



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 2020-2021**



## KGiSL Institute of Technology

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### INTERNAL QUALITY ASSURANCE CELL

#### Circular

Date: 17-12-2020

The Second Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2020-2021 will be on 23-12-2020 at 10:00 AM in the Board Room. All the IQAC members are hereby informed to attend the meeting without fail.

#### Agenda :

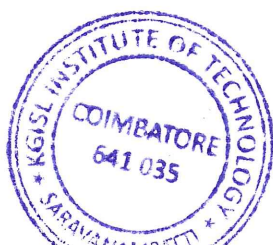
1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2020-2021 EVEN semesters
3. Online teaching and learning tools awareness programme (Covid' 19-Pandemic)
4. Academic Council Meeting
5. NBA-Accreditation Process, ISO Process
6. Project Work — Final Year
7. Faculty Students' participation in Conferences
8. Innovation in Teaching and Learning Process
9. Internal Assessment and Question Papers Setting
10. Faculty Activities and Achievements
11. Research and Development Activities
12. Class Committee Meetings
13. Value added courses and certificate courses
14. NPTEL Online Courses
15. Training and Placement Activities
16. Academic and Administrative by IQAC

  
Coordinator (IQAC)

  
Chairperson

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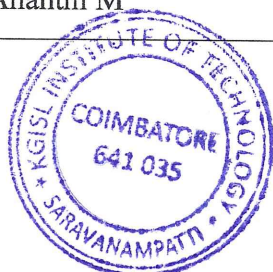
1. Principal
2. Professor/ HODs – to be circulated to all faculty members
3. All IQAC Coordinator
4. File



  
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.Vijaya Chamundeeswari	Principal	Chairman
2	Mr.Manikandan D	Administrative Officer	Management Representative
3	Mr.Praveen R	Senior Software Engineer, Robert Bosch	Industry Member
4	Mr.Eswaran Parthipan	Founder-CEO, Sakthi PCUBE innovative, Chennai.	Industry Member
5	Ms. Aarthi R	Technical Consultant Capgemini, Chennai	Alumni
6	Ms. Padmashree	Associate Software Engineer Ameex Technologies	Alumni
7	Dr.S.Suresh Kumar	Vice Principal	Internal Member
8	Dr.Narayanasamy C	HoD /MECH	Internal Member
9	Dr.Venkateshwaran Loganathan	HoD /CSE	Internal Member
10	Dr. Rejina Parvin Jameel	HoD /ECE	Internal Member
11	Mr.Joel Anandraj E	AP / IT	Internal Member
12	Dr.Vignesh Kumar P	HoD-S&H	Internal Member
13	Amrin Z	IV ECE	Student Member
14	Pavithra R	III CSE	Student Member
15	Geedha K	IV IT	Student Member
16	Dr.Ananthi M	Assistant Professor / IT	Coordinator



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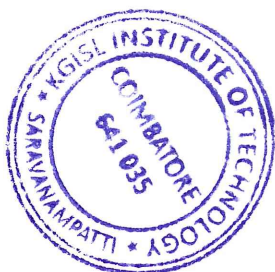
Date: 23-12-2021

### MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

The second Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2021-2022 was held 23-12-2021 at 10:00 AM in Board Room, with the following agenda items being discussed.

#### Meeting Agenda:

1. Review of previous minutes of meeting
2. Review of Academic Calendar for 2021-2022 EVEN Semester
3. NBA – Accreditation process
4. Academic Council Meeting
5. ISO – Process
6. Project work final year
7. Innovation in teaching and learning methods
8. Students Achievements
9. Faculty activities and achievements
10. Placement Activities
11. Memorandum of understanding
12. Research and Development
13. Department Activities
14. Outreach Activities
15. Class committee meetings
16. Value added course and Certification course
17. Academic and Administrative activities
18. Any other matter



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### Points that were discussed:

- The Chairperson reviewed the Academic Calendar for the Institution's 2020-2021 Even Semester.
- The principal emphasizes the creation and adoption of an Online Teaching and Learning Tools Awareness Program (COVID-19 Pandemic) in accordance with Government guidelines.
- The IQAC coordinators highlighted the importance of organizing programs by various clubs and associations, and requested all faculty members to organize more programs.
- The principal insists on giving more attention to the Academic Council Meeting for the current Even semester.
- The committee instructs the HODs to encourage students in their respective departments to complete innovative project work.
- All HODs have been instructed to initiate the ISO and NBA accreditation process and work towards obtaining accreditation.
- Senior faculty members propose holding a national workshop to provide practical education to students.
- The committee insists on holding class committee meetings for students, following university norms, to gather feedback for future improvements.
- The committee urges professors to focus more on certificate and add-on courses in their disciplines.
- The HODs were instructed by the committee to promote their faculties' participation in various Faculty Development Programs.
- The committee directs the HODs to certify that faculty members have completed their respective theory and practical subjects in accordance with university criteria, and to maintain records of this in their course files regularly.
- The committee insists on conducting regular Parents Teachers and Alumni Meetings.
- Industry experts extend their support to Research and Development activities. According to University circulars and regulations, the IQAC coordinator insists on conducting all tests and exams according to the academic calendar and ensuring timely updates of all web portal data inputs.
- The IQAC Coordinator insists on increasing the number of on-campus placement drives by bringing in more reputable organizations through the training and placement cell.



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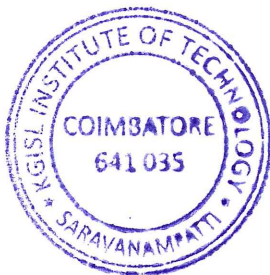
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- The committee emphasizes the importance of holding motivational classes for academic toppers, raising awareness of current industrial needs, and identifying strengths and weaknesses of slow learners, while providing additional coaching classes to enhance their academic performance.
- Alumni suggest conducting awareness programs by the Training and Placement Cell for all departments.
- The committee members demand that all stakeholders keep documentation for academic and administrative audits to be conducted by the IQAC.
- The committee suggests strictly advising everyone entering the campus to adhere to COVID-19 preventive measures prescribed by the central and state government authorities.

  
**IQAC Coordinator**

  
**Chairman**



  
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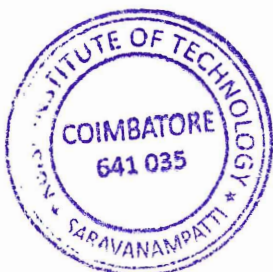
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The First Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2020-2021 will be on 23-07-2020 at 10:00 AM through online mode. All the IQAC members are hereby informed to attend the meeting without fail.

#### Agenda:

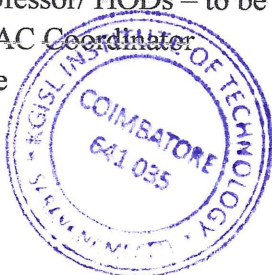
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- Academic and Administrative by IQAC
- First year motivational programme

  
Coordinator (IQAC)

  
Chairperson

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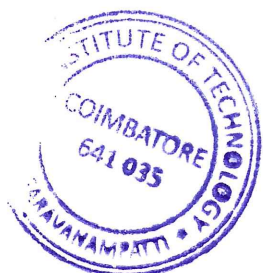
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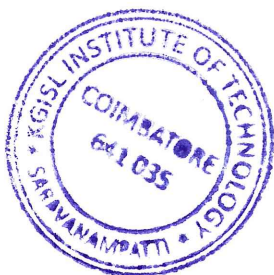
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#### Agenda for the meeting:

- Review of previous minutes of meeting
- Review the Academic Calendar for 2020-2021 ODD semesters
- Online teaching and learning tools awareness programme (Covid'19-Pandemic)
- Academic Council meeting
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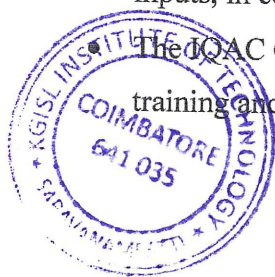
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### Points that were discussed:

- The Chairperson reviewed the Institution's Academic Calendar for the Odd Semester of 2020-2021 and highlighted the outcomes of the activities organized for the benefit of faculty members and students during the academic year 2019-2020.
- The principal insists on creating and adopting an Online Teaching and Learning Tools Awareness Program in accordance with Government guidelines during the COVID-19 pandemic.
- Skill-based technical programs will be incorporated into the Institution's Academic Calendar for the 2020-2021 Odd Semester as scheduled.
- The principal emphasizes the need to give more attention to the Academic Council Meeting for the current Even semester.
- All HODs have been instructed to initiate the ISO and NBA accreditation process and work towards achieving accreditation.
- The committee insists on conducting class committee meetings for students, following university norms, in order to obtain feedback for future improvements.
- The committee instructs professors to adopt new teaching approaches to enhance students' learning capacities.
- The committee urges professors to focus more on certificate and add-on courses in their respective disciplines.
- The HODs have been instructed by the committee to encourage their faculties to engage in various Faculty Development Programs.
- The committee directs the HODs to certify that faculties have completed their respective Theory and Practical subjects in accordance with university criteria, and to maintain regular records in their course files.
- Industry experts have extended their support to Research and Development activities.
- According to University circulars and regulations, the IQAC coordinator insists on conducting all tests and exams as per the academic calendar and ensuring timely updates of all web portal data inputs, in compliance with Government guidelines during the COVID-19 pandemic.
- The IQAC Coordinator insists on increasing the number of on-campus placement drives through the training and placement cell by collaborating with more reputable organizations.



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- Alumni suggest conducting awareness programs by the Training and Placement Cell for all departments.
- The committee members demand that all stakeholders maintain documentation for academic and administrative audits to be conducted by the IQAC.

  
IQAC Coordinator

  
Chairman



  
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