



## KGiSL Institute of Technology

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



### INTERNAL QUALITY ASSURANCE CELL

#### Circular

Date: 21.12.2023

The First Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2023-2024 will be on 03.01.2024 at 10:00 AM in KiTE IQAC 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 2023-24 **Even(Higher and Lower)** semesters
3. Review of Odd Semester Feedback – Course-End Survey/Student Feedback on Faculty
4. Review of Department OKR(Objectives and Key Results) and KPI (Key Performance Indicators)
5. Review Accreditation – NAAC and NBA for ECE and CSE programs
6. IQAC Audit plan for Even semester
7. Review of courser course of Odd semester and plan for even semester
8. Review of Faculty Activities and Achievements
9. Review of R&D Activities
10. Review of e-governance for various academic and administrative activities
11. Review of Performance Appraisal System – QIP and PIP
12. Two new course (CSE-AIML and CSE-CyS) for the academic year 2024-25

Director, IQAC



#### Copy to:

1. CEO – KiTE
2. Governing Council
3. Professor/ HODs – to be circulated to all faculty members
4. All IQAC Committee members
5. File

Chairperson

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



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List of IQAC Committee members are as follows:

S.No	Name and Designation	Occupation
1.	<b>Dr. S.Sureshkumar</b> Principal	Chairperson
2.	<b>Dr.P.Shankar</b> Director-(A&A)	Members from Management
3.	<b>Mr. RamakrishnanG.</b> Sr. Manager, KGiSL Trust <b>Mr. Manikandan D.</b> Administrative Officer	Senior Administrative Officer
4.	<b>Mr. Jayakanthan S.</b> Secretary, Vidiyal Social Welfare Trust, PunjaiPulampatty, Sathyamangalam	Nominee - Local Society Representative
5.	<b>Mr. Sedhuram M.</b> Sr. Software Engineer, Verizon India, Chennai (Batch: 2012-2016)	Nominee - Student Alumni
6.	<b>Mr. GowthamSiddarth G.</b> Managing Director, LingaAgri Trading and Machinery Pvt. Ltd. Coimbatore - 641 103	Nominee - Industrialist
7.	<b>Mr. Thangaraj D.</b> Superintendent of GST & Central Excise, Office of the Commissioner of GST & Central Excise, Tirupur - 641 603 (Parent of Mr. Akshan. T, IV Yr. - IT Dept.)	Nominee - Stakeholder (Parent)
8.	<b>Mr. Vishnu T.U.</b> Founder & CEO, Machenn Innovations, Ganapathy, Coimbatore - 641 006	Nominee - Employer
9.	<b>Dr.S.Kalpana</b> Head/ AI & DS <b>Dr.P.Rajkumar</b> Head/ CSBS <b>Dr. Thenmozhi T.</b> Head/ CSE <b>Dr. Venkatesh C.</b> Head/ ECE <b>Dr. Sankar Ram N.</b> Professor & Head, IT <b>Dr. Senthil Kumar K.G.</b> Head/ MBA <b>Dr. Venugopal T.</b> Head/ MECH <b>Dr. Kathiravan N.</b> Dean, S&H <b>Dr. Vignesh Kumar P.</b> Professor & Head, S&H	Members faculty - HoDs Associate Professors Assistant Professors
12.	<b>Mr. DarshanSeshathri K.S.</b> III Yr. B.Tech: AI & DS (Batch: 2020-2024)	Nominee - Student
13.	<b>Dr. Shreeram B.</b> Director - IQAC	Director - IQAC



**Date: 03.01.2024**

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

The First Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2022-2023 even semester was held 03.01.2024 at 10:00 AM in KiTE IQAC Board Room, with the following agenda items being discussed.

**Agenda for the meeting:**

1. Review of previous minutes of meeting
2. Review the Academic Calendar for 2023-24 **Even(Higher and Lower)** semesters
3. Review of Odd Semester Feedback – Course-End Survey/Student Feedback on Faculty
4. Review of Department OKR(Objectives and Key Results) and KPI (Key Performance Indicators)
5. Review Accreditation – NAAC and NBA for ECE and CSE programs
6. IQAC Audit plan for Even semester
7. Review of courser course of Odd semester and plan for even semester
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9. Review of R&D Activities
10. Review of e-governance for various academic and administrative activities
11. Review of Performance Appraisal System – QIP and PIP
12. Two new course (CSE-AIML and CSE-CyS) for the academic year 2024-25

**Points that were discussed:**

Dr. S. Sureshkumar, Principal, welcomed all the members who were present in the meeting.

- The Chairperson reviewed the action taken on the previous meeting minutes.
- Dean Academic presented the academic calendar for the even semester and finalized the calendar.
- The Director of IQAC presents the Course-End Survey and Student Feedback on Faculty, organized course-wise and department-wise
- The chairperson and Director (A&A) reviewed the OKR (Objectives and Key Results) and KPI (Key Performance Indicators) for the academic year 2023-2024 odd semester.





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- The Director of IQAC presents the status of NAAC and NBA accreditation process for ECE and CSE programs.
- Director IQAC Presents the IQAC Audit schedule for even semester.
- Reviewed completed coursera course status and plan for even semester.
- Reviewed the faculty participation in Seminar / Workshops / Conferences / FDPs / Competitions / Journal Publications / IPR / Proposals Submitted / Granted from various funded agencies.
- Awards and recognition of faculty and students.
- Reviewed the R&D and other activities(VAC,IIPC,IIC,Outreach and training & placement)
- Reviewed the status of e-governance for various academic and administrative activities
- Reviewed Performance Appraisal System – QIP and PIP
- The chairperson and Director (A&A) discussed about two new course (CSE-AIML and CSE-CyS) for the academic year 2024-25

Next meeting is schedule on 03.01.2024. The meeting ended with the thanks notes to all the members for attending the meeting.



  
Director - IQAC




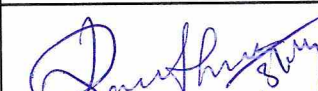
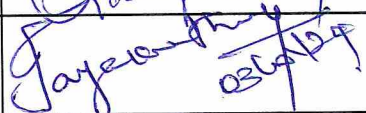
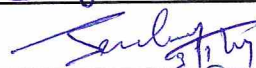
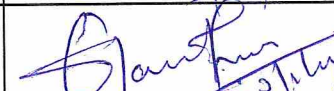
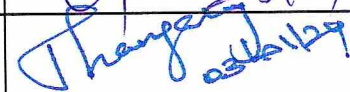
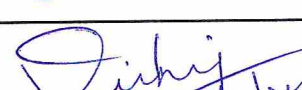
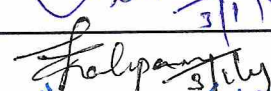

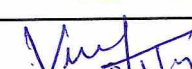
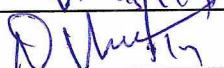
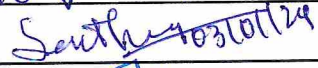

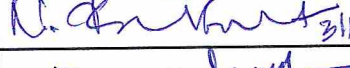
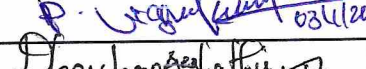

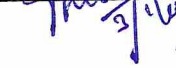
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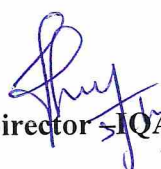
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Chairperson  
**Dr. S.SURESH KUMAR, M.E., Ph.D., C.Eng**  
Principal  
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The following members were present during the meeting held on 03.01.2024, in the IQAC Boardroom.

S.No	Name and Designation	Occupation	Signature
1.	Dr. S.Sureshkumar, Principal	Chairperson	
2.	Dr.P.Shankar, Director-(A&A)	Members from Management	— Leave —
3.	Mr. Ramakrishnan G. Sr. Manager, KGiSL Trust Mr. Manikandan D. AO	Senior Administrative Officer	
4.	Mr. Jayakanthan S. Secretary, Vidiyal Social Welfare Sathyamangalam	Nominee - Local Society Representative	
5.	Mr. Sedhuram M. Sr. Software Engineer, Verizon India,	Nominee - Student Alumni	
6.	Mr. Gowtham Siddarth G. Managing Director, Linga Agri Tech, Coimbatore - 641 103	Nominee - Industrialist	
7.	Mr. Thangaraj D. Superintendent of GST & Central Excise, -Parent	Nominee - Stakeholder (Parent)	
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9.	Dr.S.Kalpana, Head/ AI & DS	Members faculty -HoD	
10.	Dr.P.Rajkumar, Head/ CSBS	Members faculty -HoD	
11.	Dr. Thenmozhi T. Head/ CSE	Members faculty -HoD	— Leave —
12.	Dr. Venkatesh C, Head/ ECE	Members faculty -HoD	
13.	Dr. Sankar Ram N. Head, IT	Members faculty -HoD	
14.	Dr. Senthil Kumar K.G, Head/ MBA	Members faculty -HoD	
15.	Dr. Venugopal T. Head/ MECH	Members faculty -HoD	
16.	Dr. Kathiravan N. Dean, S&H	Members faculty -HoD	
17.	Dr. Vignesh Kumar P. Head, S&H	Members faculty -HoD	
18.	Mr. Darshan Seshathri K.S.	Nominee - Student	
19.	Dr. Shreeram B. Director - IQAC	Director - IQAC	

  
Director - IQAC



  
Principal  
Dr. S.SURESH KUMAR, M.E., Ph.D., C.Engg.  
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### ACTION TAKEN REPORT

Feed Back	Action Taken	Responsibility	Target
<ul style="list-style-type: none"> <li>Academic calendar for the AY:2023-24 even semester</li> </ul>	<ul style="list-style-type: none"> <li>a. Syllabus coverage</li> <li>b. Exam date</li> <li>c. CCM I,II and III</li> </ul> <p>Instruct to follow the academic calendar strictly .</p>	HoD and All faculty	End of Even semester
<ul style="list-style-type: none"> <li>Student Feedback on Faculty- Dr,P.Vignesh kumar got 70%.</li> </ul>	<ul style="list-style-type: none"> <li>a. Instruct to attend FDP on OBE.</li> <li>b. Use more innovative teaching methods</li> </ul>	Dr,P.Vignesh kumar	End of Even semester
<ul style="list-style-type: none"> <li>OKR (Objectives and Key Results) and KPI (Key Performance Indicators) - Review meeting I conducted</li> </ul>	<ul style="list-style-type: none"> <li>a. .All department not met the 50% of the target .Instruct to improve and archive 100% target</li> </ul>	HoD and All faculty	End of the academic year
<ul style="list-style-type: none"> <li>NBA accreditation process for ECE and CSE programs</li> </ul>	<ul style="list-style-type: none"> <li>a. Peer team visited</li> </ul>	NAAC-All faculty NBA-ECE and CSE Faculty	March 2024
<ul style="list-style-type: none"> <li>Innovative Teaching and Learning Process</li> </ul>	<ul style="list-style-type: none"> <li>a. Members suggested implementing an Innovative Teaching and Learning Process for all programs.</li> <li>b. Members instructed including it in the lesson plan - In progress.</li> </ul>	All faculty	Begging of the Even semester
<ul style="list-style-type: none"> <li>MOOC course- Coursera and NPTEL</li> </ul>	<ul style="list-style-type: none"> <li>a. Instruct all the student to map minimum on courser course for each and every course</li> </ul>	All faculty and students	End of Odd semester



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	<ul style="list-style-type: none"> <li>b. Members suggested Guided project in courser -Instruct to map with all lab courses</li> <li>c. Members suggested that all faculty member should complete minimum one courser per semester-In progress.</li> </ul>		
<ul style="list-style-type: none"> <li>• R&amp;D activities</li> </ul>	<ul style="list-style-type: none"> <li>a. The institute is providing financial assistance to the faculty members who are publishing journals, Books and patents according to the reputation of the publishing authority.</li> <li>b. Target fixed for all faculty</li> </ul>	All faculty	End of every year
<ul style="list-style-type: none"> <li>• Implementation of e-governance for various academic and administrative activities</li> </ul>	<ul style="list-style-type: none"> <li>a. Event approval – e-Campus</li> <li>b. Students Leave approval- e-Campus</li> <li>c. Student OD Approval- e-Campus</li> </ul>	IQAC	February 2024
<ul style="list-style-type: none"> <li>• Scheduling of Academic Audits</li> </ul>	<ul style="list-style-type: none"> <li>a. Intra Departmental Audit I</li> <li>b. Intra Departmental Audit II</li> <li>c. External Audit I</li> </ul>	IQAC	Every Semester
<ul style="list-style-type: none"> <li>• Feedback collected and action taken from following stake holders</li> </ul>	<ul style="list-style-type: none"> <li>a. Student Feedback-2 per semester</li> <li>b. Course end survey- End of the semester</li> <li>c. Class Committee meeting- 3 per semester</li> </ul>	IQAC	Every Semester

  
Director IQAC



  
Chairperson  
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