

PREAMBLE:

As per the guidelines of National Assessment and Accreditation Council (NAAC), the establishment of Internal Quality Assurance Cell (IQAC) is a mandatory requirement for all NAAC-accredited institutions. The IQAC of KGISL Institute of Technology, has been instilled in the campus on 19-11-2018 and has been consistently and actively involved in quality nourishment and quality improvement actions. The IQAC cell of the KGISL Institute of Technology works on evolving strategies to remove deficits and improve quality, channelizing the efforts of the Institute towards achieving holistic academic excellence.

1.1 Major Functions

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through Management Information System (MIS) for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

(Ref: [https:// www.annaniv.edu](https://www.annaniv.edu))

1.2 Council Members

S. No.	Role as defined by NAAC	Nominated Personnel	Name ,Designation & Affiliation
1	Chairman	Principal	Dr.Lakshmanan D.
MEMBERS:			
2.	Senior Administrative Officer	Administrative Officer	Mr.Manikandan D.
3.	Senior Teacher	HoD/IT	Dr.Vijaya G.
4.	Senior Teacher	HoD/CSE	Dr.PasumponPandian A.
5.	Senior Teacher	HoD(i/c)/CIVIL	Prof. Chinnasamy
6.	Senior Teacher	HoD/MECH	Dr.K.LakshmiNarayanan
7.	Senior Teacher	HoD/ECE	Dr.Sridevi A.
8.	Senior Teacher	HoD/SNH	Dr.Rohini V.
9.	Management	Director	Dr.R.Ravichandran
10.	Member from Local Society	External Expert	Dr.S.U.Prabha
11.	Student Member	Student	Ms.Vallikannu IV/IT
12.	Employer / Industrialist/ Stakeholder	Alumni	Mr.Vignesh Gurusamy
13.	Employer / Industrialist/ Stakeholder	Industry Member	Mr.Parthasarathe P.
14.	Senior Teacher	Coordinator-Member Secretary	Dr.S.K.Mydhili

1.3 Department Coordinators

S.No.	Department	Coordinator	Designation
1.	Civil	Ms.Jagadeswari R.	Assistant Professor
2.	CSE	Mr.Suresh Kumar R.	Assistant Professor
3.	ECE	Mr.Vellingiri A.	Assistant Professor
4.	Mech	Mr.Jambulingam S.	Assistant Professor
5.	IT	Ms. Madhuramya K.	Assistant Professor
6.	SNH	Ms.Sathya M.	Assistant Professor

2. QUALITY INITIATIVES

2.1 Enhancement of IQAC activities: Dr.S.K.Mydhili, Professor, Department of Computer Science and Engineering took charge as Coordinator-Member Secretary, IQAC on 19.11.2018.

2.2 Preparation of IQAC Report: The IQAC report format to be submitted at the end of each semester is provided, which involves a periodic and regular process of data collection from the each department through their department IQAC coordinator. This is then consolidated into a final report by the IQAC. IQAC has planned to provide ready reckoner to make the process simpler, more streamlined, easily understood and followed by all the concerned people. The Ready Reckoner is planned to contain some basic information about IQAC, its members, functions, activities and also formats for AQAR.

2.3 Creation of website column: To readily access the details of IQAC and its workings and activities KGISL Institute of Technology website with unique page for IQAC is created. The website contains basic information about IQAC - its members, functions, activities, AQAR format. It is periodically updated to reflect the current activities of the IQAC.

2.4 Setting up of IQAC Office: The IQAC is a central nodal agency to coordinate and consolidate quality activities at the Institute level. In this regard, it was found necessary to have a functioning office space and infrastructure for the IQAC team to conduct its continual activities. Steps were initiated to accommodate the office space temporarily in the Academic Block, KGISL Institute of Technology. Currently it is functioning in the Administrative Block (Ground Floor).

2.5 Creation of benchmarks (indicative)

2.5.1 Academic

- Average pass percentage of students > 90
- Average placement of students (on-campus) > 70
- Average drop-out percentage of students < 2
- Number of books per students in the library > 80 to 100
- Faculty/ student ratio < 1:20
- Student/ Computer ratio < 5:1
- Percentage of teachers with Ph.D qualification > 60 – 90
- Academic audit periodicity: Every semester

2.5.2 Research and Development

- Number of on-going research projects per Department > 5 per year
- Percentage of Departments with UGC-SAP/ CAS and DST-FIST > 60
- Number of Patents per year > 1
- Number of Technology Transfers per year > 2
- Average publication per faculty per year > 2
- Number of Conferences per year per department > 1
- Publication of Research Journal > 2 issues/ year

2.5.3 Recognition

- NBA Accreditation: For all the eligible UG/ PG programs in a phased manner
- NIRF Rankings: Within Top 10 in all categories
- NAAC Accreditation
- UGC Recognition

2.5.4 Infrastructure

- Individual block for every department

3. CONDUCT OF TRAINING PROGRAMMES

3.1 Faculty Members:

NAAC Awareness Seminar/ Training Programme for Teaching Faculty:

In order to create awareness and train faculty members from Higher Education Institutions to sustain and improve quality, a two day NAAC Awareness Seminar/Training Programme on "*Importance of Accreditation in higher education*" was conducted by IQAC on November 29th and 30th, 2018. The topics covered in this programme were: Role of IQAC in NAAC, Need for accreditation, Importance of Stake holder participation, Assessment and Evaluation methodology, Quality Culture, CDIO, Outcome based Education, Effective documentation and presentation. The lectures were delivered by Senior Professors and Academic leader

Workshop on "*Outcome Based Education*" was organized by IQAC. IQAC Coordinators organized a One-day Workshop on "Outcome Based Education" on 20-07-2019. The workshop was organized to facilitate the faculty members in NBA accreditation work. The following aspects were covered in the course of the program: Overview of Accreditation, Overview of OBE, Preparation of Learning outcomes for OBE, Preparation of Learning outcomes for Bloom's Taxonomy, Assessment and Accreditation – NBA perspective. The One Day Workshop had 5 sessions of one hour duration each, with lectures delivered by Senior Professors having expertise and experience in Quality Assurance in OBE.

3.2 Non-Teaching (Technical and Administrative) Staff Members:

NAAC Awareness Seminar/ Training Programme for Non-Teaching Faculty:

IQAC organized a Training Programme on "Empowering Computer Skills" for the benefit of Technical and Administrative Staff of KGISL Institute of Technology on 3rd May, 2019. Around 25 staff members from various Departments participated and benefitted from this Training programme. The following aspects were covered in the course of the program: Effective Computer management, Email Etiquette, Records and Register Management, Documentation Management. The Training Programme consisted of 5 sessions of 2 hours duration each starting from 2.30PM to 4.30PM, spread over five days. The sessions were delivered by senior professors and academic leaders having expertise and experience in maintaining quality.

4. PREPARATION OF ANNUAL QUALITY ASSURANCE REPORT (AQAR)

4.1 Data Collection: The IQAC analyses the nature of data to be collected for the Annual Quality Assurance Report and identifies key authorities/personnel to be involved to furnish specific information under each component.

4.2 Consolidation and Submission: Subsequent to the collection of information, IQAC goes through all the individual data and consolidates them. It then prepares a consolidated report and submits to NAAC – HQ and to the syndicate of Anna University. The soft copy will be uploaded in the College website. The AQAR for 2019-20 has been planned for submission by IQAC by June/July 2020.

5. IQAC MEETINGS

5.1 Periodic Internal Meetings: The members of IQAC meet periodically to carry out the IQAC activities. The agenda of the meetings involve as the following: preparation of IQAC report, quality sustenance activities, distribution of information pertaining to IQAC, preparation for the conduct of training programmes, etc.. At the beginning of the academic year, a road map is drawn up which acts as a broad guiding structure to carry out the IQAC activities in a timely and appropriate manner.

5.2 Annual Council Meeting : The IQAC Council members conduct an annual meeting, chaired by the honourable Chairman of IQAC, where the following agenda points are presented (for the information, approval, consideration and approval of the Council members): Status of IQAC Activities, Budget estimates and Purchase activities, Preparation of AQAR, Conduct of Academic Audit, Submission for NAAC Accreditation, Conduct of NAAC Training Program and Infrastructure requirement for IQAC. The 1st Council meeting of the Internal Quality Assurance Cell has been planned by May 2020 in the KGISL Institute of Technology.

6. QUALITY SUSTENANCE ACTIVITIES

6.1 Facilitating Academic Audit: IQAC initiated sending circular/e-mail to Department Heads through Principal, to conduct Academic Audit for the academic year 2019- 20.

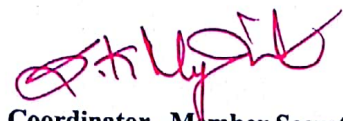
6.2 Facilitating Publication of Research Journal: IQAC initiated the formation of core committee to explore the Publication of 'Research Journal' by KiTE Faculty. The Research Journal publication has been planned by the end of April 2020.

6.3 Coordination of NIRF Ranking: IQAC initiated the formation of a core committee including Nodal Officer, Campus Coordinators and Department-wise Coordinators, for collection and consolidation of comprehensive data. A

Comprehensive Action Plan was prepared with timelines for successful submission of data well before the deadline. Simplified formats were shared through mails to collect data under five categories namely: Teaching, Research, Graduate Outcome, Outreach and Perception. Several circulars were prepared and issued through proper channel to all the information providers. Timetable was prepared to upload the Department data by the respective Department Coordinators. Several review meetings were also arranged to ensure the validation and completion of work within the timelines.

6.4 Coordination for NBA Accreditation IQAC helps the department in giving inputs such as: Hints to prepare PPTs, List of documents to be submitted, Arrangements to be made in the: Seminar Hall/ Department Labs/ Department Library, Display for various Registers/ Files/ Certificates/ Awards etc. Sharing the scientist's photos, conducting mock test for students/ staff to create awareness, coordinating with the NBA Team etc.

6.5 Other Rankings/Recognition/Awards NBA Accreditation: NBA accreditation has to be mandated for all the courses offered except Civil Engineering. KGISL Institute of Technology has applied for accreditation from National Board of Accreditation.



Coordinator –Member Secretary
IQAC



Chairperson
IQAC

KITE IQAC