



RVS COLLEGE OF ENGINEERING AND TECHNOLOGY

Kumaran Kottam Campus, Kannampalayam (Po), Coimbatore – 641 402
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
NAAC Accredited and ISO 21001:2018 certified Institution,



INTERNAL QUALITY ASSURANCE CELL



Minutes of the IQAC Meetings

ACADEMIC YEAR (2022-23)



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Meeting No: 01

Date: 24.08.2022

MINUTES OF MEETING HELD ON 24.08.2022

Agenda:

- Academic Schedule for the Odd semester
- Organizing FDP event for faculty members
- Evaluation for all the criteria of NAAC process
- Publication in Journals
- Internship/In-plant training
- Signing of MoU
- Regular IQAC audit
- Organizing workshop, guest lecture, seminar, webinars for students
- Organizing Value added courses for students
- Schedule of Internal Assessment test for students
- Students Participation in Curricular and Extracurricular activities
- Preparation of magazine
- Consultancy projects
- Project proposal to different funding agency
- Research centre (CSE, EEE)

Members Present

1. Dr. P. Rajendran, Principal, Chairperson
2. Dr. N. Shanmugavadivu , Professor , ECE - IQAC Coordinator
3. Dr. V. R.Sivakumar - HOD, Mech - IQAC Member
4. Dr. K. Karuppasamy - HOD, CS - IQAC Member
5. Dr. M. Jayakumari- HOD, ECE - IQAC Member
6. Dr.S.S.Sivaraju - HOD, EEE - IQAC Member



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7. Dr.A.Prakash - HOD, S &H - IQAC Member
8. Dr. R. Kannan - HOD, PCE - IQAC Member
9. Ms. A.Y. Vishnu Priya - Student, CSE - Student Member
10. Mr. Akash - Student, PCE - Student Member

Action Taken Report

1. The academic calendar for the institution and department were shared with the office of IQAC
2. The reports for the program organized by each department was given to office of IQAC
3. The list of faculty members registered and attended the NPTEL exam was submitted by each department.
4. Concerning to the feedback system, students feedback for the faculty members was collected by the department coordinators and the same is submitted to the IQAC
5. The appraisal system was keenly monitored and was collected from each department, scrutinized with the committee members of IQAC.
6. The placement activities and placed students of each department got increased compared to previous year of placement.
7. The signing of MoU with industries was improved a lot and collaborative activities also got improved.
8. Community service activities were increased a lot in comparison with the previous year.

Minutes of Meeting

- The instruction given from both state and central government regarding the preventative measures against Covid19 need to adhere strictly inside the campus of the institution.
- It was informed to all the heads of the department to prepare the academic schedule for the Odd semester.
- The criteria heads informed to submit the documents pertaining to NAAC for the Evaluation process.
- It was decided to conduct at least one Faculty development program from each department per semester.
- It was decided to conduct an evaluation for all the criteria pertaining to NAAC.
- It was decided to insist the faculty members to publish at least two research article in an reputed journal listed in Annexure I of Centre for Research, Anna University, Chennai.



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- The class advisors are instructed to send the students compulsorily to undergo In-plant training/Internship in the Odd semester.
- Form a separate team for auditing the department regular activities and the same should be send to the IQAC office.
- The Heads of the department were informed to conduct to organize monthly one guest lecture and as number of seminars/webinars and the reports of the same should be submitted to the IQAC office after the program is competed.
- In the meeting, a decision were took place regarding organizing a value added courses/certification course for the students. Each department were insisted to conduct at least one or two value added courses for the upper semester classes.
- The Internal Assessment schedule for the Odd semester was discussed in comparison with the Anna University semester wise schedule. It was decided to conduct two IAT in online mode. The result analysis for the IAT should be submitted to the IQAC office within three days after completion of the exam.
- In order to focus more on curricular activities for the improvement of students skills, it is mandatory for the students to participate in various event organized both internally and externally.
- Each department should submit their magazine to the IQAC office within a week.


Principal
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Meeting No: 02

Date: 15.02.2023

MINUTES OF MEETING HELD ON 15.02.2023

Agenda:

- NAAC Peer Team visit.
- Students Feedback.
- University Result Analysis.
- Alumni meet.
- Placement activities.
- NIRF Preparation.
- Department Technical Events
- Sport Day Celebration.
- Annual Day Celebration.
- NSS Activities.
- Research Activities.
- Registration of NPTEL Courses.

Members Present

1. Dr. P. Rajendran, Principal, RVSCET
2. Dr.N. Shanmugavadivu , Professor , ECE - IQAC Coordinator
3. Dr.V.R.Sivakumar - HOD, Mech - IQAC Member
4. Dr.K.Karuppasamy- HOD, CS - IQAC Member
5. Dr. D. Jayakumari- HOD, ECE - IQAC Member
6. Dr. S. S. Sivaraju - HOD, EEE - IQAC Member
7. Prof. A. Prakash - HOD, S &H - IQAC Member
8. Dr. S. Karunakaran- HOD, PCE - IQAC Member
9. Dr. C. Krishnamoorthy – Exam cell coordinator



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10. Ms. A.Y. Vishnu Priya - Student, CSE - Student Member

11. Mr. Akash - Student, PCE - Student Member

Action Taken Report

1. The academic calendar from the respective department have submitted to the IQAC.
2. The result analysis of the internal assessment test was submitted to the IQAC.
3. The list of faculty and students registered for the NPTEL certification course details were submitted to the IQAC.
4. The department of Computer Science and Engineering has signed a MoU with Elysium Academy Private Limited Coimbatore.
5. The department of Electrical and Electronic Engineering has got approval for Research centre from Anna University, Chennai.
6. Funded projects were applied both from faculty as well as from students.
7. Faculty members from each department were applied from consultancy projects.

Minutes of Meeting

- As the SSR has been submitted, data validation and verification documents were been processed and inform the faculty members to ready for the NAAC Peer Team visit. The departments Heads were informed to work smartly for the upcoming days in order to get higher grade in NAAC.
- The feedback pertaining to staffs for the Odd semester need to be collected from the students and submit to the IQAC for further processing.
- The discussion regarding the university result analysis were carried and instruction were given for improving the result in the upcoming April/May 2023 examination.
- A separate team was formed to audit the regular activities (Course file, Master Log book , individual log book, written course notes, activity report, Internal assessment analysis, Assignment record given to students) taking place in the department. The same should submit to the IQAC.
- The Heads of the department were informed to conduct the class committee meeting and the same to be submitted to IQAC within the stipulated time period..
- The Exam cell coordinators were informed that the Anna University web portal is open for entering the Attendance and internal mark for the Period I. The class advisors were insisted to complete the entry in the web portal within prescribed date.



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- The community service coordinator was informed to schedule to celebrate commemorative days. Heads of the department were insisted to allot one coordinator to work for the community service.
- The Alumni coordinator Dr.S.S. Sivaraju was informed to organize a alumni meet for this academic year with in a month. He also insisted the department coordinators to convey the information to all the alumni students.
- The IQAC has planned for organizing an orientation program on the topic “Usage of Modern day teaching tools”.
- The department placement coordinators were informed to monitor the final students, whether students are attending the placement training programs as well as the drive.
- The director IQAC insisted to focus more on research activities in turn of publishing more articles in reputed journals.

Principal

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