



# R.M.K. COLLEGE OF ENGINEERING AND TECHNOLOGY

(An Autonomous Institution)  
RSM NAGAR, PUDUVOTYAL - 601206

## IQAC MEETING

### Second Meeting of the Academic Year 2023 - 2024

**Date** : 11.01.2024  
**Time** : 03.30 PM  
**Venue** : MB GF Seminar Hall

## DISCUSSIONS

### Welcome Address:

The IQAC Coordinator, Dr. Chettiyar Vani Vivekanand, welcomed the members for the Second IQAC meeting of the year 2023-2024 and stated the agenda of the meeting. A short review of previous meeting was given by IQAC Coordinator.

### Agenda of the meeting

- Action Plan –
    - To Synchronize the preparation of NAAC and AQAR reports
    - Institutional coordinators responsibility for data maintenance
    - To secure A++ Grade in the NAAC Audit
  - Address by Principal and Dean
- NAAC Coordinator

DISCUSSIONS	REMARKS																		
<p><b>MARK DISTRIBUTION</b></p> <ul style="list-style-type: none"> <li>➤ Dr. M. Balasubramanian, Coordinator-NAAC began his presentation by explaining about the distribution of marks in SSR report.               <ul style="list-style-type: none"> <li>• Qualitative Metrics - 442</li> <li>• Quantitative Metrics - 558</li> <li>• Total - 1000 Marks</li> </ul> </li> <li>➤ He insisted that for Peer Team visit, Institution should score atleast 25% in Quantitative matrix after Data Validation and Verification (DVV) he also informed that Institution whose metrics are found to be deviated will be liable for the penalty or legal action.</li> <li>➤ <b>Final CGPA will be based on QN + QL + SSS</b></li> <li>➤ <b>The Quantitative Metrics Marks for each criterion is</b></li> </ul> <table border="1" data-bbox="598 952 885 1915"> <thead> <tr> <th>Criterion Name</th> <th>Quantitative Metrics Marks</th> </tr> </thead> <tbody> <tr> <td><b>Criterion 1 (150)</b> Curricular Aspects</td> <td>85</td> </tr> <tr> <td><b>Criterion 2 (300)</b> Teaching – Learning</td> <td>190</td> </tr> <tr> <td><b>Criterion 3 (150)</b> Research-Innovation-Extension</td> <td>104</td> </tr> <tr> <td><b>Criterion 4 (100)</b> Infra &amp; Learning Resources</td> <td>35</td> </tr> <tr> <td><b>Criterion 5 (100)</b> Student Support &amp; Progression</td> <td>79</td> </tr> <tr> <td><b>Criterion 6 (100)</b> Governance-Leadership-Management</td> <td>44</td> </tr> <tr> <td><b>Criterion 7 (100)</b> Institutional Values &amp; Best Practices</td> <td>21</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>558</b></td> </tr> </tbody> </table>	Criterion Name	Quantitative Metrics Marks	<b>Criterion 1 (150)</b> Curricular Aspects	85	<b>Criterion 2 (300)</b> Teaching – Learning	190	<b>Criterion 3 (150)</b> Research-Innovation-Extension	104	<b>Criterion 4 (100)</b> Infra & Learning Resources	35	<b>Criterion 5 (100)</b> Student Support & Progression	79	<b>Criterion 6 (100)</b> Governance-Leadership-Management	44	<b>Criterion 7 (100)</b> Institutional Values & Best Practices	21	<b>TOTAL</b>	<b>558</b>	<ul style="list-style-type: none"> <li>• AQAR preparation must be synchronized with NAAC SSR report.</li> </ul>
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**CGPA with Grade**

CUMULATIVE GRADE POINT AVERAGE	LETTER GRADE
3.51 – 4.00	A++
3.26 – 3.50	A+
3.01 – 3.25	A
2.76 – 3.00	B++
2.51 – 2.75	B+
2.01 – 2.50	B
1.51 – 2.00	C

➤ As we are with NAAC A grade certification, we must aim for NAAC Grade A+ or A++ grade for the next SSR submission.

**CRITERIA I**

- 1.1.3 - Courses focusing on Employability/Entrepreneurship /skill development
  - AY 21-22 → 27 Courses
  - AY 22-23 → 35 Courses
- 1.3.2 - Value added courses /Courses offered by institution /MOOC – NPTEL or other Courses with 4 weeks or more than 30 hours duration can be considered
  - More than 50 courses on an average are required to score maximum marks
    - AY 21-22 → 8 Courses → 380 Students
    - AY 22-23 → 66 Courses → 1784 Students
- 1.3.4 - Students undertaking field work/Projects/Internships/Student Projects
  - AY 21-22 → 529 Students
  - AY 22-23 → 735 Students
- 1.4.1 - Structured Feedback – Periodic feedback should be collected, analyzed, appropriate corrective or preventive action should be taken and it has to be communicated or disseminated

- NPTEL coordinator should be responsible for collecting and maintaining the certificates for NPTEL and MOOC courses attended by the students.
- Students can be given with certificates for the courses conducted by our Institution.
- Structured feedback should be initiated during April/May – 2024.
- Feedback communication to the concerned person should be made mandatory and records has to be

<p><b>CRITERIA 2</b></p> <ul style="list-style-type: none"> <li>2.2.2 - Student: Teacher ratio- if the student teacher ratio is any value less than 20:1 then maximum marks can be scored.</li> <li>AY 21-22 → 15:1</li> <li>AY 22-23 → 15:1</li> <li>2.4.1- Average percentage of full-time teachers against sanctioned post – if the value is greater than 90% then maximum marks can be scored.</li> <li>AY 21-22 → 100%</li> <li>AY 22-23 → 100%</li> <li>2.5.1 - Average number of days from the last day of exam to declaration of results – if the results are declared within 20 days from the last day of the exam full marks can be scored.</li> <li>AY 21-22 → 51.5 Days</li> <li>AY 22-23 → 37 Days</li> <li>2.6.2 - Pass % of final year students excluding backlog – if the value is greater than 90% then maximum marks can be scored.</li> <li>AY 21-22 → 99.76%</li> <li>AY 22-23 → 99.49%</li> <li>2.6.3 - Total number of final year students passed</li> <li>AY 21-22 → 432 Students</li> <li>AY 22-23 → 393 Students</li> <li>2.4.2 - Number of full time teachers with Ph.D - Marks awarded based on total teachers (without repeat count) &gt;=70% Teachers, full mark</li> <li>AY 21-22 → 46 Teachers – 35.9%</li> <li>AY 22-23 → 51 Teachers – 39.8%</li> <li>2.4.3 - Average teaching experience – if the value is greater than 15 then maximum marks can be scored.</li> <li>AY 21-22 → 13.4 Years</li> <li>AY 22-23 → 14 Years</li> <li>2.4.4 - Average teaching experience in the same institution- – if the value is greater than 15 then maximum marks can be scored.</li> </ul>	<p>maintained in the department.</p> <ul style="list-style-type: none"> <li>CoE was requested to publish the end semester examination results within 20 days from the last day of the examination.</li> </ul>
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<ul style="list-style-type: none"> <li>• AY 21-22 → 6 Years</li> <li>• AY 22-23 → 6 Years</li> <li>• 2.7.1 - Student satisfaction survey – need to conducted and documented periodically</li> </ul>	<ul style="list-style-type: none"> <li>➤ Books and book chapters need to be given more weightage by all the faculties.</li> <li>➤ 70 programs need to be conducted by NSS for claiming maximum marks.</li> <li>➤ More number of activities related to MoU need to be conducted.</li> </ul>
<ul style="list-style-type: none"> <li>• CRITERIA 3</li> <li>• 3.1.2 - Seed Money from Management - Less than Rs.1 Lakh will not be accepted, For full marks 20L on an Avg is required as proof of seed money Sanctioned Letter from management is mandatory</li> <li>• AY 21-22 → 3.5L</li> <li>• AY 22-23 → 2.5L</li> <li>• 3.1.3 - Awards of Teachers National/International fellowships for advanced studies/Research Travel grant also accepted - Marks are awarded based on Total faculty count if more than 5% of faculty has received awards or fellowships Max marks can be secured.</li> <li>• AY 21-22 → NIL</li> <li>• AY 22-23 → NIL</li> <li>• 3.2.1 - Grants received from Govt. &amp; Non-Govt. agencies for research projects/ Endowments/Chairs – If grants more than 50 Lacks are received on an average full mark can be secured.</li> <li>• AY 21-22 → 37.17L</li> <li>• AY 22-23 → 24.24L</li> <li>• 3.2.2 - Percentage of teachers having Research Projects – If more than 30% of the teachers are involved in carrying out funded research projects on an average full mark can be secured.</li> <li>• AY 21-22 → 9 Teachers – 7.03%</li> <li>• AY 22-23 → 3 Teachers – 2.34%</li> <li>• 3.2.3 - Percentage of teachers as Research Guides - If more than 30% of the teachers are involved are acting as research supervisors on an average full mark can be secured.</li> <li>• AY 21-22 → 13 Teachers – 10.15%</li> <li>• AY 22-23 → 22 Teachers – 17.18%</li> <li>• 3.2.4 - Number of Depts. Having projects funded by Govt and Non-Govt. agencies</li> <li>• AY 21-22 → 05</li> <li>• AY 22-23 → 02</li> </ul>	

	<p>3.3.2 - Number of Workshops/Seminars conducted on Research methodology/ IPR/ Entrepreneurship/ Skill development.</p> <ul style="list-style-type: none"> <li>• AY 21-22 → 96</li> <li>• AY 22-23 → 63</li> </ul> <p>3.4.2 - Number of Ph.D candidates registered/ teacher- If there is 6 or more scholars on an average full mark can be secured.</p> <ul style="list-style-type: none"> <li>• AY 21-22 → 13 Supervisors – 35 Scholars → 2.69</li> <li>• AY 22-23 → 22 Supervisors – 22 Scholars → 1</li> </ul> <p>3.4.3 - Number of research papers per teacher in UGC-CARE Journals - If there is 5 or more papers on an average per teacher full mark can be secured.</p> <ul style="list-style-type: none"> <li>• AY 21-22 → 192 Papers – 1.5 Paper per Teacher</li> <li>• AY 22-23 → 256 Papers – 2 Paper per Teacher</li> </ul> <p>3.4.4 - Number of books and chapters in edited volumes per teacher - If there are 8 or more books or chapters on an average per teacher full mark can be secured.</p> <ul style="list-style-type: none"> <li>• AY 21-22 → 27 Books – 0.21 Book per Teacher</li> <li>• AY 22-23 → 11 Books – 0.08 Book per Teacher</li> </ul> <p>3.4.5 - Bibliometrics of Publications based on average citation index in Scopus + WoS Journals- Marks are based on total paper count and citation above 8 per paper is required for full mark - If publication count is roughly 1400, Citations should be 10,000 (Scopus+WoS)</p> <ul style="list-style-type: none"> <li>• 3.4.6 - Bibliometrics of Publications based on H index in (Scopus+WoS) – if value of H index is more than 12 then full mark will be awarded</li> </ul> <p>3.5.1 - Revenue generated from consultancy and corporate training - If grants received by carrying out consultancy project is more than 50 Lacks on an average full mark can be secured.</p> <ul style="list-style-type: none"> <li>• AY 21-22 → 11.51L</li> <li>• AY 22-23 → 23.63L</li> </ul> <p>3.5.2 - Amount spent on developing facilities, training teachers/clerical staff for undertaking consultancy.</p> <ul style="list-style-type: none"> <li>• AY 21-22 → 37K</li> <li>• AY 22-23 → 2.85L</li> </ul> <p>3.6.1 - Name of the awards/recognition received by students and teachers for extension activities from govt. and Govt. recognized bodies</p>
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<ul style="list-style-type: none"> <li>• AY 21-22 → 1 Award</li> <li>• AY 22-23 → 7 Awards</li> <li>• 3.6.2 - Number of extension and outreach programmes conducted by the institution through NSS/NSC – on an average 75 programs are to be conducted to secure full mark.</li> <li>• AY 21-22 → 3 Programs – 295 Students</li> <li>• AY 22-23 → 2 Programs – 319 Students</li> <li>• 3.7.1 - Number of collaborative activities for Research/Faculty exchange/student exchange/internship/Project work - on an average 30 or more activities are to be executed to secure full mark.</li> <li>• 3.7.2 - Number of functional Mou's with other Universities/Industries/ Corporates</li> <li>• AY 21-22 → 20 MoU's</li> <li>• AY 22-23 → 25 MoU's</li> </ul>	<ul style="list-style-type: none"> <li>➤ Investment on Library and books need to be increased.</li> </ul>
<ul style="list-style-type: none"> <li>• CRITERIA 4</li> <li>• 4.1.3 - No. of Classrooms with Seminar Halls and ICT enabled facilities</li> <li>• AY 21-22 → 52 Classrooms</li> <li>• AY 22-23 → 56 Classrooms</li> <li>• 4.2.3 - Percentage Expenditure on purchase of Books/e-books/Journals/e-journals - Marks based on total expenditure excluding salary if value <math>\geq 10\%</math>, Full marks can be claimed.</li> <li>• AY 21-22 → 7.87 (Library Expenditure)/1383(Total Expenditure) =0.57%</li> <li>• AY 22-23 → 14.57 (Library Expenditure)/2000.9(Total Expenditure) =0.727%</li> <li>• 4.2.4 - Usage of Library by Teachers and Students - Login data for online access/Footfalls Per day usage of Library can be considered</li> <li>• AY 21-22 → 211 Footfalls</li> <li>• AY 22-23 → 350 Footfalls</li> <li>• 4.3.2 - Student – Computer Ratio - <math>\leq 5:1</math>, Max marks</li> <li>• AY 21-22 → 1701 (Number of Students) / 726 (Computers) → 2.3:1</li> <li>• AY 22-23 → 1784 (Number of Students) / 726 (Computers) → 2.45:1</li> </ul>	<ul style="list-style-type: none"> <li>➤ Scholarships received by our students from other agencies and trust should be documented and maintained.</li> </ul>
<ul style="list-style-type: none"> <li>• CRITERIA 5</li> <li>• 5.1.1 - Number of Students benefited by scholarships and free ships provide by the Institution, Govt. and Non-Govt. agencies – Data to be maintained in office full marks can be claimed if more than 60% of students receive.</li> </ul>	

<p>➤ 5.1.3 - Capacity development and Skill enhancement activities – All the activities are conducted report has to be fine-tuned with attendance.</p> <p>➤ 5.1.4 - Number of students benefited from guidance/coaching for competitive examination</p> <p>➤ AY 21-22 → 432 Students</p> <p>➤ AY 21-22 → 711 Students</p> <p>➤ 5.2.1 - Number of students placed – if percentage is more than 80% then full mark will be awarded</p> <p>➤ AY 21-22 → 345 Students</p> <p>➤ AY 21-22 → 252 Students</p> <p>➤ 5.2.2 - Number of outgoing students progressing to higher education -Marks Based on total students</p> <p>➤ AY 21-22 → 22 Students</p> <p>➤ AY 21-22 → 15 Students</p> <p>➤ 5.2.3 - Number of students qualifying in State/National/International level Exam (Qualifying Certificates needed as proof and to be maintained in the department and HeC coordinator) - (&gt;=01%, Max marks) Marks based on total number of outgoing students</p> <p>➤ AY 21-22 → 31 Students</p> <p>➤ AY 21-22 → 21 Students</p> <p>➤ 5.3.1 - Number of Awards/Medals for outstanding performance in Sports and Cultural activities at inter-university/State/National Events – if more than 50 awards received on an average, Max marks can be claimed</p> <p>➤ AY 21-22 → 86 Awards</p> <p>➤ AY 21-22 → 55 Awards</p> <p>➤ 5.3.3 - Number of sports and cultural events / Competitions organized by the Institution</p> <p>➤ AY 21-22 → 27 Events</p> <p>➤ AY 21-22 → 37 Events</p> <p>➤ 5.4.1 - Redressal of student grievances – Implementation Awareness programme Online/Offline Submission Mechanism Timely redressal of the grievances proof to be documented.</p>	<p>➤ 24 Students should be fixed as target for qualifying competitive examination.</p>
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<p>➤ 5.4.1 - Alumni contribution – Registration forms and Amount to be reflected in Income Expenditure Statement of Accounts.</p>	<p>➤ Proof of constitution need to be documented and maintained.</p> <p>➤ Number of teachers provided with financial support need to be increased and documents need to be maintained.</p> <p>➤ E governance should be brought in operation.</p>
<p>➤ 5.4.1 - Alumni contribution – Registration forms and Amount to be reflected in Income Expenditure Statement of Accounts.</p> <p>➤ CRITERIA 6</p> <p>➤ 6.3.2 - Number of Teachers provided with financial support to attend Conferences/workshops/membership fees for professional bodies - Marks based on total teachers Minimum Rs.2000 per faculty if more than 50% faculty received the fund, Max marks can be claimed</p> <p>➤ AY 21-22 → 05 Faculties</p> <p>➤ AY 21-22 → 07 Faculties</p> <p>➤ 6.3.3 - No. of Professional development/Administrative Training organized for Teaching and Non-Teaching faculty – Reports need to be maintained</p> <p>➤ 6.3.4 - Number of Teachers who have attended online/face to face professional development/short term/refresher courses, etc - if more than 50% faculty attended, Max marks can be claimed</p> <p>➤ AY 21-22 → 88 Faculties</p> <p>➤ AY 21-22 → 121 Faculties</p> <p>➤ 6.4.2 - Funds/Grants received from non-Govt. organizations, Individuals, Philanthropists - Fund other than research can be considered if the amount greater than 20L Max marks can be claimed</p> <p>➤ 6.2.2 - E-Governance in operation – Constituents for Complaint Management, Finance and Accounts, Student Admission and Support Examinations</p> <p>➤ 6.5.3 - Institute has adopted Quality Assurance - Academic Audit, Conf., W/S, Seminar on quality Orientation Programme For teachers, Participation in NIRF – documents to be maintained.</p>	<p>➤ Faculty handling Human values and ethics can plan few sessions on Code of Conduct and ethics Programme.</p> <p>➤ Guest lectures can also be planned on these topics of Code of Conduct and ethics.</p>
<p>➤ CRITERIA 7</p> <p>➤ 7.1.2 - Alternate sources of Energy -Solar lights/sensor based energy savings/LED bulb/Bio-Gas plant, Solar and LED lights claimed</p> <p>➤ 7.1.4 - Water conservation facility available in the Institution -RWH, Borewell, Tanks, recycling, water distribution system</p> <p>➤ 7.1.6 - Quality audits on Environment - Green audit/Energy audit/Environment audit/Awards/ Environmental promotion outside the campus</p>	

<ul style="list-style-type: none"> <li>➤ 7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: Values, Duties, Rights and Responsibilities of the citizen - Geo tagged photos and reports need to be maintained.</li> <li>➤ 7.1.10 - Organizing of Code of Conduct and ethics Programme every year for students, teachers and other staff - Geo tagged photos and reports need to be maintained</li> <li>➤ 7.1.11 - Institution celebrates / organizes National/international Commemorative days, events and festivals - Geo tagged photos and reports need to be maintained</li> </ul>	<p style="text-align: center;"><b>NAAC PERSPECTIVE – ADDITIONAL METRICS</b></p> <ul style="list-style-type: none"> <li>➤ For Curricula Developed and Implementation - MoM of stake holders meeting for curriculum development and then BoS has to be maintained in the department</li> <li>➤ Activities pertaining to NEP and SDG need to be conducted and awareness need to be given to faculties and students.</li> <li>➤ For MOOC courses E Pathshala courses can also be added awareness need to be given to students - <a href="https://epathshala.nic.in/">https://epathshala.nic.in/</a></li> <li>➤ Proof of circular and attendance is required for Students enrolled and completed value added courses</li> <li>➤ Annual reports need to be prepared for Grievances / Exam cell / IQAC / Sports / Cultural is required / Strategic plan is required / Feedback discussion in IQAC Meeting</li> <li>➤ Governing Body Minutes to include</li> <li>➤ Policy for promotion of research</li> <li>➤ Approval of seed money</li> <li>➤ Academic Feedback from stake holders</li> <li>➤ Approval - AQAR report of the AY 23-24</li> <li>➤ Faculty to be nominated for Green Audit</li> <li>➤ Faculty to be nominated for Energy Audit</li> <li>➤ NPTEL coordinator maybe nominated as MOOC Coordinator to Collect certificates of courses completed in skillrack, NPTEL or any MOOC course and consolidate</li> <li>➤ Placement, Higher Education, Entrepreneurship, SSS, Feedback on syllabus by stake holders etc to be collected in the month of May</li> <li>➤ Additional committees like OBC / SC/ST/ Internal Complaint committee, Minority Committee need to be framed.</li> </ul>
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**SOME BEST PRACTICES TO BE CONSIDERED**

<p><b>Concept Mapping</b></p>	<p>Concept Mapping is an alternative to using an outline format in academic studies. Instead of a linear state, concept maps are graphical tools that help to organize and represent knowledge.</p>
<p><b>Collaborative Assignments</b></p>	<p>study groups within a course, to team-based assignments and writing, to cooperative projects and research.</p>
<p><b>E-Portfolios</b></p>	<p>An e-Portfolio lets students organize, document, and display their most significant learning experiences in one digital space. Creating and building a portfolio over time deepens their learning and yields a dynamic product that makes learning visible to any audience</p>
<p><b>Problem based learning</b></p>	<p>The idea is to give students direct experience with issues they are studying in the curriculum and with ongoing efforts to analyze and solve problems in the community</p>
<p><b>Research</b></p>	<p>The goal is to involve students with, empirical observation, cutting-edge technologies and research projects.</p>

**Address by the Principal**

Principal greeted all the HoD, members of the IQAC and appreciated NAAC Coordinator for his excellent presentation. Principal motivated all the HoDs to encourage their respective faculties to apply for funded projects and funded events consistently. He suggested to give a detailed schedule of all the activities that are to be scheduled from all the departments.

**Address by the Dean: Dean- Research**

Dean greeted all the HoD, members of the IQAC and thanked NAAC Coordinator for his excellent presentation. He insisted that securing A+ grade is the expectation of the management. He also informed that 60% of the evaluation will be completed with SSR submitted before the physical visit by the peer team. He also insisted for the proper documentation of all the data and the documents need to be maintained in a centralized manner.

**Vote of Thanks by IQAC coordinator:**

The IQAC Coordinator, Dr. Chettiyyar Vani Vivekanand, thanked the members and insisted the importance of securing A+ grade. She also suggested in bridging the gaps for energy and green audit. She also insisted to increase the number of activities conducted by the NSS cell.

**Copy to:**

- The Chairman/Vice-Chairman/Advisor for kind information
- All HODs, Academic Coordinator
- Administrative Officer
- All Cell conveners.
- NBA & NAAC Coordinator
- All faculty members






**Principal**  
**Convener-IQAC**





**Members Attended:**

Name	Designation	Signature
Dr.K. Ramar	Principal, Convener -IQAC	
Dr.K. Sivaram	Dean- Research	
Dr. P Valarmathie	HOD – CSE	
Dr.N.Gangatharan	HOD – ECE	
Dr.M.Balasubramanian	HOD – MECHANICAL& NAAC Coordinator	
Dr. B. Prathusha Laxmi	HOD - AI& DS	
Dr.K.A Selvakumaran	HOD - S&H	
Dr.T.M.Inbamalar	NBA Coordinator	
Dr.K.G.Shanthi	NIRF Coordinator	
Dr.C.Arun	Convener- Research & Development Cell	
Dr.G.Devi	Academic Coordinator	
Ms. J Gnana Jeslin	IQAC-Department Coordinator& IQAC Co-Coordinator -CSE	
Ms. S.Seshavidhya	IQAC-Department Coordinator – ECE	
Dr.Karthick K	IQAC-Department Coordinator - MECHANICAL	
Ms.A.Jency	IQAC-Department Coordinator - AI& DS	
Dr.Sakthi R	IQAC-Department Coordinator - S& H	
Dr.N Dharini	IQAC-Department Coordinator - CS Cyber Security	
Dr.C.Bibin	Convener- Career Development Centre	
Dr.S.Senthil Kumar	Convener- Higher Education Cell, IDEA Lab Coordinator	
Dr.Chettiyar Vani Vivekanand	Coordinator –IQAC	