



KGiSL Institute of Technology

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



IQAC MEETING MINUTES

ACADEMMIC YEAR 2021-2022



KGiSL Institute of Technology

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INTERNAL QUALITY ASSURANCE CELL

Circular

Date: 19-12-2021

The second Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2021-2022 will be on 23-02-2021 at 10:00 AM in Board Room. All the IQAC members are hereby informed to attend the meeting without fail.

Agenda for the meeting:

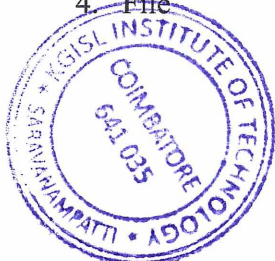
1. Review of previous minutes of meeting
2. Review of Academic Calendar for 2021-2022 EVEN Semester
3. NBA – Accreditation process
4. Academic Council Meeting
5. ISO – Process
6. Project work final year
7. Innovation in teaching and learning methods
8. Students Achievements
9. Faculty activities and 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


Coordinator (IQAC)


Chairperson

Copy to:

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




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



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List of IQAC Committee members are as follows:

S.No.	Name	Category	Present Designation/ Occupation
1	Dr.Selvam	Principal	Chairman
2	Mr. Manikandan D	Administrative Officer	Management Representative
3	Dr. S. Suresh Kumar	Vice Principal	Internal Member
4	Dr. Narayanasamy C	HoD/MECH	Internal Member
5	Dr. Ramkumar R P	HoD/CSE	Internal Member
6	Dr. Venkatesh C	HoD/ECE	Internal Member
7	Mr. Joel Anandraj E	AP / IT	Internal Member
8	Dr. Vignesh Kumar P	HoD/ S&H	Internal Member
9	Ms. Nandhini G	GBS Associate Consultant, IBM	Alumni
10	Ms. Padmashree	Associate Software Engineer Ameex Technologies	Alumni
11	Mr. Praveen R	Senior Software Engineer, Robert Bosch	Industry Member
12	Ms. Emi Tharanya	Senior IT Analyst, Goldman Sachs	Industry Member
13	Godwin Daniel V	IV ECE	Student Member
14	Pavithra R	III CSE	Student Member
15	Haripriya R	III IT	Student Member
16	Dr. Ananthi M	Assistant Professor / IT	Coordinator




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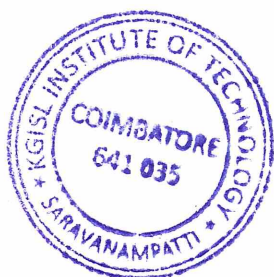
Date: 23-12-2020


MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

The second Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2020-2021 was held 23-12-2020 at 10:00 AM in the Board Room, with the following agenda items being discussed.

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




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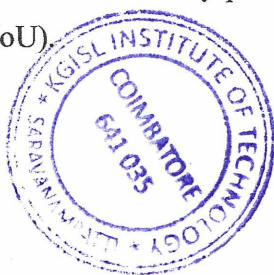
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Points that were discussed:

- The chairman has reviewed the academic calendar for the institution's 2021-2022 even semester and proposed incorporating skill-based technical programs for all departments, according to the calendar.
- All heads of departments (HODs) have been instructed to initiate the ISO and NBA accreditation processes and work towards achieving them.
- The principal emphasized the importance of giving more attention to the academic council meeting for the current even semester.
- The principal emphasized the need for students to develop their knowledge through Coursera courses
- The committee instructed the HODs to encourage students in their departments to complete their project work on time and follow the evaluation procedure.
- The committee has mandated that professors adopt new teaching approaches to enhance students' learning capacities in their courses.
- The HODs were instructed by the committee to promote their respective faculties' participation in various Faculty Development Programs.
- The committee directed the HODs to ensure that the faculties have completed their Theory and Practical subjects as per the university criteria, and to maintain a record of this in their course files regularly.
- The committee has stressed the need to conduct regular Parents Teachers Meetings.
- The IQAC coordinator insisted on conducting all tests and exams according to the academic calendar and updating the web portal data inputs on time, in compliance with university circulars and regulations.
- The IQAC coordinator urged the training and placement cell to increase the number of on-campus placement drives by attracting more reputable organizations.
- At least one activity per year must be performed under the signed Memorandum of Understanding (MoU).




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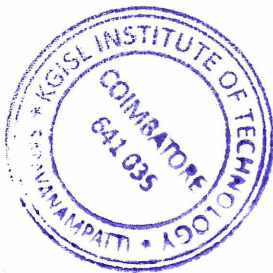
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- The committee emphasized the importance of conducting motivational classes for academic toppers, increasing awareness of current industrial needs, and identifying the strengths and weaknesses of slow learners, as well as providing additional coaching classes to enhance their academic performance.
- Alumni suggested that the Training and Placement cell conduct awareness programs for all departments.
- Alumni suggested value added courses for students to develop their domain knowledge
- The committee members demanded that all stakeholders maintain documentation for academic and administrative audits conducted by the IQAC.
- The committee insisted on creating well-defined perspective plans and their implementation.


IQAC Coordinator


Chairman




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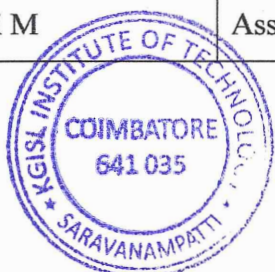
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The following members attended the meeting:

S.No.	Name	Category	Present Designation/ Occupation	Signature
1	Dr.Selvam	Principal	Chairman	
2	Mr. Manikandan D	Administrative Officer	Management Representative	
3	Ms. Emi Tharanya	Senior IT Analyst, Goldman Sachs	Industry Member	
4	Mr. Sanjith Vishna Venkatesan	SoC Design Engineer, Physical design at Intel Corporation.	Industry Member	
5	Ms. Swetha Lakshmi P	UBX Cloud, Coimbatore	Alumni	
6	Ms. Nandhini G	GBS Associate Consultant, IBM	Alumni	
7	Dr. S. Suresh Kumar	Vice Principal	Internal Member	
8	Dr. Narayanasamy C	HoD/MECH	Internal Member	
9	Dr. Ramkumar R P	HoD/CSE	Internal Member	
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11	Mr. Joel Anandraj E	AP / IT	Internal Member	
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13	Godwin Daniel V	IV ECE	Student Member	
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15	Haaripriya A L	II IT	Student Member	
16	Dr. Ananthi M	Assistant Professor / IT	Coordinator	



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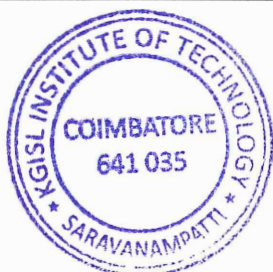
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INTERNAL QUALITY ASSURANCE CELL

Circular

Date: 20-08-2021

The First Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2021-2022 will be on 25-08-2021 at 10:00 AM in Board Room. All the IQAC members are hereby informed to attend the meeting without fail.

Agenda for the meeting:

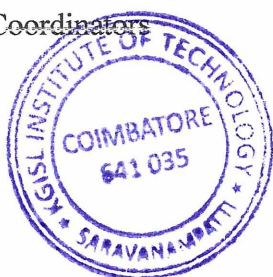
1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2021-22 ODD semesters
3. Academic council meeting
4. Class Committee meetings and Tutor Ward Meetings
5. Updation on ISO, NBA process
6. Faculty and students participation in Conferences
7. Innovation in Teaching and Learning Process
8. Internal Assessment
9. Faculty Activities and Achievements
10. R&D Activities
11. Value Added Courses and Certificate Courses
12. NPTEL and Course era courses
13. Training and Placement Activities
14. Academic and Administrative activities by IQAC
15. First year motivational programmes


Coordinator (IQAC)


Chairperson

Copy to:

1. Principal
2. Professor/ HODs – to be circulated to all faculty members
3. IQAC Coordinators
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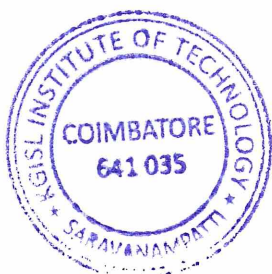
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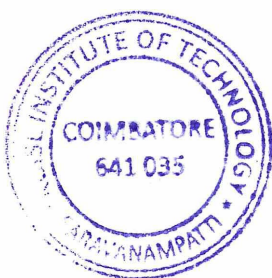
Date: 25-08-2021

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

The First Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2021-2022 was held 25-08-2021 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 the Academic Calendar for 2021-22 ODD semesters
3. Academic council meeting
4. Class Committee meetings and Tutor Ward Meetings
5. ~~Update on ISO, NBA process~~
6. Faculty and students participation in Conferences
7. Innovation in Teaching and Learning Process
8. Internal Assessment
9. Faculty Activities and Achievements
10. R&D Activities
11. Value Added Courses and Certificate Courses
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14. Academic and Administrative activities by IQAC
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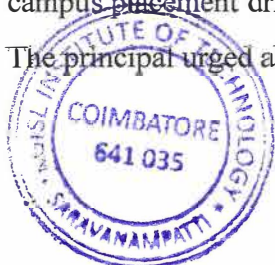
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Points that were discussed:

- The chairperson reviewed the institution's Academic Calendar for the odd semester of 2021-22 and explained that the IQAC has the prime responsibility of initiating, planning, and supervising various activities aimed at enhancing the quality of education provided by the institution.
- The principal emphasized the importance of giving more attention to the Academic Council Meeting for the current even semester.
- All the HoDs have been instructed to commence the ISO and NBA accreditation process and work towards achieving accreditation.
- The committee stressed the need to conduct class committee meetings with students, following university norms, in order to gather feedback for future improvements.
- The committee directed professors to adopt new teaching approaches in their courses, with the aim of obtaining feedback for future enhancements.
- The principal urged all HODs to focus on the implementation of the Choice Based Credit System (CBCS) with a new curriculum and syllabus for the academic year 2021-2022, as per the regulations of 2012.
- The committee mandated that the HoDs certify that faculty members have completed their respective theory and practical subjects in accordance with university criteria, and keep a record of this in their course files on a regular basis.
- The committee insisted on conducting regular Parents-Teachers Meetings.
- The committee emphasized the need to engage in more outreach and extension activities pertaining to rural social welfare operations.
- According to University circulars and regulations, the IQAC coordinator stressed the importance of conducting all tests and exams as per the academic calendar and ensuring timely updates of all web portal data inputs.
- The IQAC coordinator insisted that the training and placement cell increase the number of on-campus placement drives by collaborating with reputable organizations.
- The principal urged all HoDs to focus on establishing MoUs with industries and other institutions.



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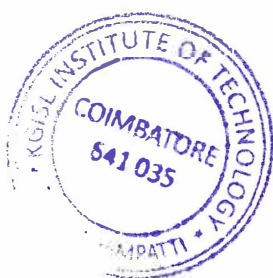
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- The committee instructed the HoDs to ensure that teaching faculty have completed their course files and verify that the laboratory equipment is adequate for conducting experiments.
- The committee members discussed the schedule for the first-year motivational program.
- The committee insisted on organizing a staff orientation program.
- The IQAC coordinator suggested that the internal exams adhere to the academic calendar.


IQAC Coordinator


Chairman




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