KGiSL Institute of Technology

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KGiSL Campus, 365 - Thudiyalur Road, Saravanampatti, Coimbatore – 641035, Tamilnadu,
India. Phone:0422 4419999, Website: kgkite.ac.in, Email: info@kgkite.ac.in
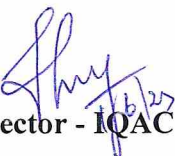
KITE/IQAC/AY-2023-24/002   **Date: 01.06.2023**

Circular
Internal Quality Assurance Cell

The First Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2023-24 will be on 07.06.2023 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 **ODD(Higher and Lower)** semesters
3. IQAC Strategic plan and quality improvement plan
4. Governing Council Meeting& Other statutory committee meetings
5. Department OKR(Objectives and Key Results) and KPI (Key Performance Indicators)
6. Accreditation – NAAC and NBA for ECE and CSE programs
7. Innovative Teaching and Learning Process – Experiential Learning / Participative Learning / Problem Solving Methodology using ICT tools
8. Scheduling of Academic and Administrative Audits for the Academic year 2022-23
9. Fixing target MOOC Course(Coursera and NPTEL)
10. Discussion on students affairs activates
11. Discussion on Ranking and awards
12. Faculty Activities and Achievements
13. R&D Activities
14. Implementation of e-governance for various academic and administrative activities
15. Formulation of Standard operating practices / guidelines
16. Feedback – Course end survey / Student Feedback on Faculty / Graduate End Survey
17. Performance Appraisal System – QIP and PIP

Director - IQAC

Chairperson

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

Copy to:
1. CEO – KiTE
2. Governing Council
3. Professor/ HODs – to be circulated to all faculty members
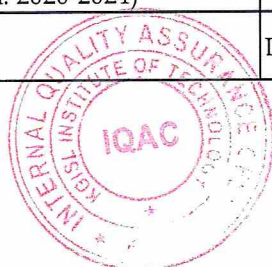4. All IQAC Committee members
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List of IQAC Committee members are as follows:

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

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Date: 07.06.2023

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) MEETING

The First Internal Quality Assurance Cell (IQAC) meeting for the Academic Year 2023-2024 was held 07.06.2023 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 **ODD(Higher and Lower)** semesters
3. IQAC Strategic plan and quality improvement plan
4. Department OKR(Objectives and Key Results) and KPI (Key Performance Indicators)
5. Governing Council Meeting& Other statutory committee meetings
6. Accreditation – NAAC and NBA for ECE and CSE programs
7. Innovative Teaching and Learning Process – Experiential Learning / Participative Learning / Problem Solving Methodology using ICT tools
8. Scheduling of Academic and Administrative Audits for the Academic year 2022-23
9. Fixing target MOOC Course(Coursera and NPTEL)
10. Discussion on faculty and students affairs activates
11. Discussion on Ranking and awards
12. Faculty Activities and Achievements
13. R&D Activities
14. Implementation of e-governance for various academic and administrative activities
15. Formulation of Standard operating practices / guidelines
16. Feedback – Course end survey / Student Feedback on Faculty / Graduate End Survey
17. Performance Appraisal System – QIP and PIP

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.

- The chairperson reviewed the institution's Academic Calendar for the odd semester of 2023-24.

- Director-IQAC Presents the Strategic plan, quality improvement plan, Department OKR (Objectives and Key Results) and KPI (Key Performance Indicators) for the academic year 2023-2024.

- Reviewed the schedule for Governing Council meeting and other statutory council meeting

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- Reviewed the NAAC and NBA accreditation process for ECE and CSE programs.

- Director IQAC Presents the various Innovative Teaching and Learning Process – Experiential Learning / Participative Learning / Peer group learning and collaborative learning.

- 14.06.2023 is Schedule of Academic and Administrative Audits for the Academic year 2022-23

- Based on the IQAC quality plan MOOC course target was fixed for each programme .

- 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 student's participation in Seminar / Workshops / Conferences / Hackathons / Competitions / Journal Publications / co-curricular and extra-curricular activities.

- Reviewed the R&D and other activities(VAC,IIPC,IIC,Outreach and training & placement)

- Implementation of e-governance for various academic and administrative activities

- SOP is fixed for IIPC and R&D Activities

- Discussed about Course end survey / Student Feedback on Faculty / Graduate End Survey

- Discussed about Performance Appraisal System – QIP and PIP

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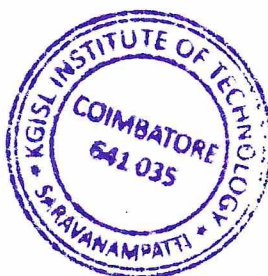
Director - IQAC

Copy to:
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3. Professor/ HODs – to be circulated to all faculty members
4. All IQAC Committee members
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Chairperson

Dr. S.SURESH KUMAR, M.E.,Ph.D.,C.I.et
Principal
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The following members were present during the meeting held on 07.06.2023, 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	
3.	Mr. RamakrishnanG. 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. GowthamSiddarth G. Managing Director, LingaAgri Tech,Coimbatore – 641 103	Nominee – Industrialist	
7.	Mr. Thangaraj D. Superintendent of GST & Central Excise, -Parent	Nominee – Stakeholder (Parent)	
8.	Mr. Vishnu T.U. Founder & CEO, Machenn Innovations, Ganapathy, Cbe	Nominee – Employer	
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	
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. DarshanSeshathri K.S.	Nominee – Student	
19	Dr. Shreeram B.Director - IQAC	Director - IQAC	

Director –IQAC

IQAC

Principal

Dr. S.SURESH KUMAR, M.E.,Ph.D.,C.Engg.
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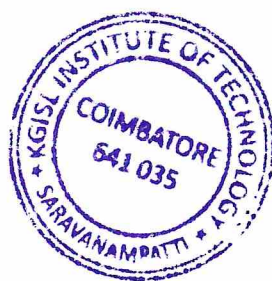India. Phone:0422 4419999, Website: kgkite.ac.in, Email: info@kgkite.ac.in

ACTION TAKEN REPORT

Agenda	Action Taken	Responsibility	Target
• OKR (Objectives and Key Results) and KPI (Key Performance Indicators)	a. Department wise OKR fixed based on IQAC quality plan b. Faculty Improvement Plan-Completed for the AY: 2023-24.	HoD and All faculty	End of the academic year
• Governing Council meeting and other statutory council meeting	a. Anti-Ragging Committee – formulation of working committee and its action plan b. Grievance Redressal Committee – formulation of working committee and its action plan c. Internal Compliance Committee – formulation of working committee and its action plan d. Discipline & Enquire Committee – formulation of working committee and its action plan e. SC/ST Committee – formulation of working committee and its action plan	IQAC & Statutory committee incharge	One at the end of every semester.
• NBA accreditation process for ECE and CSE programs	a. Formulation of Working committee - Completed b. Prequalifier submission – Completed c. SAR Submission – Completed d. Peer team visit– in progress	NAAC-All faculty NBA-ECE and CSE Faculty	December 2023
• Innovative Teaching and Learning Process	a. Members suggested implementing an Innovative Teaching and Learning Process for all programs. b. Members instructed including it in the lesson plan - In progress.	All faculty	Begging of the odd semester
• MOOC course-Coursera and NPTEL	a. Instruct all the student to map minimum on courser course for each and every course b. Members suggested Guided project in courser -Instruct to map with all lab courses c. Members suggested that all faculty member should complete minimum one courser per semester-In progress.	All faculty and students	End of Odd semester
• Students participation	a. 170 students Participated various events like Hackathons, Technical events, Conferences etc.	All students	End of every semester
• R&D activities	a. The institute is providing financial assistance to the faculty members who are publishing journals. Books and	All faculty	End of every year

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		publishing authority. This has been clearly circulated through HR policy of the institute. b. Institution h-index – 13		
• Value Added Courses and Certificate Courses		a. Instruct Head to conduct VAC at the beginning of the semester	All HoDs	Beginning of the semester
• IIPC activities – MOUs signed, IV /IPT /Internships organized.		a. Collaboration -6 b. Activities - 10	IIPC Coordinator	End of every semester
• Outreach and extension activities pertaining to rural social welfare operations.		a. Outreach Activities - 10 (NSS -4, NCC-4, YRC -1, ISR-1) b. Numbers of Awards and Recognitions -1	Coordinator	End of every semester
• Implementation of e-governance for various academic and administrative activities		a. Student Admission and Support - e-Campus b. Event approval – e-Campus c. Students Leave approval- e-Campus d. Student OD Approval- e-Campus	IQAC	August 2023
• Scheduling of Academic Audits		a. Intra Departmental Audit I b. Intra Departmental Audit II c. External Audit I	IQAC	Every Semester
• Feedback collected and action taken from following stake holders		a. Student Feedback-2 per semester b. Course end survey- End of the semester c. Class Committee meeting-3 per semester	IQAC	Every Semester

Director – IQAC

Chairperson

Dr. S.SURESH KUMAR, M.E.,Ph.D.,C.I **...
Principal
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