

K.L.N. College of Engineering, Pottapalayam- 630 612, Sivagangai District.
Internal Quality Assurance Cell (IQAC)


Circular

Ref: KLNCE/HI/NAAC/IQAC/2019/ 14

04.01.2019

It is to inform that the meeting with criteria coordinators to chalk out the plan of action by IQAC is scheduled in IQAC as per the following schedule. Criteria coordinators, Members of the criteria are requested to attend.

Criteria & Name of the Criteria	Name of the Coordinator	Members	Date & Time
Criteria 1: Curricular Aspects	Dr.P.R. Vijayalakshmi, HOD/CSE	Dr.A.Umarani, Prof/EIE Mr.M.Satheeshkumar, AP/IT Mr.P.GaneshBabu, AP/Maths	07.01.2019 2pm
Criteria 2: Teaching Learning and Evaluation	Dr.S.M.Kannan, HOD/EEE	Dr.K.Gnanambal, Prof/EEE Mr. A. Ananthan, AP/ECE Mr. M. Jeyamurugan, AP/EEE	07.01.2019 3pm
Criteria 3: Research, Consultancy and Extension	Dr.M.R.Thansekar, Prof/ Mech	Dr.S.Miruina Joe Amali, Prof/CSE Mr.N.Nagasubramanian, AP/Mech Mr.R.Somaskandan, ASP/MCA	08.01.2019 2pm
Criteria 4: Infrastructure and Learning Resources	Dr. S.Sureshraj, ASP. /MCA	Mr.D.Pravin Kumar, ASP/CSE Mr. S. Sulthan AliKhan, AP/CSE	08.01.2019 3pm
Criteria 5: Student Support and Progression	Dr.V.Kejalakshmi, HOD/ECE	Dr.N.Janakiraman, Prof/ECE Ms.L.Meenakshi,AP/ECE, Ms.P.Sharmadha,AP/ECE	09.01.2019 2pm
Criteria 6: Governance, Leadership and Management	Dr. M.R. Ilango, Director/MCA	Mr.N.Rajkumar, ASP/AUE Mr.L.VivekKrishnakumar, AP/AUE Dr. C. Ashok BabuRaj, ASP/MCA	09.01.2019 3pm
Criteria 7: Innovations and Best Practices	Mrs.S.Nagammai, HOD/EIE	Dr.D.PradeepKannan, Prof/EIE Mrs.B.Vijayalakshmi, AP/MCA	10.01.2019 2pm


Coordinator 4/11/19
Dr. R.A. Ageswaran, Prof. & Head / IT

CC: Coordinator, Co-Coordinator, E.O.(S), E.O (A&HR),
CC: All HODs: Mech, EEE, ECE, CSE, IT, EIE, AuE, Physics, Chemistry, Maths & English,
CC: Director/ MBA, Director/ MCA, Library (UG & PG), ISSG, Civil Maintenance, PD
CC: To Individuals thro' their HODs and S.M. by Circulation, B1, Accts, Students Section, File

Sl. No.	Name of the Candidate	Registration Number	Grade	Subject	Score	Percentage	Rank
1	Dr. D. Pradeep Kumar	1001	Ph.D.	English	85	85%	1
2	Dr. D. Pradeep Kumar	1002	Ph.D.	English	80	80%	2
3	Dr. D. Pradeep Kumar	1003	Ph.D.	English	75	75%	3
4	Dr. D. Pradeep Kumar	1004	Ph.D.	English	70	70%	4
5	Dr. D. Pradeep Kumar	1005	Ph.D.	English	65	65%	5
6	Dr. D. Pradeep Kumar	1006	Ph.D.	English	60	60%	6
7	Dr. D. Pradeep Kumar	1007	Ph.D.	English	55	55%	7
8	Dr. D. Pradeep Kumar	1008	Ph.D.	English	50	50%	8
9	Dr. D. Pradeep Kumar	1009	Ph.D.	English	45	45%	9
10	Dr. D. Pradeep Kumar	1010	Ph.D.	English	40	40%	10

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM

INTERNAL QUALITY ASSURANCE CELL(IQAC)

NAAC Grade – B++ (2.8/4) in 1st Cycle

Action plan for quality improvement

NAAC – Criterion I – Curricular Aspects (100)

Overall score on 5 point scale (0-4) : 3.42

Criteria In-charge: Dr. P.R. Vijayalakshmi, Prof. & Head/CSE.

S. No	Metri c No	Performance Criteria	5 Point scale (0-4)	Suggestions for sustained growth/ improvement	Action taken by	Suggestions given by IQAC Members
1.	1.1.1	The institution ensures effective curriculum delivery through a well planned and documented process	4	1. Pass percentage in CITS 2. Number of AU Rank Holders	Concerned Dept.	HoD & Directors to ensure syllabus completion as per Academic Calendar
2.	1.1.2	Number of certificate/diploma program introduced during the last five years	4	Number of Certification Courses for Students Career and to meet industry expectations	Concerned Dept.	1. HODs and Directors to encourage more number of students to undergo NPTEL, IIT spoken tutorial courses. 2. HODs and Directors to plan for MoUs with local industries, ICTACT and other Industries
3.	1.2.1	Percentage of new course introduced of the total number of courses across all the program offered during the last five years	4			
4.	1.2.2	Percentage of programs in which Choice Based Credit System (CBCS) / Elective course system has been implemented	4			
5.	1.2.3	Average percentage of students enrolled in subject related Certificate/ Diploma programs/ Add –on programs as against the total number of students during the last five years	4	Students should be motivated to enroll and to be given awareness about the importance and benefits of Certification Programs	Concerned Dept. thro' mentors and coordinators	

6.	1.3.3	Percentage of students undertaking field projects / internships	4	Students can be given awareness to go for internship during vacation.	TPO / Concerned Dept.	HoDs & Director to ensure that 30% of the students to attend Internship
7.	1.4.2	Feedback Processes of the institution may be classified as follows	4	Action taken process can be improved.	Concerned in charges	
8.	1.3.1	Institution integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	3	The related elective courses should be offered to students.	Concerned Dept.	Action to be taken by Coordinators and Incharges of SCC, NSS, YRC, WEC, POSH, JIPC
9.	1.3.2	Number of valued added courses impairing transferable and life skills offered during the last five years	3	More number of soft skill programs should be organized.	TPO / Concerned Dept.	HODs and Directors to Ensure the conduct of soft skills programmes
10.	1.4.1	Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents for design and review of syllabus semester-wise / Year-wise	1	Syllabus can be discussed in faculty meeting, CCM, PTA meeting and DAC meeting and the suggestions can be sent to AU thro' Principal or Certification Courses can be arranged.	Concerned Dept.	Questionnaire to get feedback from stakeholders can be obtained and
11.	1.1.3	Percentage of participation of full time teachers in various bodies of the Universities/Autonomous/Colleges and other colleges, such as BoS and other council during the last five years	Opted Out			

Signature of the Criteria Incharge

Coordinator / IQAC

Chairman / IQAC

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

NAAC Grade: B++ (2.8/4) in 1st Cycle.

Action Plan for Quality Improvement

NAAC – Criterion II – Teaching – Learning and Evaluation(350)

Overall score on 5 point scale(0-4): 2.96


Criteria Incharge: Dr. S. M. Kannan, Prof& Head/EEE

S. No	Metric. No	Performance Criteria	5 Point scale (0-4)	Suggestions for sustained growth/ improvement	Action taken by	Suggestion given by IQAC Members
1.	2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years (69.2)	4	As per Government/Management policy 1. Details of students admitted under Govt. quota, Management quota, OC, BC, BCM, MBC, SC, ST, should be furnished by students section, immediately after the admission for UG&PG degree courses. 2. DOTE Information of students admitted is required. 3. Cut-off marks of all the students are required.	Student section for data supply.	1. Format can be given by Dr. SMK. 2. SM /Student Section to Provide Data.
2.	2.2.2	Student – Full time teacher ratio (8.14)	4	Number of faculty to be maintained as per AICTE/NBA norms. Shortage of faculty, if any, less than AICTE/NBA norms, to be recruited at the beginning of the academic year. Faculty should be retained for atleast one academic year. Faculty may be relieved, on their request, only after the month of April.	Principal, Directors, HODs, IQAC Coordinator, Staff section to provide Faculty information, Department wise, Cadre wise,	
3.	2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS) learning resources etc.(81.8)	4	181 out of 232 faculty details are given for using ICT. All faculty should be informed to use ICT effectively. In the department website, details of faculty using ICT should be made available, so that student can make use of it. Directors / HODs should review the ICT use during faculty meeting, website updation should be verified, giving the details of course and ICT technique used. Faculty meeting of the department will be reviewed during HODs meeting. HODs meeting Agenda should include ICT activities, at the beginning of the each semester.	Directors, HODs, Quality Circle – Quality Education for periodical review, Academic Audit committee for verification	QC-QE to ensure the use of ICT effectively, AAC to ensure during class sitting exercise, use of Moodle Server Google /IT Exam spot and other online tools.

4.	2.3.3	Ratio of Students to mentor for academic and stress related issues. (242)	4	All faculty members are mentioned as mentors in the report. Department wise, list of faculty and students assigned should be put-up in the department notice board. Counseling details should be recorded, as per the format. Faculty meeting agenda should include details of counseling given. Class committee meeting should include counseling details.	Faculty(Student mentor /Student counselor) through HODs and Directors. Academic audit committee for verification. Faculty meeting, class committee meeting agenda(checking)	
5.	2.4.1	Average Percentage of full time teachers against sanctioned posts during the last five years (100)	4	Cadre wise, number of faculty to be maintained as per AICTE/NBA norms. Shortage of faculty, if any, less than AICTE/NBA norms, to be promoted/recruited at the beginning of the academic year. Faculty should be retained for atleast one academic year. Faculty may be relieved, on their request, only after the month of April.	Principal, HODs, Directors.(as per S.No. 2)	
6.	2.5.2	Mechanism of Internal assessment is transparent and robust in terms of frequency and variety	4	Academic calendar, incorporated schedules of internal tests, remedial classes, retests, Model examinations (Theory / practical). Change in schedules of tests should be approved by the Principal. Test schedules are informed by the students & parents well in advance. Question paper prepared as per the format, following Blooms taxonomy. Discrepancy in question paper checked. Awareness on Malpractices & punishment and action taken recorded. All the documents are maintained by EMC. Internal assessment marks are uploaded in Anna University web portal and students can view.	Examination management cell, Academic Audit committee for verification	
7.	2.5.3	Mechanism to deal with examination related grievances is transparent, time – bound and efficient	4	Internal test answer papers are valued, issued to the students concerned and mark details are entered in the college automation for staff, students and parents reference. Answers are discussed while issuing the corrected answer script. Retest / improvement test exist for absentees, poor performers. All the documents are maintained by EMC. During Parents-Teachers meeting progress of the students discussed. Grievances, if any, with respect to CIE are discussed during class committee meeting and recorded. Revaluation, Review system exists, as per AU and students are advised to apply for discrepancy.	Examination management cell. Class committee meeting, Faculty meeting may include examination related grievances(AAC for verification) AU result analysis before and after revaluation, review. Documents to be maintained by the Departments.	HODs and Directors to ensure that the student's feedback on CIT /CT may be recorded as minutes in class committee meeting.

8.	2.5.4	The institution adheres to the academic calendar for the conduct of CIE	4	Academic calendar is prepared in accordance with the Anna University Academic schedule. Internal test schedules are incorporated and tests are conducted, as per the schedule. All the documents are maintained by EMC.	Quality Circle –Successful Graduation, Examination management cell. (AAC for verification)	
9.	2.6.1	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students	4	Updation of COs, POs in the college website. Awareness on COs, POs and PSOs among the stake holders, during meetings.	HODs, Directors, Department administrative committees of NBA. Academic Audit committee for verification	CO,PO,PSO must be framed by all the departments HODs and Directors to ensure that CO-PO attainment for PG also calculated and action taken.
10.	2.6.2	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution	4	Administrative committee of NBA, Meeting plan is stated. Attainment evaluation based on guidelines as per NBA followed. Action plan for improvement stated.	HODs, Directors, Department administrative committees of NBA. Academic Audit committee for verification	
11.	2.6.3	Average pass Percentage of students (87.26%)	4	Effective teaching learning process to address bright and slow learners. Supply of monograph/ course material at the beginning of the semester ensured. Coaching classes for internal test failures and arrears students. Counseling to improve the attitude. Bridge course for first year and senior classes. Class committee meeting to discuss on eligibility for degree, students academic performance, year wise, high CGPA for campus recruitment.	HODs, Directors, QC-SG for result analysis. (AAC for verification)	
12.	2.7.1	Online Student satisfaction survey regarding teaching learning process	3.16	Collection of students email id and information on college academic activities through email id, ensures consistency. Online students feedback system through students email id. Data base of the students email id, verified by department and college. Awareness among the students about the college and department facility, achievement, NBA ,NAAC Certification etc., through class committee meetings. Students feedback on faculty, Lab facility, Supporting staff feedback and College facility feedback are discussed in the class committee meeting and Faculty meeting. Area of	Student counselors through class co-ordinator, directed by HODs & Directors. ISSG to report on failure email id.	

			improvement, informed to the Principal and discussed during HoDs meeting. Management review meeting. Action taken on Feedback, shared among the staff, Faculty, Students and Parents. Award / Reward for faculty excel in feedback. Counseling for weak performances and documentation.			
13.	2.2.1	The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners	3	Admission committee / students section to furnish the students details such as 10 th , +2 marks, medium of instruction, educational back ground of the parents, first graduate, native (urban / rural) etc. Students will be categorized and bridge courses/orientation programmes are planned. Data base of the students maintained, updated regularly. Mentor, tutor system for follow up. Assessment of the students before and after bridge course gives the effectiveness.	First year academic co-ordinator, Heads of Science & Humanities, Students mentor. Academic Audit committee for verification	Admission Committee has to take care. Assessment after orientation is mandatory. Bridge course incharge has to include assessment in the orientation schedule.
14.	2.3.1	Student centric methods, such as experiential learning, Participative learning and problem solving methodologies are used for enhancing learning experiences	3	Academic plan of the departments to be prepared. Workshops, value added courses, personality development programmes, gender sensitiveness, career opportunities, entrepreneurship development programmes etc. are to planned more and to be conducted regularly. Seminar, group discussion, mini project contest, spoken tutorial classes, NPTEL registration etc., more to be encouraged. Reimbursement of registration amount. Internship, implant training, industrial projects should be more. Communication skill laboratory, comprehension classes to groom the students. NSS activity.	Class co-ordinators, student counselors through HODs & Directors. QC-QE for spoken tutorial / NPTEL registration. Academic Audit committee for verification	QC-QE can ensure that the experiential learning and participative learning happens. AAC to support QC-QE
15.	2.4.3	Teaching experience of full time teachers in number of years (9.1 yrs.)	3	Faculty retention is to be encouraged by promotion, incentives etc. Faculty performing well in Academic performance index evaluation should be identified, recognized, motivated and awarded. Salary of the Science & Humanity faculty may be enhanced suitably to retain them long. They may be given additional incentive based on their achievements.	Principal	
16.	2.5.1	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level	3	Internal tests are conducted as per academic schedule and informed to staff, students and parents, well in advance. Question paper setting and valuation as per the guidelines. Different assessment tools for evaluation. Discussion on	Exam Management Cell, HODs & Directors	

17.			Internal test result analysis with staff, students. Different question papers setters. Question paper scrutiny committee for checking the standard of the question papers. Submission of sealed question paper covers to EMC. Selection of question paper by lot. Valued answer scripts revaluated by selected faculty, to avoid discrepancy. Objective type question papers for variety.		
2.1.2	Average Enrolment Percentage (73.22%)	2	Regular publication of college achievements, NBA, NAAC certifications, Research & development activities, research centre, students placement, staff & students innovations etc., in the newspaper, website, alumni, stakeholders. Formation of admission committee and conduct of events like project contests, personality development programmes, awareness on engineering education, communication skill programmes, computer programming concepts etc. Active participation in education fair in different cities and states. Incentives for meritorious students such as reduction in tuition fees, transport fees and hostel fees. Fees reduction for women's students enrollment in core branches. Dissemination of college achievements to all stake holders. Regular Motivation of the existing students by award and reward and Publication.	Principal, Admission Committee, HODs & Directors	
18.	2.3.4 Innovation and creativity in teaching - Learning	2	Multimedia presentation. Effective use of ICT .Display of charts and models in classrooms/lab. Video presentation of faculty. Availability of course material (Description/video form) in college website and in social media. Comments of the public to be recorded. Publication of their innovations of TLP in Technical symposium, Conference, Journals, Seminar, Workshop as resource persons and documentation of all these events	All faculty through HoDs, Directors. Academic Audit committee for verification	HODs and Directors to Ensure that NPTEL assignment is given for the subjects taught in the current semester.
19.	2.4.2 Average Percentage of full time teachers with Ph.D. during the last five years (13.35%)	1	Faculty with Ph.D may be recruited in more. Ph.D allowance may be enhanced. Faculty should be motivated to register Ph.D.	Principal, HODs & Directors	

20.		Average Percentage of full time teachers who received awards, recognition, fellowships at state, National, International level from Government, recognized bodies during the last five years (11)		Faculty may be encouraged to apply for Government / National /International awards for their contribution. They may be recognized by the college and incentives may be given suitably.	Principal, HODs, Directors,	ASP & above cadre can apply for various awards by IQAC
21.	2.4.4	Average Percentage of students from other states and countries during the last five years	1	Conduct of educational fair in various states, Conducting National and international level conference, seminar, project contest. Deputation of our faculty as resource person, outside the states.	Principal, Admission committee.	Circular for the same can be circulated
22.	2.1.1	Percentage of differently abled students (Divyangian) on rolls	0	-	-	-
23.	2.2.3	Average percentage of full time teachers from other States against sanctioned posts during the last five years	Opted out	-	-	-

Signature of the Criteria Incharge



Coordinator / IQAC

Chairman / IQAC

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM
INTERNAL QUALITY ASSURANCE CELL(IQAC)

NAAC Grade – B++ (2.8/4) in 1st Cycle

Action plan for quality improvement

NAAC – Criterion III – Research, Innovation and Extension (120)

Performance of metrics, Action Plan for improvement

Overall score on 5 point scale: 2.29

Criteria incharge: Dr. M. R. Thansekhar, Prof./Mech.

S. No	Metric . No	Performance Criteria	5 Point scale	Suggestions for sustained growth/ improvement	Action taken by	Suggestions given by IQAC Members
1.	3.1.1	Grants for research projects sponsored by government/ non government sourced such as industry, corporate houses, international bodies, endowment, chairs in the institution during the last five years	4	<ul style="list-style-type: none"> Creating awareness about financial assistance in government agencies. Submitting proposals to relevant agencies for possible acceptance. 	<ul style="list-style-type: none"> QC-ARD has been formed with the motive to promote research culture in the institution. 	Activities of QC-ARD can be strengthened (Refer : SL.No 16)
2.	3.2.1	Institution has created an ecosystem for innovations including incubation center and other initiatives for creation and transfer of knowledge	4	<ul style="list-style-type: none"> QC-ARD, IIPC, IPC, EDC, IDCA 	<ul style="list-style-type: none"> Regular progress monitoring of the various cells 	Functioning of IPC,IIPC QCARD can be continued and the coordinators can ensure the effectiveness of theses academic support units.
3.	3.2.2	Number of workshops/seminars conducted on Intellectual Property Rights(IPR) and Academia Innovative practices during the last five years	4	<ul style="list-style-type: none"> Periodical conduct of Industry – Academia Innovative programmes through IIPC to bridge the gap for industry requirements. Students' innovative projects may be motivated through IIPC and also for filing Intellectual Property Rights (IPR). Faculty innovate projects through QC-ARD should be submitted for IPR. 	<ul style="list-style-type: none"> Awareness programs of IPR filing process and its importance to be organized. 	Minimum one IPR Workshop needs to be conducted every year.

4.	3.3.1	The institution has a stated code of Ethics to check malpractices and plagiarism in Research	4	<ul style="list-style-type: none"> • URKUND system strictly followed for paper publication by students and faculty. 	<ul style="list-style-type: none"> • Proprietary software purchase for college use by all students and faculty. 	Efficiency of the Urkund is not up to the mark.
5.	3.3.2	The institution provides incentives to teacher who receive state, national and international recognition/ awards	4	<ul style="list-style-type: none"> • Incentives in the form providing registration fee, travel grant etc for awards received. 	<ul style="list-style-type: none"> • Appreciation Day celebration 	IQAC Circular to submit proof. Responsibility : College office
6.	3.4.2	Number of awards and recognitions received for extension activities from government / recognized bodies during the last five years	4	<ul style="list-style-type: none"> • More number of extension activities and student involvement in such events may be motivated. 	<ul style="list-style-type: none"> • Extension activities and social awareness camps to be conducted mandatorily. 	
7.	3.5.1	Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years.	4	<ul style="list-style-type: none"> • Motivated to regularly take up internship, field trip, on-the-job training, research, etc. 	<ul style="list-style-type: none"> • EDC, IDCA, IIPC involvement for industry training. 	Functioning of EDC, IDCA, IIPC can be continued and the coordinators can ensure the effectiveness of these academic support units.
8.	3.4.1	Extension activities in the neighborhood community in terms of impact and sensitizing students to social issues and holistic development during the last five years	3	<ul style="list-style-type: none"> • Conduct of events for sensitizing students to social issues and holistic development through Rotaract club, YRC, POSH, WEC, etc. • Founder's day program can be conducted through the various cells. 	<ul style="list-style-type: none"> • Events such as "Veetuku Oru Vignani" sponsored by Puthiya Thalimurai. • Awareness program on the benefits of Mechanical engineering for girl students. • Founder's Day programs for giving awareness to school students. 	Road Safety during founders day Celebration. Road safety can be organized as a separate Event (Refer: Sl.No.12).

9.	3.4.4	Average percentage of students participating in extension activities with government organizations, Non-government organizations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years	2	<ul style="list-style-type: none"> Creating awareness and updation of governmental schemes for extension activities. Regular conduct of such events to motivate the students. 	<ul style="list-style-type: none"> Exclusive committee to be formed for organizing such events. 	Refer SL.No.12 ,8
10.	3.3.4	Number of research papers per teacher in the journals notified on UGC website during the last five years	1	<ul style="list-style-type: none"> Publication of papers in UGC journals should be insisted. UG / PG students also motivated towards UGC publications. 	<ul style="list-style-type: none"> College website updation with UGC journal lists. Recognition for quality publication of papers. 	Cash Award for quality publication. Semester wise recognition for paper publication.
11.	3.3.5	Number of books and chapters in edited volumes / books published and papers in national/international conference proceedings per teacher during the last five years	1	<ul style="list-style-type: none"> Faculty and UG / PG students also motivated to present their research finding at conferences. Financial support for conference paper presentation. 	<ul style="list-style-type: none"> Internal Mark weightage to be given to students with publication in UGC journals / conference 	Incentives for book publication with ISBN.
12.	3.4.3	Number of extension and outreach programs conducted in collaboration with industry, community and non-government organizations through NSS/NCC/Red cross/YRC etc., during the last five years	1	<ul style="list-style-type: none"> Creating awareness and updation of governmental schemes for extension activities. Service to be provided to diversified sections of the community. 	<ul style="list-style-type: none"> Exclusive committee to be formed for organizing such events. Extension activities and social awareness camps to be conducted mandatorily. 	Senior Professor Incharges may be deputed to coordinate the activated of NSS/NCC/YRC activities.
13.	3.5.2	Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years	1	<ul style="list-style-type: none"> Renewal of expired MOUs through regular conduct of events. Startup companies for MOU 	<ul style="list-style-type: none"> Alumni Students contact to be strengthened to establish more industrial MOUs. IIPC to initiate activities for industrial collaboration 	Target may be fixed to every Department. One MoU/incubation center per department including PG Dept.

14.	3.3.3	Number of Ph.D.s awarded per teacher during the last five years	0	<ul style="list-style-type: none"> • More number of faculty with supervisor recognition. • Research centre status for all major branches. • PG students' admission improvement. 	<ul style="list-style-type: none"> • Collaborative Paper publications. • Inter departmental linkages to improve publication standards. 	Faculty members with Ph.D should get research supervisor recognition. QC-ARD can fix a Deadline and circular can be sent.
15.	3.1.2	Percentage of teachers recognized as research guides at present	Opted out			Refer Sl.No 14
16.	3.1.3	Average number of research projects funded by teacher and non government agencies during the last five years	Opted out			<ul style="list-style-type: none"> • Standard Procedure for utilization of funds should be simplified. • With HoD approval budget may be allocated. • Professors and Faculty members with Ph.D must apply one proposal to funding agencies. • 10% incentive to the faculty who get fund from funding agency. (External Funding)

Signature of the Criteria Incharge

Coordinator / IQAC

Chairman / IQAC

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM
INTERNAL QUALITY ASSURANCE CELL(IQAC)
NAAC Grade – B++ (2.8/4) in 1st Cycle
Action plan for quality improvement

NAAC – Criterion IV – Infrastructure and Learning Resources (100)

Performance of metrics, Action Plan for improvement
Overall score on 5 point scale: 3.8

Criteria In-charge: Dr. S. Suresh Raja, Associate Professor / CSE.

S. No	Metric No	Performance Criteria	5 Point scale	Suggestions for sustained growth/ improvement	Action taken by	Suggestions given by IQAC Members
1.	4.1.1	The institution has adequate facilities for teaching-learning. Viz, classrooms, laboratories, computing equipment, etc	4	Periodical checking of LMS system, Benches and Boards.	In charges and Lab Assistants of the department	
2.	4.1.3	Percentage of classrooms and seminar halls with ICT – enabled facilities such as smart class, LMS, etc	4	Almost all classes and seminar halls are having LMS facilities. Periodical checking should be done.	Lab Assistants of the department	
3.	4.1.4	Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years	4	Proper Planning and Utilization of Budget by the department.	Heads of the department along with seniors and lab In charges	
4.	4.2.1	Library is automated using Integrated Library Management System (ILMS)	4	Library is already automated. Enhancements should base on the flaws in the existing system.	Librarian and ISSG Department	
5.	4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR lakhs)	4	Good allocation of Budget by the Management. Sufficient books have been Purchased.	Librarian	

6.	4.2.5	Availability of remote access to e-resources of the library	4	Good remote access with high bandwidth network connection. More no of journals should be subscribed.	Librarian and ISSG Department	
7.	4.3.1	Institution frequently updates its IT facilities including Wi-Fi	4	It facilities and Wi-Fi are frequently updated.	ISSG Department	
8.	4.3.2	Student – Computer ratio	4	More number of Computers is available. Good Student-Computer ratio is maintained.	ISSG and Department Heads.	
9.	4.3.3	Available bandwidth of internet connection in the institution (Lease line)	4	Very Good Leased Line is available.	ISSG	
10.	4.4.1	Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years	4	Management is spending more in maintaining the Physical and Academic Support Facilities	Management and Principal	
11.	4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory library, sports complex, computers, classrooms etc.	4	Good systems and procedures are established for maintaining and utilizing the physical and academic support facilities.	Principal and Head of the department.	
12.	4.1.2	The institution has adequate for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities.	3	More number of sports and cultural should be provided to the students	Physical Director and CLA	PD and CLA have to follow and organize the events.
13.	4.2.2	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment	2	Rare books and special reports should be collected and maintained in the library for the knowledge enrichment of the students.	Librarian and Head of the departments	Librarian has to take steps to collect rare books. Dr. K. Gnanambal, Prof. /EEE to follow.

14.	4.2.3	Does the institution have the following 1. E-Journals 2. E-Shodh Sindhu 3. Shodganga Membership 4. E-Books 5. Databases	2	More number of E-journals should be subscribed. Faculties should register to become member in Shod Sindhu and Shodganga. E-books and Databases should be subscribed	Principal, Librarian and Faculties	Librarian has to take steps to collect rare books.
15.	4.3.4	Facilities for e-content development such as Media centre, Recording facility, Lecture capturing (LCS)	0	Exclusive Media Centre with recording facilities should be formed. Faculties should get ready to deliver E-content.	ISSG and Faculty Members.	A cell to have repository of Video lectures can be inaugurated.
16.	4.2.6	Percentage per day usage of library by teachers and students	Opted out	Students and Faculties are advised to visit the library Regularly. Library hour should include in the time table for first year.	Librarian.	

Signature of the Criteria In-charge


Coordinator / IQAC

Chairman / IQAC



K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM

INTERNAL QUALITY ASSURANCE CELL(IQAC)

NAAC Grade – B++ (2.8/4) in 1st Cycle

Action plan for quality improvement

NAAC – Criterion V – Student Support and Progression (130)

Performance of metrics, Action Plan for improvement

Overall score on 5 point scale: 1.56

Criteria In-charge: Dr. V. Kejalakshmi, Professor & Head/ ECE

S. No	Metric. No	Performance Criteria	5 Point scale	Suggestions for sustained growth/improvement	Action taken By	Suggestions given by IQAC Members
1.	5.1.1	Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	4	The students section is instructed to continuously track the issuance of scholarship form Also they could be instructed to enquire nearby colleges to find whether there are some other scholarship scheme could be implemented to our students. (student section has to ensure that all eligible students had applied for scholarships)	SM	Scholarship applied by the student must be maintained properly.
2.	5.1.2	Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years	3	The students section is instructed to continuously track the issuance of scholarship form Also they could be instructed to enquire nearby colleges to find whether there are some other scholarship scheme could be implemented to our students. (student section has to ensure that all eligible students had applied for scholarships)	SM	-
3.	5.1.3	Number of capability enhancement and development schemes	3	Yoga classes should be conducted for students.		Yoga classes must be conducted by SCC as a course for Hostel Students

4.	5.1.4	Average percentage of students benefited by guidance for competitive examinations and career counseling offered by the institution during the last five years	1	Each department should arrange GATE coaching or CAT/GMAT/GRE/BEC/IELTS coaching. The concerned tutors should give career counseling / guidance to the students. The activities of career counseling cell should be monitored. As in some schools, the batch of students should be given career counseling. The students and parents should be invited for career counseling. During PTA meet the opportunities in different field should be informed.	Career guidance / continuing education cell/ potential employability – respective department cell members.	Career Counseling by QC-PE can be organized.
5.	5.1.5	Average percentage of students benefited by Vocational Education and Training (VET) during the last five years	2	Central Government skill enhancement courses should be encouraged for the students with certification. Though all the departments are vocational education training, the certification or outcome is less. Since the certification cost is high, the certification exam can be conducted by other centers or NPTEL certification can be encouraged. Students can be encouraged to do online credit courses relevant to the need of the industries. If possible the grievances and addressed problems can be displayed in the website.	QCQE along with respective heads. HODs with respective training cell members.	International certification D. Sathish Pandian to act AUTOCAD for mechanical & Auto and Mr. R. Anandhamurugan to act for circuit branches.
6.	5.1.6	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	4	Respective cell Incharges and Coordinators	All the cells must be included in website. Coordinators and Incharges of various academic support units to ensure the details and activities organized available in our college website.	

7.	5.2.1	Average percentage of placement of outgoing students during the last five years	1	<p>More branch relevant core companies should be called for placement for students.</p> <p>The placement training should start from the first year onwards so that the students can be prepared in advance.</p> <p>Minimum 5 days training should be given for each semester.</p> <p>The placement in reputed companies can be increased by getting accreditation from Wipro, TCS, CTS etc...the training can be given in their curriculum by external faculty or faculty identified by placement cell.</p>	TPO and ATPO	QC-PE details must be included in the website Meeting with placement coordinator and staffs can be organized
8.	5.2.2	Percentage of student progression to higher education (previous graduating batch)	0	<p>Students awareness program for higher studies should be conducted during the end of second year-both India and abroad.</p> <p>Each department should arrange GATE coaching or CAT/GMAT/ GRE/BEC/IELTS coaching. The concerned tutors should give career counseling / guidance to the students.</p> <p>The activities of career counseling cell should be monitored.</p> <p>As in some schools, the batch of students should be given career counseling.</p> <p>The students and parents should be invited for career counseling.</p>	Career guidance / continuing education cell/ potential employability. HODs with respective training cell members.	GATE Coaching for the willing students can be organised. CEC to follow.
9.	5.2.3	Average percentage of students qualifying in state/ national/ international level examinations during the last five years	Opted out	<p>Each department should arrange GATE coaching or CAT/GMAT coaching.</p> <p>The activities of career counseling cell should be monitored.</p> <p>As in some schools, the batch of students should be given career counseling.</p> <p>The students and parents should be invited for career counseling.</p>	Career guidance / continuing education cell/ potential employability	CEC to collect the GATE Hall Ticket and score card of the students appearing for GATE Examination.

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM
INTERNAL QUALITY ASSURANCE CELL(IQAC)
NAAC Grade – B++ (2.8/4) in 1st Cycle
Action plan for quality improvement

NAAC – Criterion VI– Governance, Leadership and Management (100)

Overall score on 5 point scale (0-4): 2.8

Criteria Incharge: Dr. R. M. Satheshkumar, Prof. & Head / Auto

Dr. T. JothiMurugan, Director / MBA

S. No	Metric No	Performance Criteria	5 Point scale (0-4)	Suggestions for sustained growth/ improvement	Action taken by	Suggestion given by IQAC Members
1.	6.1.1	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution	4	Same Process may be continued.	Head of the Institution.	To be discussed in MR Meeting
2.	6.2.2	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism	4	Same Process may be continued.	Head of the Institution.	Updated service rules should be ready (2019)
3.	6.2.4	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions	4	Same Process may be continued.	In charges of various cells/committees and Academic support units	Exclusive meeting with cells and Academic Support units to review the function of these cells.
4.	6.3.1	The institution has effective welfare measures for teaching and non-teaching staff	4	Same Process may be continued.	Head of the Institution.	

5.	6.3.2	Average percentage of teachers provided with financial support to attend conferences /workshops and towards memberships fee of professional bodies during the last five years	4	Same Process may be continued.	Head of the Institution.	NPTEL Registration refund for staffs and students
6.	6.1.2	The institution practices decentralization and participative management	3	Academic and non academic activities to be identified for decentralization and student and faculty to be included in those committees like Board of studies, Value added programs committee, DAC, Result analysis committee, Budget committee, Grievance Committee, Planning and Monitoring committee etc.,	Head of the Institution and convenor of the committees.	
7.	6.2.1	Perspective/Strategic plan and Deployment documents are available in the institution	3	Head of the Department meeting, MRM, IQAC, Planning and monitoring committee should bring out an action plan with road map and monitor and review activities and documentation with two critical review meeting in a year.	Respective conveners of the above activities	
8.	6.3.5	Institution has performance Appraisal system for teaching and non teaching staff	3	Performance appraisal system to be reviewed and enhanced with suitable outcomes.	IQAC, MR	
9.	6.4.1	Institution conducts internal and external financial audits regularly	3	Both Internal and external financial audit are conducted	Senior Manager – College office	

10.	6.4.3	Institutional strategies for mobilization of funds and the optimal utilization of resources	3	Institute uses and employs both internal through provision and resource moreover , external sources by way of collecting fees from the students , applying proposals to Government/ Funding agencies and financial institutions for mobilizing funds and optimum utilization of those resources are ensured through internal audits.	Head of the Institution, Professors, and Senior Manager – College office,	
11.	6.5.1	Internal quality assurance cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and process	3	A strategic action plan with a road map for all the process to be prepared and submitted to the Head of the Institution and weaker area is to be identified by IQAC to strengthen all academic and non academic process with periodical monitoring and reviewed through meeting.	IQAC Coordinator.	
12.	6.5.2	The institution reviews its teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms	3	IQAC should frame the guidelines for all process and it should review teaching learning process, structures and methodologies of operations and learning outcomes on semester basis	IQAC Coordinator.	

13.	6.5.4	Quality assurance initiatives of the institution include, 1. Regular Meeting of IQAC; Timely Submission of AQAR to NAAC; Feedback Collected, Analyzed, and used for improvements 2. Academic Administrative audit and initiation of follow-up action 3. Participation in NIRF 4. ISO Certification 5. NBA or any other quality audit	3	1. Institute has to apply for NIRF 2. Regular Meeting of IQAC and conduct of review audit as required periodically with follow up.	Coordinator of IQAC, MR and HODs	
14.	6.5.5	Incremental improvements made during the preceding five years (in case of first cycle)	3	Inputs and Suggestions for further improvement given by NAAC Peer team to be implemented and followed.	IQAC Coordinator.	
15.	6.2.3	Implementation of e-governance in areas of operation	2	E Governance to be implemented in the following areas of operations: 1.Planning and Development 2 Finance and Accounts	Head of the Institution.	
16.	6.3.3	Average number of professional development/administrative training programs organized by the institution for teaching and non teaching staff during the last five years	2	1.The Professional development programs to be organized for teaching staff 2. The administrative training programs to be organized for non-teaching staff.	All Head of the Department	IQAC in association with Staff Development Forum has to take necessary action to organize such events.
17.	6.3.4	Average percentage of teachers attending professional development programmes viz, orientation programme, Refresher course, Short term course, Faculty development programme during the last five years	1	More number of teachers needed to be debuted for professional development programmes viz,orientation programme, Refresher course, Short term course, FDP	All Head of the Department and Convener QC - QE	

18. 6.4.2	Funds/Grants received from non-government bodies, individuals, Philanthropies during the last five years(not covered in Criterion III)	1	Funds/Grants to be received from non-government bodies, individuals and Philanthropies with special focus.	All Head of the Department and QC - ARD	
19. 6.5.3	Average number of quality initiatives by IQAC for promoting quality culture per year	0	More Programs to be conducted through IQAC for teaching and Non teaching.	IQAC Coordinator.	

Signature of the Criteria In-charge


Coordinator / IQAC


Chairman / IQAC

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM
INTERNAL QUALITY ASSURANCE CELL(IQAC)

NAAC Grade – B++ (2.8/4) in 1st Cycle

Action plan for quality improvement

NAAC – Criterion VII – Institutional Values and Best Practices (350)

Performance of metrics, Action Plan for improvement
Overall score on 5 point scale (0-4): 2.79

**Criteria incharge: Prof S.Nagammai, Prof& Head/EIE
Dr.MR.Ilango, Director/MCA**

S. No	Metric. No	Performance Criteria	5 Point scale (0-4)	Suggestions for sustained growth/ improvement	Action plan	Suggestions given by IQAC Members
1.	7.1.2	Institution shows gender sensitivity in providing facilities such as: 1. Safety and Security 2. Counselling 3. Common Room	4	POSH & WEC may be instructed to organize programs in this regard.	Faculty concerned may be directed accordingly.	Members of POSH & WEC to organize the events in their department at regular Interval. 10 events Per Year.
2.	7.1.6	Rain Water Harvesting structures and utilization in the campus	4	Rain Water Harvesting structures may be built in new buildings.	Civil Maintenance section may be instructed.	Structure rain water harvesting to be established Civil Maintenance to follow.
3.	7.1.7	Green Practices	4	Sufficient budget may be allocated for green initiative.	Civil Maintenance section may be directed for more tree plantation.	Suitable budget may be allocated for Green Practice and it must be reflected in the audited Statement. Civil Maintenance to follow-up is required.
4.	7.1.12	Code of conduct handbook exists for students, teachers, governing body, administration including vice Chancellor / Director / Principal / Officials and support staff	4	Existing code of conduct for staff and students may be revised as and when required.	A brain storming session may be conducted.	Cri-7 coordinator has to review code of conduct

5.	7.1.13	Display of core values in the institution and on its website	4	New core values may be identified.	A brain storming session may be conducted.	Display of code of conduct in each block .core values
6.	7.1.14	The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental duties and rights of Indian citizens and other constitutional obligations	4	All departments must be instructed to conduct at least one program in a semester in this regard.	Circular may be sent to all departments.	Students care center can take initiative. SCC to ensure that minimum of 3 programmes per year is organized.
7.	7.1.15	The institution offers a course on human values and professional ethics	4	All departments must take initiative to organize these programs once in a year.	MBA department may help the departments.	Director MBA to organize one program per year by the department
8.	7.1.16	The institution functioning is as per professional code of prescribed/suggested by statutory bodies/regulatory authorities for different professions	4	College is functioning as per AICTE and Anna University norms.	-----	EO office to ensure that latest AICTE Handbook is available in our college website.
9.	7.1.18	Institution organizes national festivals and birth/death anniversaries of the great Indian personalities	4	All departments must be instructed to conduct at least one program in a semester in this regard.	Circular may be sent to all departments.	NSS/CLA have to organize (5 Nos./year)
10.	7.1.19	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions	4	Degree of transparency may be increased where ever needed.	-----	
11.	7.3.1	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust	4	IIPC is identified as institutional distinctive. Its activities may be enhanced with the support of all departments.	IIPC coordinator may be instructed accordingly.	

12.	7.1.5	Waste Management steps	3	A strategic plan for solid waste disposal may be planned	Biogas plant may be installed.	Solid waste management food waste details must be maintained.
13.	7.1.11	Number of initiatives taken to engage with and contribute to local community during the last five years	3	Few more programs may be planned and conducted through NSS, YRC and Rotaract.	Umat Bharat Abiyan scheme has been initiated	Dr. S. Sureshraj should give the details to criteria-7 coordinator
14.	7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-violence and peace); national values, human values, national integration, communal harmony and social cohesion as well for observance of fundamental duties during the last five years	3	All departments must be instructed to conduct at least one program in a semester in this regard.	Circular may be sent to all departments in this regard.	Association KLNCESHA can conduct events
15.	7.2.1	Describe at least two institutional best practices (as per NAAC format)	3	Instead of TPO any other best practice may be identified.	Discussion with IQAC coordinators and HoDs may be done.	IQAC has to organize HOD meeting and finalize.
16.	7.1.1	Number of gender equity promotion programs organized by the institution during the last five years	1	All departments must be instructed to conduct at least one program in a semester in this regard.	Circular may be sent to all departments in this regard.	Criteria coordinators to ensure that minimum of three gender equity promotion programmes are organized.
17.	7.1.9	Differently abled (Divyangjan) Friendliness Resources available in the institution	1	Ramp facility and lift facility to be improved	In discussion with Management suitable action may be taken.	One More Ramp in the institution is required. Civil maintenance has to follow. Wheel chair in all blocks
18.	7.1.3	Alternate Energy initiatives	0	College has to take initiative to install solar panels in various blocks	EM section may be directed to call for quotations	Electrical Maintenance section has to take initiatives and follow-up action is required.

19.	7.1.4	Percentage of annual lighting requirements met through LED bulbs	0	College has to take initiative to replace conventional bulbs with LED bulbs	EM section may be directed to purchase LED bulbs.	Electrical Maintenance section has to take initiatives and follow-up action is required.
20.	7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years	0	More amount should be spent for green initiatives	Separate budget amount may be allocated	
21.	7.1.10	Number of specific initiatives to address locational advantages and disadvantages during the last five years	0	Steps to be taken to improve locational advantages		To be explored by IQAC and take initiatives

Signature of the Criteria Incharge



Coordinator / IQAC



Chairman / IQAC

