

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM -630612.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Review of Activities and Document Verification

Name of the Academic Section : EDC, Alumni & IPC

Date : 15.10.2018

Observations made	Suggestions given
1. <u>EDC</u> File for the data from 2015-2016 onwards is presented.	1. Proof for Alumni Entrepreneurs to be prepared / updated.
2. <u>EDC</u>	2. List of Entrepreneurs to be prepared for NAAC visit.
3. <u>Alumni</u> Alumni file is presented.	3. Alumni contribution like Placement, Expert talk - Files to be prepared.
4. <u>IPC</u> Project contest file, TBI Files are presented.	4. Students Project Completion status - File to be prepared.
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Review Committee Members

1. S. Nayanmai - S. Nayanmai
2. Dr. MR. ILANGO - MR. Ilango
3. Dr. G. RAMESH - G. Ramesh

[Signature]
IQAC Member

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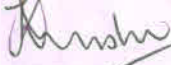
Name of the Academic Section : GRC, ARC, WEC & POST

Date : 15.10.18

Observations made	Suggestions given
1. <u>GRC</u> Data presented from the AY 2012-2013 onwards.	1. Motivational talk proof to be included
2. <u>ARC</u> Data presented from the AY 2012-2013 onwards.	2. Copy of the proof for staff attending duty at common places must be kept in the file.
3. <u>POST</u> Data presented from the inception of the cell.	3. "Awareness program on Environment Cohesion" proof to be included.
4. <u>WEC</u> Data presented from the inception of the cell	—
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Review Committee Members

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IQAC Member

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Review of Activities and Document Verification

Name of the Academic Section : Administrative office

Date : 15-10-2018

Observations made	Suggestions given
I. <u>Admission</u> Data from 2015-2016 awards was presented	1. Admission procedure to be prepared for UG & PG separately.
	2. GO stating the eligibility of reserved category for B.E/B.Tech admission may be included in the relevant file.
II. <u>Staff recruitment</u> File was presented. Procedure available	1. File may be rearranged according to the procedure. 2. Separate files may be kept for Teaching & Non-Teaching.
III. <u>Insurance</u>	1. Procedure to be updated for Mediclaim policy.
7.	2. File may be kept in the presentable form.
8. <u>Budget</u> procedure available - Process carried out according to the procedure	—
10. <u>Scholarship</u> Procedure available.	.. separate file may be put up

Review Committee Members









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IQAC Member

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Distribution of NAAC – Review of Activities and Document Verification

Date: 20.10.2018

S. No.	Name of the Section	Staff Incharge / Coordinator	Signature
1	Entrepreneurship Cell (EDC)	Mr. P. Pravinkumar, ASP/CSE	 22/10/18
2	Alumni Cell	Dr. A.N. Balaji, Prof. / MECH	
3	Innovation Promotion Cell	Dr. P. Pradeepkannan, Prof. / EIE	
4	Grievances redressal Cell	Dr. P.R. Vijayalakshmi, HOD / CSE	
5	Prevention of Sexual Harassment Cell (POSH)	Dr. A. Umarani, Prof. / EIE	 22/10/18
6	Anti Ragging Committee	Dr. P.R. Vijayalakshmi, HOD / CSE	
7	Women Empowerment Cell (WEC)	Dr. A. Umarani, Prof. / EIE	 22/10/18
8	Administrative Office	Mr. C.S. Baskar, Senior Manager	 20/10/18


IQAC Co-coordinator