

INTERNAL QUALITY ASSURANCE CELL(IQAC)

KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035
Phone No. : 0422-4419999 ; E-mail : kiteiqac@kgkite.ac.in

KiTE/IQAC/2018-19/01

Date: 19.11.2018

CIRCULAR

The First Internal meeting of IQAC will be held on 21.11.18 at 2.00 PM in the Board room, Admin Block, KGISL Institute of Technology. The following faculty are requested to attend without fail.

Members :







1. Mr. Jambulingam S., ASP/Mech
2. Mr. Sureshkumar R. , AP/CSE
3. Mr. Vellingiri A., AP/ECE
4. Ms. Sathya M, AP/SNH
5. Ms. Madhuramya R, AP/IT
6. Ms. Jagedeswari R. AP/Civil

Agenda

1. Road Map for IQAC Activity -2018-19/Even Semester
2. IQAC Office premises


IQAC Coordinator - Member Secretary

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr. Vellingiri A	Coordinator/ECE	
4	Ms. Sathya M	Coordinator/SNH	
5	Ms. Madhuramya R	Coordinator/IT	
6	Ms. Jagedeswari R	Coordinator/Civil	

Copy to:

- All HoDs & Members
- File
- Copy submitted to the Director and Principal for kind information

Ref.No.:KITE/IQAC/2018-19/01 dated 19.11.2018

21.11.2018

Sub: Minutes of the First IQAC Internal Meeting 2018-19
held on 21.11.2018 at 2.00PM in the Board room, KITE Admin Block, KGISL Institute of Technology

The First internal meeting of IQAC , KGISL Institute of Technology was held on 21.11.2018 at 2.00PM in the Board room, KITE Admin Block, KGISL Institute of Technology to discuss the roadmap and plan of activities of IQAC to be followed in the departments of KGISL Institute of Technology during the 2018-19/Even semester. The following members attended the meeting:

IQAC Team PRESENT:

S.No.	Name of the Member	Designation	Category
1.	Dr.S.K.Mydhili	Professor/CSE	Coordinator - Member Secretary
2.	Ms. Jagadeswari R.	AP/Civil	Department Coordinator
3.	Mr.Suresh Kumar R.	AP/CSE	Department Coordinator
4.	Mr.Vellingiri A.	AP/ECE	Department Coordinator
5.	Mr.Jambulingam	ASP/Mech	Department Coordinator
6.	Ms.Madhuranya R.	AP/IT	Department Coordinator
7.	Ms.Sathya M.	AP/SNH	Department Coordinator

IQAC Team Members ABSENT : Nil

IQAC Team Members Absent with ON-Duty and Applied Leave : Nil

Dr.S.K.Mydhili, IQAC Coordinator -Member Secretary welcomed the members. The following Agenda points were discussed:

1. Road Map for IQAC Activity -2018-19/Even Semester
2. IQAC Office premises

1. Road Map of IQAC Activity for Academic Year :2018-19/Even Semester

After detailed discussions among IQAC members, the road map for the year 2018-19/Even Semester was concluded as below.

S.No	ACTIVITY	Target Date	Responsible person/Authority
1.	1. Conduct of 1 st IQAC Internal Meeting 2. Follow up for IQAC Office premises 3. Roadmap for IQAC Activities (2018-19)/Even Sem 4. Organize training programme for Faculty	Nov 2018	Dr.S.K.Mydhili
2.	1. Conduct of 2 nd IQAC Internal Meeting 2. Roadmap for Department Activities 3. Formats followed in the department	Dec 2018	Dr.S.K.Mydhili Mr.Jambulingam S.
3.	1. Conduct of 3 rd IQAC Internal Meeting 2. Website updation 3. Professional Society registration	Jan 2019	Dr.S.K.Mydhili Mr.Vellingiri A.

4.	1. Conduct of 4 th IQAC Internal Meeting 2. Research Journal Publication 3. Audit report formats	Feb 2019	Dr.S.K.Mydhili Ms.Sathya M.
5.	1. Conduct of 5 th IQAC Internal Meeting 2. MOOC registration 3. Finalizing Audit report formats	Mar 2019	Dr.S.K.Mydhili Ms.Madhuramya R.
6.	1. Conduct of 6 th IQAC Internal Meeting 2. Training programme for Faculty & Non-Teaching 3. Audit report format - approval & circulation	April 2019	Dr. S.K.Mydhili Mr.Suresh Kumar R.
7.	1. Conduct of 7 th IQAC Internal Meeting 2. Academic Audit plan 3. Conduct of 1 st MR Meeting 4. Training Programme for Faculty members 5. Roadmap for Department Activities	May 2019	Dr.S.K.Mydhili Ms.Jagedeswari R.

2. IQAC Office premises

As discussed with the Principal and the Administrative Officer, Dr.S.K.Mydhili, informed the department coordinators, the office premises for IQAC will be functioning at the Lab Block, Fourth Floor, Room No. 517E until further instruction.


3. Training programme for Faculty members

Dr.S.K.Mydhili informed the coordinators there is a plan to conduct a training programme for Faculty members by the end of November 2018.

4. Any other matter with the permission of the Chair

After discussion with department coordinators, Member Secretary informed that the IQAC meeting will be held in the mid of every month

Minutes Prepared by: Dr.S.K.Mydhili


IQAC Coordinator Member Secretary
Dr.S.K.Mydhili


Chairperson-IQAC
Dr.D.Lakshmanan

Copy to:

- All Hods & Members
 - Office
 - File
- Copy submitted to the Director for kind information

CIRCULAR

The Second Internal meeting of IQAC will be held on 17.12.2018 at 2.00 PM in the IQAC Office, Lab Block, KGISL Institute of Technology. The following faculty are requested to attend without fail.

Members :

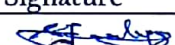





1. Mr. Jambulingam S., ASP/Mech
2. Mr. Sureshkumar R., AP/CSE
3. Mr. Vellingiri A., AP/ECE
4. Ms. Sathya M, AP/SNH
5. Ms. Madhuramya R, AP/IT
6. Ms. Jagedeswari R. AP/Civil

Agenda

1. Road Map for departmental Activity -2018-19/Even Semester
2. Formats followed in the department
3. Any other point with the permission of the Chair


IQAC Coordinator- Member Secretary

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr. Vellingiri A	Coordinator/ECE	
4	Ms. Sathya M	Coordinator/SNH	
5	Ms. Madhuramya R	Coordinator/IT	
6	Ms. Jagedeswari R	Coordinator/Civil	

Copy to:

- All HoDs & Members
- File
- Copy submitted to the Director and Principal for kind information

Ref.No.:KITE/IQAC/2018-19/02 dated 12.12.2018

17.12.2018

Sub: Minutes of the Second IQAC Internal Meeting 2018-19
held on 17.12.2018 at 2.00PM in the IQAC office , KITE Lab Block, KGISL Institute of Technology

The Second Internal Meeting of IQAC , KGISL Institute of Technology was held on 17.12.2018 at 2.00PM in the IQAC Office, KITE Lab Block, KGISL Institute of Technology to discuss the plan of activities of IQAC to be followed in the departments of KGISL Institute of Technology during the 2018-19/Even Semester. The following members attended the meeting:

IQAC Team PRESENT:

S.No.	Name of the Member	Designation	Category
1.	Dr.S.K.Mydhili	Professor/CSE	Coordinator – Member Secretary
2.	Ms. Jagadeswari R.	AP/Civil	Department Coordinator
3.	Mr.Suresh Kumar R.	AP/CSE	Department Coordinator
4.	Mr.Vellingiri A.	AP/ECE	Department Coordinator
5.	Mr.Jambulingam	ASP/Mech	Department Coordinator
6.	Ms.Madhuramya R.	AP/IT	Department Coordinator
7.	Ms.Sathya M.	AP/SNH	Department Coordinator

IQAC Team Members ABSENT : Nil

IQAC Team Members Absent with ON-Duty and Applied Leave : Nil

Dr.S.K.Mydhili, IQAC Coordinator -Member Secretary welcomed the members. The following Agenda points were discussed:

1. Road Map for departmental Activity -2018-19/Even Semester
2. Formats followed in the department
3. Any other point with the permission of the Chair

1. Road Map of the departmental Activity for Academic Year :2018-19/Even Semester

Dr.S.K.Mydhili requested to submit a departmental activity planner for the academic year 2018-19/ Odd semester after discussing with their respective head of the department. She asked the department coordinators to submit a draft of the same.

Action to be taken by: All department coordinators

2. Formats followed in the department

Dr.S.K.Mydhili requested to analyze the formats followed in the department like lesson plan , Course file indexing, Counselling / Mentoring system , project report formats.

Action to be taken by: All department coordinators

3. Any other points with the permission of the Chair

Dr.S.K.Mydhili thanked all the department coordinators for successfully completing the training programme "*Importance of Quality System in Higher Education*" organized for the faculty members in a short span. She also mentioned to work with the same zeal in fore coming days.

Minutes Prepared by: Mr.Jambulingam S.


IQAC Coordinator Member Secretary
Dr.S.K.Mydhili


Chairperson-IQAC
Dr.D.Lakshmanan

Copy to:

- All Hods & Members
 - Office
 - File
- Copy submitted to Director for kind information

INTERNAL QUALITY ASSURANCE CELL(IQAC)

KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035
Phone No. : 0422-4419999 Ext: 9972 ; E-mail : kiteiqac@kgkite.ac.in

KiTE/IQAC/2018-19/03

Date: 10.01.2019

CIRCULAR

The Third Internal meeting of IQAC will be held on 18.01.2019 at 2.00 PM in the IQAC Office, Lab Block, KGISL Institute of Technology. The following faculty are requested to attend without fail.

Members :



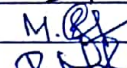



1. Mr. Jambulingam S., ASP/Mech
2. Mr. Sureshkumar R., AP/CSE
3. Mr. Vellingiri A., AP/ECE
4. Ms. Sathya M, AP/SNH
5. Ms. Madhuramya R, AP/IT
6. Ms. Jagedeswari R. AP/Civil

Agenda

1. Follow-up of 2nd IQAC meeting
2. Website updation
3. Professional Society registration
4. Any other point with the permission of the Chair


IQAC Coordinator- Member Secretary

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr. Vellingiri A	Coordinator/ECE	
4	Ms. Sathya M	Coordinator/SNH	
5	Ms. Madhuramya R	Coordinator/IT	
6	Ms. Jagedeswari R	Coordinator/Civil	

Copy to:

- All HoDs & Members
- File
- Copy submitted to the Director and Principal for kind information

Ref.No.:KITE/IQAC/2018-19/03 dated 10.01.2019

18.01.2019

Sub: Minutes of the Third IQAC Internal Meeting 2018-19
held on 18.01.2019 at 2.00PM in the IQAC office , KITE Lab Block, KGISL Institute of Technology

The Third internal meeting of IQAC , KGISL Institute of Technology was held on 18.01.2019 at 2.00PM in the IQAC Office, KITE Lab Block, KGISL Institute of Technology to discuss the status of activities of IQAC followed in the departments of KGISL Institute of Technology during the 2018-19/Even Semester. The following members attended the meeting:

IQAC Team PRESENT:

S.No.	Name of the Member	Designation	Category
1.	Dr.S.K.Mydhili	Professor/CSE	Coordinator - Member Secretary
2.	Ms. Jagadeswari R.	AP/Civil	Department Coordinator
3.	Mr.Suresh Kumar R.	AP/CSE	Department Coordinator
4.	Mr.Vellingiri A.	AP/ECE	Department Coordinator
5.	Mr.Jambulingam	ASP/Mech	Department Coordinator
6.	Ms.Madhuramya K.	AP/IT	Department Coordinator
7.	Ms.Sathya M.	AP/SNH	Department Coordinator

IQAC Team Members ABSENT : Nil**IQAC Team Members Absent with ON-Duty and Applied Leave : Nil**

Dr.S.K.Mydhili, IQAC Coordinator -Member Secretary welcomed the members. The following Agenda points were discussed:

1. Follow-up of 2nd IQAC meeting
2. Website updation
3. Professional Society registration
4. Any other point with the permission of the Chair

1. Follow-up of 2nd IQAC meeting

The department coordinators after discussion with their respective heads, informed Dr.S.K.Mydhili, the formats followed up as of now will be continued for this 2018/19/Odd / current semester since NBA work is progressing. The department activity planner draft submitted by the coordinators was discussed. Dr. S.K.Mydhili informed the members, after discussing with Principal /Chairman-IQAC, the activity planner report will be finalized.

Action to be taken by: Dr.S.K.Mydhili**2. Website updation**

Dr.S.K.Mydhili informed the coordinators that Principal Sir requested to review the website and submit the status of the same.

Action to be taken by: Dr.S.K.Mydhili

3. Professional Society Registration

Dr.S.K.Mydhili informed the coordinators to collect the details of members registered in the Professional Societies. Further she requested the coordinators to inform their respective heads and staff members to become a member in any one of the Professional society.

Action to be taken by: All department coordinators

4. Any other points with the permission of the Chair

Dr.S.K.Mydhili informed the coordinator to ensure the effective teaching methodology is followed, to convene the same she informed the coordinators to randomly visit the classes without disturbing the flow of class. The report to be submitted will be circulated after discussing with Principal sir.

Action to be taken by: Dr.S.K.Mydhili

The Coordinator -Member Secretary thanked all the department coordinators for their continual efforts and kind cooperation in discharging the duties and activities of IQAC. The meeting ended by 3.30PM

Minutes Prepared by: Mr.Vellingiri A.


IQAC Coordinator Member Secretary
Dr.S.K.Mydhili


Chairperson-IQAC
Dr.D.Lakshmanan

Copy to:

- All Hods & Members
 - Office
 - File
- Copy submitted to Director for kind information

Ref.No.:KITE/IQAC/2018-19/04 dated 12.02.2019

15.02.2019

Sub: Minutes of the Fourth IQAC Internal Meeting 2018-19
held on 15.02.2019 at 2.00PM in the IQAC office , KITE Lab Block, KGISL Institute of Technology

The Fourth internal meeting of IQAC , KGISL Institute of Technology was held on 15.02.2019 at 2.00 PM in the IQAC Office, KITE Lab Block, KGISL Institute of Technology to discuss the status of activities of IQAC followed in the departments of KGISL Institute of Technology during the 2018-19/ Even Semester. The following members attended the meeting:

IQAC Team PRESENT:

S.No.	Name of the Member	Designation	Category
1.	Dr.S.K.Mydhili	Professor/CSE	Coordinator – Member Secretary
2.	Ms. Jagadeswari R.	AP/Civil	Department Coordinator
3.	Mr.Suresh Kumar R.	AP/CSE	Department Coordinator
4.	Mr.Vellingiri A.	AP/ECE	Department Coordinator
5.	Mr.Jambulingam	ASP/Mech	Department Coordinator
6.	Ms.Madhuramya R.	AP/IT	Department Coordinator
7.	Ms.Sathya M.	AP/SNH	Department Coordinator

IQAC Team Members ABSENT : Nil

IQAC Team Members Absent with ON-Duty and Applied Leave : Nil

Dr.S.K.Mydhili, IQAC Coordinator -Member Secretary welcomed the members. The following Agenda points were discussed:

1. Follow-up of 3rd IQAC meeting
2. Research Journal Publications
3. Google formats available to ensure effective teaching methodology
4. Any other point with the permission of the Chair

1. Follow-up of 3rd IQAC meeting

Dr.S.K.Mydhili informed the coordinators about the submission of current website status to the Principal Sir. Further she informed that the department activity planner will be circulated through the department coordinators and must be submitted within a week duration. The coordinators informed the staff status in Professional Society registration and still the process is going on.

Action to be taken by: Dr.S.K.Mydhili

2. Research Journal Publications

Dr.S.K.Mydhili informed the coordinators to take necessary steps to boost the publication of Faculty members in Research Journal. She insisted that all department project undergoing final year students to ensure publication in any International Conference or Research Journal with the help of their Faculty guide member.

Action to be taken by: All Coordinators

KiTE/IQAC/2018-19/05

Date: 13.03.2019

CIRCULAR

The Fifth Internal meeting of IQAC will be held on 15.03.2019 at 2.00 PM in the IQAC Office, Lab Block, KGISL Institute of Technology. The following faculty are requested to attend without fail.

Members :

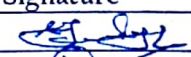

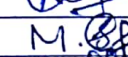



1. Mr. Jambulingam S., ASP/Mech
2. Mr. Sureshkumar R. , AP/CSE
3. Mr. Vellingiri A., AP/ECE
4. Ms. Sathya M, AP/SNH
5. Ms. Madhuramya R, AP/IT
6. Ms. Jagedeswari R. AP/Civil

Agenda

1. Follow-up of 4th IQAC meeting
2. MOOC Registration
3. Finalizing Audit report formats
4. Any other point with the permission of the Chair


13/3/19
IQAC Coordinator- Member Secretary

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr. Vellingiri A	Coordinator/ECE	
4	Ms. Sathya M	Coordinator/SNH	
5	Ms. Madhuramya R	Coordinator/IT	
6	Ms. Jagedeswari R	Coordinator/Civil	

Copy to:

- All HoDs & Members
- File
- Copy submitted to the Director and Principal for kind information

Ref.No.:KITE/IQAC/2018-19/05 dated 13.03.2019

15.03.2019

Sub: Minutes of the Fifth IQAC Internal Meeting 2018-19
held on 15.03.2019 at 2.00PM in the IQAC office , KITE Lab Block, KGISL Institute of Technology

The Fifth internal meeting of IQAC , KGISL Institute of Technology was held on 15.03.2019 at 2.00 PM in the IQAC Office, KITE Lab Block, KGISL Institute of Technology to discuss the status of activities of IQAC followed in the departments of KGISL Institute of Technology during the 2018-19/ Even Semester. The following members attended the meeting:

IQAC Team PRESENT:

S.No.	Name of the Member	Designation	Category
1.	Dr.S.K.Mydhili	Professor/CSE	Coordinator - Member Secretary
2.	Ms. Jagadeswari R.	AP/Civil	Department Coordinator
3.	Mr.Suresh Kumar R.	AP/CSE	Department Coordinator
4.	Mr.Vellingiri A.	AP/ECE	Department Coordinator
5.	Mr.Jambulingam	ASP/Mech	Department Coordinator
6.	Ms.Madhuramya R.	AP/IT	Department Coordinator
7.	Ms.Sathya M.	AP/SNH	Department Coordinator

IQAC Team Members ABSENT : Nil**IQAC Team Members Absent with ON-Duty and Applied Leave : Nil**

Dr.S.K.Mydhili, IQAC Coordinator - Member Secretary welcomed the members. The following Agenda points were discussed:

1. Follow-up of 4th IQAC meeting
2. MOOC Registration
3. Finalizing Audit report formats
4. Any other point with the permission of the Chair

1. Follow-up of 4th IQAC meeting

The department coordinators informed the Member Secretary about the status of student and Faculty research publication in the International Conference at KGISL Institute of Technology. Further the coordinators mentioned the Google form entry is time conserving and efficient. Member Secretary discussed the audio recording report status.

Action to be taken by: All coordinators**2. MOOC Registration**

Dr.S.K.Mydhili informed the coordinators to take necessary steps to register their Faculty and student members in any one of the MOOC at their choice. Further she informed/explained the beneficiary of NPTEL registration.

Action to be taken by: All Coordinators

3. Audit report formats

Dr.S.K.Mydhili informed the audit for department will be planned by the end of semester and the formats to be followed will be circulated.

Action to be taken by: Dr.S.K.Mydhili

4. Any other points with the permission of the Chair

The Member secretary informed the coordinators to instruct their department faculty members to ensure their class room delivery recordings, Bluetooth device availability etc., Further the Member Secretary insisted that Faculty members must check their recordings and if any disputes faced must be reported/informed to the respective authority to resolve the issue stated.

Action to be taken by: All coordinators & Faculty Members

The Coordinator -Member Secretary thanked all the department coordinators for their continual efforts and kind cooperation in discharging the duties and activities of IQAC. The meeting ended by 4.00 PM

Minutes Prepared by: Ms.Madhuranya R.


IQAC Coordinator/Member Secretary
Dr.S.K.Mydhili


Chairperson-IQAC
Dr.D.Lakshmanan

Copy to:

- All Hods & Members
 - Office
 - File
- Copy submitted to Director for kind information

KiTE/IQAC/2018-19/06

Date: 12.04.2019

CIRCULAR

The Sixth Internal meeting of IQAC will be held on 15.04.2019 at 2.00 PM in the IQAC Office, Lab Block, KGISL Institute of Technology. The following faculty are requested to attend without fail.

Members :


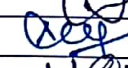
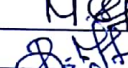



1. Mr. Jambulingam S., ASP/Mech
2. Mr. Sureshkumar R., AP/CSE
3. Mr. Vellingiri A., AP/ECE
4. Ms. Sathya M, AP/SNH
5. Ms. Madhuramya R, AP/IT
6. Ms. Jagedeswari R. AP/Civil

Agenda

1. Follow-up of 5th IQAC meeting
2. Training programme for Teaching and Non-Teaching Faculty
3. Audit report formats circulation and date of audit
4. Any other point with the permission of the Chair


IQAC Coordinator, Member Secretary

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr. Vellingiri A	Coordinator/ECE	
4	Ms. Sathya M	Coordinator/SNH	
5	Ms. Madhuramya R	Coordinator/IT	
6	Ms. Jagedeswari R	Coordinator/Civil	

Copy to:

- All HoDs & Members
- File
- Copy submitted to the Director and Principal for kind information

Ref.No.:KITE/IQAC/2018-19/06 dated 12.04.2019

15.04.2019

Sub: Minutes of the Sixth IQAC Internal Meeting 2018-19
held on 15.04.2019 at 2.00PM in the IQAC office , KITE Lab Block, KGISL Institute of Technology

The Sixth internal meeting of IQAC , KGISL Institute of Technology was held on 15.04.2019 at 2.00 PM in the IQAC Office, KITE Lab Block, KGISL Institute of Technology to discuss the status of activities of IQAC followed in the departments of KGISL Institute of Technology during the 2018-19/ Even Semester. The following members attended the meeting:

IQAC Team PRESENT:

S.No.	Name of the Member	Designation	Category
1.	Dr.S.K.Mydhili	Professor/CSE	Coordinator – Member Secretary
2.	Ms. Jagadeswari R.	AP/Civil	Department Coordinator
3.	Mr.Suresh Kumar R.	AP/CSE	Department Coordinator
4.	Mr.Vellingiri A.	AP/ECE	Department Coordinator
5.	Mr.Jambulingam	ASP/Mech	Department Coordinator
6.	Ms.Madhuramya R.	AP/IT	Department Coordinator
7.	Ms.Sathya M.	AP/SNH	Department Coordinator

IQAC Team Members ABSENT : Nil

IQAC Team Members Absent with ON-Duty and Applied Leave : Nil

Dr.S.K.Mydhili, IQAC Coordinator -Member Secretary welcomed the members. The following Agenda points were discussed:

1. Follow-up of 5th IQAC meeting
2. Training programme for Teaching and Non-Teaching Faculty
3. Audit report formats circulation and date of audit
4. Any other point with the permission of the Chair

1. Follow-up of 5th IQAC meeting

The department coordinators informed the Member Secretary about the status of student and Faculty registration in MOOC.

Action to be taken by: All coordinators & Faculty members

2. Training programme for Teaching and Non-Teaching Faculty

Dr.S.K.Mydhili informed the coordinators there is plan to conduct IQAC awareness training programme for both teaching and non-teaching faculty. After discussion with coordinators, it was decided to conduct the training programme for non-teaching faculty first and should be conducted by the first week of May 2019.

Action to be taken by: Member Secretary & All Coordinators

3. Audit report formats and date of audit

Dr.S.K.Mydhili circulated the audit report formats for the course file content of teaching faculty. After discussion with coordinators, it was decided to audit the department course file by the mid of May, 2019.

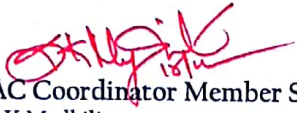
Action to be taken by: All Coordinators

4. Any other points with the permission of the Chair: Letter of request from Ms.Madhuramya

Ms.Madhuramya R requested for the relief from the post of Department coordinator as she is deputed with some work for departmental activities. The Coordinator- Member Secretary requested her to continue the role till alternate arrangements is made after discussing with Principal and department Head/IT.

The Coordinator -Member Secretary thanked all the department coordinators for their continual efforts and kind cooperation in discharging the duties and activities of IQAC. The meeting ended by 3.15 PM

Minutes Prepared by: Mr.Suresh Kumar R.


IQAC Coordinator Member Secretary
Dr.S.K.Mydhili


Chairperson-IQAC
Dr.D.Lakshmanan

Copy to:

- All Hods & Members
- Office
- File

Copy submitted to Director for kind information

INTERNAL QUALITY ASSURANCE CELL(IQAC)

KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035
Phone No. : 0422-4419999 Ext: 9972 ; E-mail : kiteiqac@kgkite.ac.in

KiTE/IQAC/2018-19/07

Date: 13.05.2019

CIRCULAR


The Seventh Internal meeting of IQAC will be held on 15.05.2019 at 2.00 PM in the IQAC Office, Lab Block, KGISL Institute of Technology. The following faculty are requested to attend without fail.

Members :

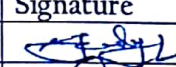

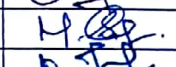
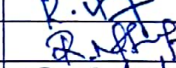



1. Mr. Jambulingam S., ASP/Mech
2. Mr. Sureshkumar R., AP/CSE
3. Mr. Vellingiri A., AP/ECE
4. Ms. Sathya M, AP/SNH
5. Ms. Jagedeswari R. AP/Civil
6. Ms. Madhuramya R. AP/IT
7. Ms. Shirley Josephine Mary R., AP/IT

Agenda

1. Follow-up of 6th IQAC meeting
2. Welcoming the new IQAC coordinator and send off to the outgoing IQAC coordinator -IT
3. Academic Audit plan
4. Training programme for Teaching Faculty
5. New Office Space for IQAC
6. Any other point with the permission of the Chair


IQAC Coordinator - Member Secretary

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr. Vellingiri A	Coordinator/ECE	
4	Ms. Sathya M	Coordinator/SNH	
5	Ms. Jagedeswari R	Coordinator/Civil	
6	Ms. Madhuramya R	Coordinator/IT(Outgoing)	
7	Ms. Shirley Josephine Mary R	Coordinator/IT(Incoming)	

Copy to:

- All HoDs & Members
- File
- Copy submitted to the Director and Principal for kind information

Ref.No.:KITE/IQAC/2018-19/07 dated 13.05.2019

15.05.2019

Sub: Minutes of the Seventh IQAC Internal Meeting 2018-19
held on 15.05.2019 at 2.00PM in the IQAC office , KITE Lab Block, KGISL Institute of Technology

The Seventh Internal Meeting of IQAC , KGISL Institute of Technology was held on 15.05.2019 at 2.00 PM in the IQAC Office, KITE Lab Block, KGISL Institute of Technology to discuss the status of activities of IQAC followed in the departments of KGISL Institute of Technology during the 2018-19/ Even Semester. The following members attended the meeting:

IQAC Team PRESENT:

S.No.	Name of the Member	Designation	Category
1.	Dr.S.K.Mydhili	Professor/CSE	Coordinator – Member Secretary
2.	Ms. Jagadeswari R.	AP/Civil	Department Coordinator
3.	Mr.Suresh Kumar R.	AP/CSE	Department Coordinator
4.	Ms.Madhuramya R.	AP/IT	Department Coordinator
5.	Ms.Sathya M.	AP/SNH	Department Coordinator

IQAC Team Members ABSENT : Nil

IQAC Team Members Absent with ON-Duty and Applied Leave :

S.No.	Name of Member	Leave Category
1	Mr.Jambulingam	OD
2	Mr.Vellingiri A. AP/ECE	Applied Leave

Dr.S.K.Mydhili, IQAC Coordinator -Member Secretary welcomed the members. The following Agenda points were discussed:

1. Follow-up of 6th IQAC meeting
2. Welcoming the new IQAC coordinator and send off to the outgoing IQAC coordinator –IT
3. Academic Audit plan
4. Roadmap for Departmental Activity 2019-20/Odd Semester
5. Training programme for Teaching Faculty
6. New Office space for IQAC
7. Any other point with the permission of the Chair

1. Follow-up of 6th IQAC meeting

Dr.S.K.Mydhili thanked and congratulated all the coordinators for their untiring efforts in conducting an IQAC awareness training programme for Non-teaching faculty members on 3rd May 2019. The Member Secretary requested to maintain the same spirit in conducting the training programme for teaching faculty scheduled . She informed after getting approval from the Principal, the dates will be announced.

Action to be taken by: Member Secretary & All Coordinators

2. Welcoming the new IQAC coordinator and send off to the outgoing IQAC coordinator –IT

Dr.S.K.Mydhili on behalf of the IQAC team, thanked Ms.Madhuramya R., outgoing IQAC coordinator/IT for her remarkable contribution to IQAC during her tenure. Dr.S.K.Mydhili along with IQAC team welcomed Ms.Shirley Josephine Mary R. IQAC coordinator /IT who took charge from today (15.05.2019).

3. Roadmap for Departmental Activity 2019-20/Odd Semester

Dr.S.K.Mydhili requested the department coordinators (except SNH Department) to submit Roadmap for their respective Departmental Activity 2019-20/Odd Semester in the next IQAC internal Meeting.

Action to be taken by: All HoDs & Coordinators

4. Academic Audit plan

Dr.S.K.Mydhili informed the coordinators to audit the faculty files and submit to IQAC office without fail on or before 25.05.2019. The schedule for the internal auditing will be intimated.

Action to be taken by: Member Secretary & All Coordinators

5. Training programme for Faculty Members

Dr.S.K.Mydhili informed the coordinators that the dates to conduct training programme for Faculty members is still under review due to NBA process.

Action to be taken by: Dr.S.K.Mydhili

6. New Office space for IQAC

Dr.S.K.Mydhili was requested to follow-up the respective authorities for the allotment of new location for IQAC office

Action to be taken by: Dr.S.K.Mydhili

7. Any other points with the permission of the Chair

The Coordinator –Member Secretary thanked all the department coordinators for their continual efforts and kind cooperation in discharging the duties and activities of IQAC. The meeting ended by 3.15 PM

Minutes Prepared by: Ms.Jagedeswari R.


IQAC Coordinator Member Secretary
Dr.S.K.Mydhili


Chairperson-IQAC
Dr.D.Lakshmanan

Copy to:

- All Hods & Members
 - Office
 - File
- Copy submitted to the Director for kind information