



KGiSL Institute of Technology

KGiSL Institute of Technology

(Affiliated to ANNA University, Chennai and Approved by AICTE, New Delhi)
365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore – 641035.



IQAC MEETING MINUTES

ACADEMMIC YEAR 2018-2019

INTERNAL QUALITY ASSURANCE CELL

Circular

Date: 12-12-2018

The Second Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2018-2019 will be on 17-12-2018 at 10:00 AM in Board Room. All the IQAC members are hereby informed to attend the meeting without fail.

The Meeting's Agenda:

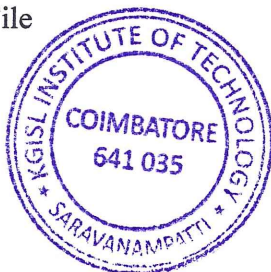
1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2018-2019 EVEN semesters
3. Academic Council Meeting
4. NBA-Accreditation Process, ISO Process
5. Project work — Final Year
6. Faculty students' participation in conferences
7. Innovation in Teaching and Learning Process
8. Internal Assessment and Question Papers Setting
9. Faculty Activities and Achievements
10. Research and Development Activities
11. Class Committee Meetings
12. Value added courses and certificate courses
13. NPTEL online Courses
14. Training and Placement Activities
15. Academic and Administrative by IQAC


Coordinator (IQAC)


Chairperson

Copy to:

1. Principal
2. Professor/ HODs – to be circulated to all faculty members
3. IQAC Coordinators
4. File




Dr. S.SURESH KUMAR, M.E., Ph.D., C.Engg.
Principal
KGiSL Institute of Technology
Saravanampatti, Coimbatore - 641 035

List of IQAC Committee Members are as follows:

| S.No. | Name | Category | Present Designation/ Occupation |
|-------|-------------------------|--|------------------------------------|
| 1 | Dr. Lakshmanan D | Principal | Chairman |
| 2 | Mr. Manikandan D | Administrative Officer | Management Representative |
| 3 | Dr. Lakshmi Narayanan V | HoD/MECH | Internal Member |
| 4 | Dr. Pasumpon Pandian A | HoD/CSE | Internal Member |
| 5 | Dr. Sridevi A | HoD/ECE | Internal Member |
| 6 | Dr. Rohini | HoD/ S&H | Internal Member |
| 7 | Mr. Vignesh Gurusamy | Sr. Software Developer, Link Street Learning Pvt. Ltd, Bangalore | Alumni |
| 8 | Mr. Arun Krishna | N/W Administrator, Mercy Healthcare, Melbourne, Australia. | Alumni |
| 9 | Mr. Parthasarathy P | Vice-President -Delivery, KGiSL GSS, Coimbatore | Industry Member |
| 10 | Mr. Muralidharan | Director, CTC | Industry Mentor |
| 11 | Mr. Yuvanesh R | III CIVIL | Student Member |
| 12 | Ms. Subiksha Pattnaik | II ECE | Student Member |
| 13 | Ms. Vallikannu | IV IT | Student Member |
| 14 | Dr. Vijaya G | HoD / IT | Coordinator |



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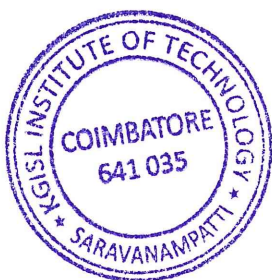
Date: 12-12-2018

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

The second Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2018-2019 was held 17-12-2018 at 10:00 AM in KiTE Board Room, with the following agenda items being discussed.

Agenda for the meeting:

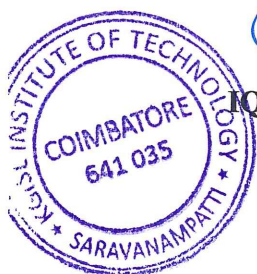
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11. Class Committee Meetings
16. Value added courses and certificate courses
17. NPTEL online Courses
18. Training and Placement Activities




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Points that were discussed:

- The Chairperson reviewed the Institution's Academic Calendar for the Even Semester of 2018-2019.
- The principal emphasized the importance of the Academic Council Meeting for the current Even semester.
- The committee instructed the Heads of Departments (HODs) to encourage students in their respective departments to complete innovative project work.
- All HODs have been directed to initiate the ISO and NBA accreditation process and make progress towards achieving it.
- Senior faculty members proposed organizing a national workshop to provide practical education to students.
- The committee stressed the need to hold a class committee meeting for students, in accordance with university norms, to gather feedback for future improvements.
- The student representative discussed plans for the farewell event for final-year students.
- The HODs were instructed by the committee to promote participation of their faculties in various Faculty Development Programs.
- The committee directed the HODs to ensure that the faculties have completed their respective Theory and Practical subjects, as per university criteria, and maintain records of this in their course files regularly.
- The committee insisted on conducting regular Parents Teachers Meetings as per university guidelines.
- Industry experts offered their support for Research and Development activities.
- The IQAC coordinator emphasized the need to conduct all tests and exams according to the academic calendar and update web portal data inputs in a timely manner, as per university circular and regulations.
- The IQAC Coordinator urged the training and placement cell to increase the number of on-campus placement drives by attracting reputable organizations.








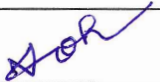



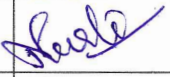


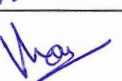
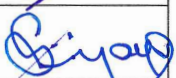
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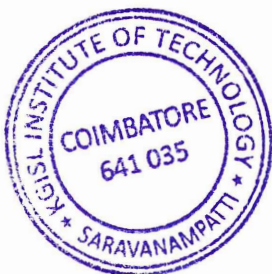
IQAC Coordinator


[Signature]
Dr. S.SURESH KUMAR, M.E., Ph.D., C.Engg.
Principal
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Saravanampatti, Coimbatore - 641 035

[Signature]
Chairman

The following Members attended the meeting:

| S.No. | Name | Category | Present Designation/ Occupation | Signature |
|-------|-------------------------|---|------------------------------------|---|
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| 2 | Mr. Manikandan D | Administrative Officer | Management Representative |  |
| 3 | Dr. Lakshmi Narayanan V | HoD/MECH | Internal Member |  |
| 4 | Dr. Pasumpon Pandian A | HoD/CSE | Internal Member |  |
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INTERNAL QUALITY ASSURANCE CELL

Circular

Date: 15-08-2018

The First Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2018-2019 will be on 20-08-2018 at 10:00 AM in Board Room. All the IQAC members are hereby informed to attend the meeting without fail.

The Meeting's Agenda:

- Introduction of IQAC Members
- Review the Academic Calendar for 2018-2019 ODD semester
- Academic Council Meeting
- NBA-Accreditation Process, ISO Process
- Innovation in Teaching and Learning Process
- Internal Assessment and Question Papers Setting
- Faculty Activities and Achievements
- Research and Development Activities
- Class Committee Meetings
- Value added courses and certificate courses
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- Training and Placement Activities
- Academic and Administrative by IQAC
- First year Motivational Programme



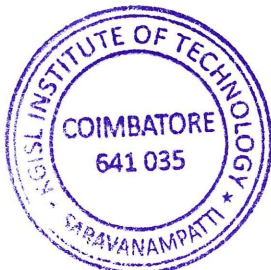
Coordinator (IQAC)




Chairperson

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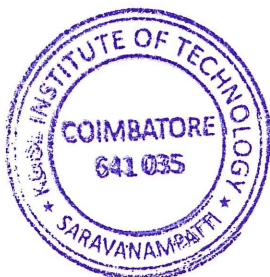
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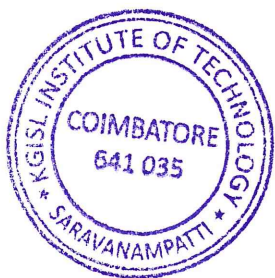
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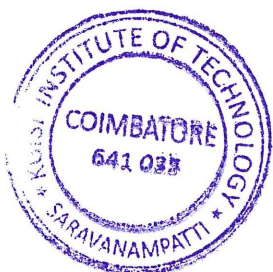

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Points that were discussed:

- The Chairperson introduced all the IQAC members for the academic year 2018-2019 and outlined their primary responsibilities, which include initiating, planning, and supervising various academic activities aimed at improving the quality of education provided by our institutions.
- The committee discussed the importance of having an IQAC in the institute and urged the HODs to take action on the issues presented during the meeting.
- The principal emphasized the need to prioritize the Academic Council Meeting for the current odd semester.
- All HODs have been instructed to commence the ISO and NBA accreditation process and work towards achieving it.
- Senior faculty members proposed organizing a national workshop to provide practical education to students.
- The committee insisted on holding a class committee meeting for students, following university norms, to gather feedback for future improvements.
- The HODs were directed by the committee to encourage their respective faculties to participate in various Faculty Development Programs.
- The committee instructed the HODs to certify that the faculties have completed their respective Theory and Practical subjects in accordance with university criteria and to maintain records of this regularly in their course files.
- The committee has emphasized the importance of conducting regular Parents Teachers Meetings.
- The committee members instructed all faculties to maintain the necessary documents for the internal audit, which will be conducted by the IQAC.
- HODs discussed the visits of their students to industries for practical knowledge acquisition.
- The IQAC coordinator suggested including activity-based learning such as role play and quizzes in the quality initiatives for the teaching and learning process.



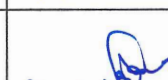

IQAC Coordinator

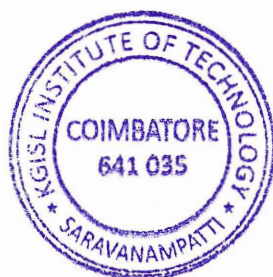

Chairman




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