for the academic year 2024-25 is planned to be held on 10.12.2024 at 03.00 Pm in Board Room. All IQAC members are requested to participate in this meeting without fail. The agenda for the meeting is as follows.

AGENDA

- Welcome address
- Discussion on the previous meeting held on 02nd August 2024 ✓
- Preparation of Academic schedule for the even semester
- Identifying Value Added Courses / Internship
- Present and Future status of MOU's
- Research Publications planned
- Grants & FDP's planned
- Scholarships documentation
- Commemorative days celebrations
- Sports Activities to be Planned
- Placement - Future perspective
- Plan for Extension activities


IQAC Coordinator 9/12/24


Principal 9/12/24

Copy to

1. IQAC
2. All the Criterion Heads
3. Extension Activity & Club Coordinators
4. Physical Director
5. Placement Director
6. The Secretary & Chairman
7. File



Minutes of the Meeting

- The IQAC Coordinator welcomed the chairperson and all the members for the 2nd IQAC meeting for the academic Year 2024-2025.
- Minutes of the previous meeting was discussed and confirmed.
- All the members were instructed to follow the CAMU Software for Maintaining Student records.
- The Heads of the department shared the details of the value added courses planned. The Heads of the department were asked to send the students to undergo In-plant training / Internship for a minimum duration of 2 weeks.
- The Department Heads were asked to increase signing of MoU with industry and also to have frequent interaction with MoU signed industries
- Research coordinator presented the publications made by the faculty and was asked to encourage the faculty to contribute more on research
- Research coordinator presented the research grants submitted and FDPs organised
- Scholarship details has to be documented properly
- The Preparation of schedule for the extension activities, commemorative days and alumni activities were insisted.
- The Physical director elaborated the planned schedule for the sports events for the academic year 2024-2025
- The Participation of student and Faculty in the NPTEL courses were discussed.
- IQAC recommends faculty to use more ICT tools for effective classroom teaching


IQAC Coordinator


Principal

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S. No.	Name of the Member	Designation	Signature
1.	Dr. V. Duraisamy	Head of the Institution	
2.	Dr. S. Benjamin Lazarus	COE	
3.	Dr. A. Sheela	IQAC Coordinator	
4.	Prof. S. Mohanraj	IQAC Member	
5.	Prof. S. Balamurugan	IQAC Member	
6.	Dr. V. Thirumurugan	HoD/EEE	
7.	Prof. S. A. Chennakesavan	HoD/MCA	
8.	Dr. S. K. Mohan	HoD/Chemical	
9.	Prof. M. Balamurugan	HoD/CSE	
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11.	Prof. S. Prabhavathi	HoD/CIVIL	
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15.	Prof. M. Umapathy	HoD/IT	
16.	Prof. V. Vijayakumari	HoD/AIDS	
17.	Mr. Y. Nixon	Librarian	
18.	Prof. E. Sathees Kumar	NSS Coordinator	
19.	Prof. E. Jamuna	Women's Empowerment Cell Coordinator	
20.	Mr. M. Aravind Kumar	Placement Coordinator	
21.	Mr. A. Rajasekar	Physical Education Director	



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Mecheri, Salem – 636 453.

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Ref. No. : TKEC/IQAC/Meeting/2023-24/01

Date: 21.09.2024

CIRCULAR

The Internal Quality Assurance Cell meeting for the academic year 2023-24 is planned to be held on 23.09.2024 at 11:30 am in IQAC Room. All IQAC members are requested to participate in this meeting without fail. The agenda for the meeting is as follows.

AGENDA

- Welcome address
- Submission of AQAR – 2023-2024 documents

Note:

Criteria heads are requested to bring the final copy of respective criteria documents for the meeting.


IQAC Coordinator 21/9/24


Principal 21/9/24

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Minutes of the Meeting

- The IQAC Coordinator welcomed the chairperson and all the members for the 1st IQAC meeting for the academic Year 2024-2025.
- All the members were instructed to follow the CAMU Software for Maintaining Student records.
- Individual Criteria heads presented the AQAR documents for the Academic year 2023-2024.
- Files were verified and suitable suggestions were given for upgradation
- Meeting ended with vote of thanks


IQAC Coordinator


Principal

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13.	Dr. M. Raja	HoD/BME	
14.	Prof. J. Vidhya	HoD/Agri	
15.	Prof. M. Umapathy	HoD/IT	
16.	Prof. V. Vijayakumari	HoD/ AIDS	
17.	Mr. Y. Nixon	Librarian	
18.	Prof. E. Sathees Kumar	NSS Coordinator	
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Ref. No. : TKEC/IQAC/Meeting/2024-25/03

Date: 07.03.2025

CIRCULAR

The 3rd Internal Quality Assurance Cell meeting for the academic year 2024-25 is planned to be held on 11.03.2025 at 03.00 pm in Board Room. All IQAC members are requested to participate in this meeting without fail. The agenda for the meeting is as follows.

AGENDA

- Welcome address
- Discussion on the previous meeting
- Completion of criteria work
- Value Added Courses / Internship / Industrial visit
- Present and Future status of MOU's
- Research activities
- Library books, journals and e-resources-utilization
- Placement status
- Sports related activities follow up
- Usage of ICT for teaching learning process
- Planning of extension activities through various clubs


IQAC Coordinator


Principal

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Minutes of the Meeting

- The IQAC Coordinator welcomed the chairperson and all the members for the IQAC meeting
- Minutes of the previous meeting was discussed and confirmed.
- Status about the progress of criteria work was discussed
- The Heads of the department shared the details of the value-added courses and internships.
- The Department Heads discussed about the industry linked activities
- Research coordinator detailed the progress of research activities
- Utilisation of Library journals and e-resources must be improved
- Placement and training related status were elaborated
- The Physical director elaborated the sports achievements and the forthcoming events for the AY 24-25
- The Participation of student and Faculty in the NPTEL courses were discussed. IQAC recommends faculty to use more ICT tools for effective classroom teaching
- The Preparation of schedule for the extension activities, commemorative days and alumni activities were insisted.


IQAC Coordinator


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Ref. No. : TKEC/IQAC/Meeting/2024-25/04

Date: 03.04.2025

CIRCULAR

The 4th Internal Quality Assurance Cell meeting for the academic year 2024-25 is planned to be held on 08.04.2025 at 03.00 pm in Board Room. All IQAC members are requested to participate in this meeting without fail. The agenda for the meeting is as follows.

AGENDA

- Welcome address
- Discussion on the previous meeting held on 05.02.2024
- Completion of criteria work
- Academic related activities
- Research activities
- Placement status


IQAC Coordinator


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Minutes of the Meeting

- The IQAC Coordinator welcomed the chairperson and all the members for the IQAC meeting
- Minutes of the previous meeting was discussed and confirmed.
- Status about the progress of criteria work was discussed
- HoDs were asked about the completion of academic activities as per academic calendar
- Research coordinator detailed the progress of research activities
- Placement related status was updated


IQAC Coordinator


Principal

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