

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

AC Coordinator, Member Secretary

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	Spende
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr.Vellingiri A	Coordinator/ECE	(NEW)
4	Ms. Sathya M	Coordinator/SNH	NEL
5	Ms. Madhuramya R	Coordinator/IT	a the
6	Ms.Jagedeswari R	Coordinator/Civil	DEF

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



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

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.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 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.

C No	ACTIVITY	Target Date	Responsible
5.110	ACIIVIII	1111800 2 1111	person/Authority
-	1. C. J (18 IOAC Internal Meeting	Nov 2018	Dr.S.K.Mydhili
1.	1. Conduct of 1st IQAC Internal Meeting	1407 2010	DI.S.R.IVIYUIIII
	2. Follow up for IQAC Office premises		
	3. Roadmap for IQAC Activities (2018-19)/Even Sem	9'	
	4. Organize training programme for Faculty		
2.	1. Conduct of 2 <sup>nd</sup> IQAC Internal Meeting	Dec 2018	Dr.S.K.Mydhili
	2. Roadmap for Department Activities	.11	Mr.Jambulingam S.
	3. Formats followed in the department	,	
3.	1. Conduct of 3 <sup>rd</sup> IQAC Internal Meeting	Jan 2019	Dr.S.K.Mydhili
	2. Website updation		Mr.Vellingiri A.
	3. Professional Society registration		



4.	1. Conduct of 4th IQAC Internal Meeting	Feb 2019	Dr.S.K.Mydhili
	2. Research Journal Publication		Ms.Sathya M.
	3. Audit report formats		11
5.	1. Conduct of 5th IQAC Internal Meeting	Mar 2019	Dr.S.K.Mydhili
	2. MOOC registration		Ms.Madhuramya R.
	3. Finalizing Audit report formats	4	
6.	l. Conduct of 6th IQAC Internal Meeting	April 2019	Dr. S.K.Mydhili
	2. Training programme for Faculty & Non-Teaching		Mr.Suresh Kumar R.
	3. Audit report format - approval & circulation		j. 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
7.	1. Conduct of 7 <sup>th</sup> IQAC Internal Meeting	May 2019	Dr.S.K.Mydhili
	2. Academic Audit plan		Ms,Jagedeswari R.
	3. Conduct of Ist MR Meeting		
	4. Training Programme for Faculty members	,	1
	5. Roadmap for Department Activities		

## 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

hairperson-IQAC

## Copy to:

- All Hods & Members
- Office
- File



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

KiTE/IQAC/2018-19/02

Date: 12.12.2018

## **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:

Faculty	Position	Signature
Mr. Jambulingam S	Coordinator/Mech.	Color De la color
Mr. Sureshkumar R	Coordinator/CSE	
Mr.Vellingiri A	Coordinator/ECE	0000
Ms. Sathya M	Coordinator/SNH	MGF,
Ms. Madhuramya R	Coordinator/IT	Dith
Ms.Jagedeswari R	Coordinator/Civil	n.J.
	Mr. Jambulingam S Mr. Sureshkumar R Mr.Vellingiri A Ms. Sathya M Ms. Madhuramya R	Mr. Jambulingam S Coordinator/Mech. Mr. Sureshkumar R Coordinator/CSE Mr. Vellingiri A Coordinator/ECE Ms. Sathya M Coordinator/SNH Ms. Madhuramya R Coordinator/IT

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



KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035 Phone No.: 0422-4419999 Ext: 9793; E-mail: kiteiqac@kgkite.ac.in

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



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

## <u>Agenda</u>

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

IQAC Coordinator Member Secretary

Acknowledgement:

Acknowledgement.								
S.No.	Faculty	Position	Signature					
1	Mr. Jambulingam S	Coordinator/Mech.	STOP !					
2	Mr. Sureshkumar R	Coordinator/CSE						
3	Mr.Vellingiri A	Coordinator/ECE	Deep					
4	Ms. Sathya M	Coordinator/SNH	M. C.					
5	Ms. Madhuramya R	Coordinator/IT	RHIF					
6	Ms.Jagedeswari R	Coordinator/Civil	D. F.					

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



KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035 Phone No.: 0422-4419999 Ext: 9793; E-mail: kiteiqac@kgkite.ac.in

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 2<sup>nd</sup> IQAC meeting
- 2. Website updation
- 3. Professional Society registration
- 4. Any other point with the permission of the Chair

## 1. Follow-up of 2<sup>nd</sup> 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

Page 1/2

## 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 IOAC Dr.D.Labshmanan

#### Copy to:

- All Hods & Members
- Office
- File



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

KiTE/IQAC/2018-19/04

## CIRCULAR

The Fourth Internal meeting of IQAC will be held on 15.02.2019 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

### <u>Agenda</u>

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

IQAC Coordinator Member Secretary

Date: 12.02.2019

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	the many
2	Mr. Sureshkumar R	Coordinator/CSE	(W)
3	Mr.Vellingiri A	Coordinator/ECE	Jeeg
4	Ms. Sathya M	Coordinator/SNH	M.89
5	Ms. Madhuramya R	Coordinator/IT	a Her
6	Ms.Jagedeswari R	Coordinator/Civil	pit
_	30		

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



KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035 Phone No.: 0422-4419999 Ext: 9793; E-mail: kiteiqac@kgkite.ac.in

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:

#### **IOAC Team PRESENT:**

S.No.	Name of the Member	Designation	Category
l.	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

## 3. Google formats available to ensure effective teaching methodolgy

Dr.S.K.Mydhili thanked Ms.Madhuramya R. for her idea to access and report on Faculty class delivery report by department coordinators. She also thanked all the coordinators for their work carried in reporting the same through the available Google sheet in their respective Gmail ids.

	TIK:	. 21-01-2018 to 25-0	1.2013				KGISL INSTITUT COM DEPARTS CONSOLIDATED REPORT	MBATO MENT O	RE F IQAC									
5.NO		FACULTY	DEFT	CLASS	SEM	SUB CODE	SUBJECT	PERIOD AS PER	TIME OF VISIT	MODE OF VERIFICATI	DO	AS PER	IQACAMAMER	REMARKS	E MEASURES (if secousty)	FAC	Sign store HOD	IQAC
1	21-01-16	K.P.Shaumugapnya	ECE	TI ECE-A:		EC 3491	COMBINICATION THEORY	ı	4.10 P.M.	DI-PERSON	5	YES	MERCHESHOUNDAR CSE				_	-
,	21-01-19	Respective Faculty	17	un			COUSELLING HOUR.	,	4.22 P.M.	DI-PERSON	,		NE SUVESHKUMAR CSS	Sendents are counselled by respective Faculty				
,	22.01.19	Suganda A	C2E	II-CSE-A		C33493	Operating system	ļ ,	11.00AM	DOPERSON			METANEULD/GAM MECH	LP Topic 4 days lagging Due to less serbs Repeated				
-	22.01.1	Jagadeerwari	TITO	II-CIVIL	٠	CE8404	CONCRETE TECH	1	11.20AM	DI-PERSON		YES.	MEJANEULDIOAM NECH					
	22.01.1	Raja R.	CSE	III-CSE-B		IT#502	DICE SIGNAL PROCESSING	<u> </u>	3.15PM	DI-PERSON		TUTOR TAL HE	METANBULD DAM MECH	TUTORIAL HR				
	22.01.1	Sergina-wa	55A	DC SE-B	4	Conx. Hr	Coom Hr		1.22PM	DAPERSON		NA	MEJAMBULINDAM MECH	Placement oriented Trg.				
	23-01-1	R. Semantary appear	ECE	III ECE A		350 (651	PRENCEPLES OF LUMIAGENEEST		2 55 934	D1-9E850N	- 5	ND	MANADHURANIYA IT	Demation due to Sebaranale Vatra	that get back the attered Hours			
	23-01-1	P Ratio Mone	ECE	IN ECE B	6	EC 6501	VLEI DESIGN		3.30 P.M	DI-PERSON		OK	MANADHURANDA IT	Abored to 3.5 Victors V.				
		F T.Pradespicarcas		II NIECH A	4	MA \$452	231	377	3.40 P.M	DI PERSON		120	NE MADRIERANDA IT	SPECIAL TIME TABLE	-			
		Materia and			1	ME 3491			3.45 P.M.		L	1,40	MANADHURANIYA IT	SPECIAL TIME TABLE				
		P K ChellaPryra	14/2	II B TECH II		MA 1391				DAPERACE!			VE VEITTINGED ECE	- 1 Po				
1	2 24-01-1	Stalm Durat		IV MECH-A	1	VO 4143				DAPERSON:			NO VELLINIOUS ECE					

Action to be taken by: All department coordinators

## 4. Any other points with the permission of the Chair

The coordinators requested the Member Secretary to allocate the duty in monitoring the Faculty class delivery based on their workload. Dr.S.K.Mydhili ensured it'll be taken care in upcoming days. Member Secretary informed the coordinators that as per the Chairman, IQAC/Principal instruction, the audio recordings will be audited by IQAC Coordinator-Member Secretary /HoDs/Principal in a random manner to improvise and avoid any disputes in the teaching methodology. The same is to be informed to all faculty members by department IQAC coordinators.

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

Chairpe

Dr.D.Lakshmanan

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: Ms. Sathya M.

IQAC Coordinator Member Secretary

Dr.S.K.Mydhili

#### Copy to:

- All Hods & Members
- Office
- File



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

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

QAC Coordinator-Member Secretary

Acknowledgement:

S.No.	Faculty	Position	Signature
1	Mr. Jambulingam S	Coordinator/Mech.	the state
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr.Vellingiri A	Coordinator/ECE	Dea
4	Ms. Sathya M	Coordinator/SNH	M.68
5	Ms. Madhuramya R	Coordinator/IT	2 Min
6	Ms.Jagedeswari R	Coordinator/Civil	pit
			Kind

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



KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035 Phone No.: 0422-4419999 Ext: 9793; E-mail: kiteiqac@kgkite.ac.in

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:

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

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:

- 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.Madhuramya R.

IQAC Coordinator Member Secretary

Dr.S.K.Mydhili

Chairgerson-IQAC Dr.D.Lakshmanan

#### Copy to:

- All Hods & Members
- Office
- File



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

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.	( Sure)
2	Mr. Sureshkumar R	Coordinator/CSE	1
3	Mr.Vellingiri A	Coordinator/ECE	000
4	Ms. Sathya M	Coordinator/SNH	NOL.
5	Ms. Madhuramya R	Coordinator/IT	B HILL
6	Ms.Jagedeswari R	Coordinator/Civil	0.0
			Karl

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



KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035 Phone No.: 0422-4419999 Ext: 9793; E-mail: kiteiqac@kgkite.ac.in

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
l.	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



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

### <u>Agenda</u>

- 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.	The state of the s
2	Mr. Sureshkumar R	Coordinator/CSE	
3	Mr.Vellingiri A	Coordinator/ECE	(NOV)
4	Ms. Sathya M	Coordinator/SNH	H.B.
5	Ms.Jagedeswari R	Coordinator/Civil	D. J.
6	Ms. Madhuramya R	Coordinator/IT(Outgoing)	a wit
7	Ms. Shirley Josephine Mary R	Coordinator/IT(Incoming)	P. Sily

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



KGISL INSTITUTE OF TECHNOLOGY, COIMBATORE -641 035

Phone No.: 0422-4419999 Ext: 9972; E-mail: kiteiqac@kgkite.ac.in

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 3<sup>rd</sup> 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