



KUMARAGURU COLLEGE OF TECHNOLOGY

COIMBATORE – 641 049

(An Autonomous Institution affiliated to Anna University, Chennai)

## INTERNAL QUALITY ASSURANCE CELL

## MINUTES OF MEETING

<b>Committee name:</b> IQAC Meeting	<b>Meeting no:</b> 01/2018-19/ 06-07-2018
<b>Meeting Date:</b> 06-07-2018 03:30 PM	<b>Meeting Place:</b> B Block Conference Hall

Members Present:

<b>Name</b>	<b>Designation</b>	<b>As per IQAC</b>
Dr.J.Senthil	Principal	Chairperson
Dr.V. Raju	President	Management Member
Mr. G.Muniasamy	Executive Officer	Senior Administrative Person
Mr. P. Jeeva Kalyana Sundaram	Administrative Officer	Senior Administrative Person
Dr .P. Devaki	Prof and HoD / Science & Humanities	Faculty member
Dr.V. Geetha	Professor/ MCA	Faculty member
Dr.E.A.Vimal	Associate Professor / IT, DCoE	Faculty member
Dr.C.Velmurugan	Professor / Mechanical Engineering	Faculty member
Dr. Vinohar Stephen Rapheal	Associate Professor / Bio Technology	Faculty member
Dr.R.Shanthi	Professor/ Fashion Technology	Faculty member
Dr. J.Cynthia	Computer Science Engineering	Faculty member
Dr.M.Bharathi	Professor / ECE	Faculty member
S.Jagadeep(17BME026)	Department of Mechanical Engineering	Student
S.Sudhagiri (16BEC107)	Department of ECE	Student
Ms.Yasodha Selvaraj	Secretary/ Vivekam Schools	Local Socieity people
Mr.R.Vijay Ananth	Joint Managing director, Surfine tools	Employer
Dr. S. Selvanayaki	AP(SRG) / Mathematics	Coordinator , IQAC

**Special Invitees:**

<b>Name</b>	<b>Designation</b>
Dr.M.Prema	Vice Principal

Dr.R. Manivel	Professor/Department of Mechanical Engineering
Dr. Mary Cherian	Professor/ MBA/DOA
Dr.K.Paramasivam,	Professor/Department of EEE
Mr.M.V.Umesh	Associate Professor/Department of EIE
Dr.C.S.Senthil kumar	Associate Professor / Department of Fashion Technology
Dr. V. Vijilesh	Associate Professor/ Department of IT/ Head,OSA

**Highlights of the meeting:**

1. Incharge for various core activities
2. Orientation programme for first year students.
3. To conduct Workshop for the Faculty members on NBA
4. Schedule of academic audit
5. Discussion on Academic regulation 2018

**Action Items:**

**Codes:** A: Action C: Comment D: Decision R: Recommendation I: Information

Item	Code	Description	Responsibility
1		The IQAC Chairperson welcomed the IQAC members and explained the importance of the meeting in order to enhance and upgrade quality in all aspects.	
2	A	<p>Various academic and accreditation activities, where Faculty members need to focus were highlighted by Principal, Chairperson IQAC.</p> <p><b>Regulation</b> – Dr. Mary Cherian, Professor- MBA/ DOA</p> <p><b>Curriculum and innovation</b> – Dr. Vinohar Stephen Rapheal, Associate Professor/Biotechnology/ DOA</p> <p><b>Research:</b> Major/minor projects, research publications, research funds sanctioned/received, research budget, Ph.D guide/scholar details – Dr.R.Manivel, Professor/Department of Mechanical Engineering.</p> <p><b>Accreditation</b> : NBA accreditation/ Arranging Workshop to the faculty for the same - Dr. V. Geetha, Professor/Department of MCA</p> <p><b>NIRF Ranking</b> : Data pertaining to NIRF – Dr.R.Shanthi, Professor/Department of Fashion Technology</p> <p><b>Autonomous extension</b> : Dr.C.S.Senthil kumar, Associate Professor/FT will take steps to apply for the autonomous extension.</p> <p><b>International relationship/ Higher studies</b> :Dr.M.Prema, Vice Principal</p> <p><b>IPR cell:</b> Dr.K.Paramasivam, Professor/Department of EEE</p>	



Item	Code	Description	Responsibility
3	C	IQAC coordinator thanked Dr.R.Manivel, Prof/ ME and his team for organising an international conference and the efforts taken to successfully publish the research articles in Scopus indexed journals.	
4	A	Workshop to be planned for faculty members to give more clarity on preparation for NBA accreditation	Head/ Accreditation Before 30/09/2018
5	A	Orientation Program to be planned for the first year by OSA	Head, OSA
6	A	Key points on Regulation 2018 were presented and the plan to execute the latest regulation was discussed.	
7	D	Target was set to faculty members to publish at least 2 research articles in the reputed / Scopus indexed journals.	
8	D	Mentor–Mentee meeting hour will be conducted on Wednesday 5 <sup>th</sup> hour of every week.	
9	A  I	Committee members requested that changes in academic schedule, if any, can be finalised as soon as possible.  It was also informed by the head, academic audit that the revised format for Exam related files to be maintained in the department has been sent.	
10	A	Principal suggested the head-audit to identify the Team members for Academic audit and release the audit schedule well in advance.	Head, Audit
11	D & A	Discussion were made on the process of Continuous Assessment Test and it was decided to conduct an audit for CAT/ Internal test question paper in CoE office by audit team	
12	R	President informed that Engineering Clinics – Project based learning is introduced in this academic year for I and II year students and the evaluation is to be done by conducting Hackathon for students	
13	I  R	IQAC Coordinator Dr.S.Selvanayaki informed that the templates regarding data requirements have already been sent to all the departments.  The IQAC Chairperson, informed the IQAC Coordinator & members to look into data requirements for AQAR Submission for the year 2017-18. The deadline for AQAR submission was set as December, 2018.	

Item	Code	Description	Responsibility
14	A	<p>Orientation was given to faculty members</p> <ul style="list-style-type: none"> <li>• On writing a research article and research proposal during March 2018</li> <li>• To provide in detail the nuances in the preparation of NBA accreditation and for providing better insights in CO-PO formulation, mapping and measurement of attainment of outcomes</li> <li>• Course template was provided to enable the faculty to adopt to the characteristics of OBE, preparing study materials catering to the differential patterns of assessment by Dr . V. Raju</li> </ul>	
15	I	<p>Principal emphasized on the contribution provided by alumni by being part of faculty selection process, validation of major equipments and identification of Major industry collaboration. He informed that KCT Alumni meet is planned on 19<sup>th</sup> August 2019 in Singapore.</p>	

*Dr. S. S. S. S.*  
Coordinator /IQAC

*J. Senthil*  
Principal

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PRINCIPAL  
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