



KUMARAGURU COLLEGE OF TECHNOLOGY

COIMBATORE – 641 049

(An Autonomous Institution affiliated to Anna University, Chennai)

IQAC Meeting - II

MINUTES OF MEETING

Meeting Date: 18.10.2016 3.00 P.M to 5.00 P.M	
Venue : B Block Conference Room	
Participants of the meeting:	
Name	Designation
Dr.R.S.Kumar	Principal
Mr. G. Muniasamy	Executive Officer (Management representative)
Dr.N.Sarasvathy	Professor, Biotechnology
Dr.J.Premalatha	Professor, Civil Engineering
Dr.M.Ezhilarasi	Professor, Electronics and Instrumentation Engineering
Dr. R. Venkatesan	Professor, Mechatronics
Dr.Bhaarathi Dhurai	Professor ,Textile Technology
Dr.V.Muthukumaran	Professor, Mechanical Engineering
Mr. M. Senthil Kumar	AP (SRG) Aeronautical Engineering
Dr. T. Arunachalam	Professor- S&H
Dr.J.Srinivasan	Professor -Fashion Technology
Dr.V.Geetha	Associate Professor – MCA
Prof.C.Vasantharaj	Professor -Automobile Engineering
Dr. P. Devaki	Professor – Computer Science and Engineering
Dr.Rani Thottungal	Professor- Electrical and Electronics Engineering
Dr. Ramalatha Marimuthu	Professor – Information Technology
Dr. Vijila Kennedy	Director – MBA
Prof.S.Bhaskar	Associate Professor/Centre of Academic Excellence
Prof. T. R. Sukumar	DCEO
Mr.P.Jeeva	Administrative Officer
Mr. M.Mhuthukumar	Technical Staff

Dr. R. Manivel	Professor – Mechanical Engineering (Special invitee)
Ashok V	Alumni (2010 batch)
R. Sundar	Student / IV MCE
R. Shangeetha	Student / II MBA
Committee Members who did not attend:	
Dr. K. Malarvizhi	Professor-Electronics and Communication Engineering

Action Taken report

1. Smart cities visit to Ministry Of Urban Development – had shown positive response towards conferences, geo spatial centre at KCT.
2. Budget 16-17 Completed
3. K16 A52 –52 projects finalized and has been started implementation.
4. Changes discussed in regulations R14 and R15 were implemented as amendment in 13th Academic council.
5. Received 41 proposals for Management funded project II.
6. Implemented the changes in assessment pattern of Human Excellence courses.
7. NAAC Mock Audit completed.
8. Dr. C. Udhaya Shankar received fund from MNRE for solar PV grid.

Highlights :

NAAC – Peer team visit preparation - HoDs presentation – Department and Institution & Academic audit - AQAR Status - Policy book preparation - NAAC requirement Submission - Indent Processing Procedure - NIRF - Anna University - AICTE - K16 A52 - Dept. Brochures - Library - Common Reopening date for I, II, III and IV year to be discussed in subsequent meetings - Second phase of Management funded Projects - Research week celebrations-Sports

Action Items:

Codes: **A:** Action

C: Comment

D: Decision

R: Recommendation

Item	Code	Description	Responsibility	Due Date
1	INSTITUTIONAL			

	<p>A NAAC Students, Staff for Audit and interaction with NAAC peer team members First year students to be identified – 3 per section (60) Second year retest – MG scholarship students on 03.11.2016 -4 per section (80) Third year practical – 3 per section plus all DA members, sport captains. (80) Final year study holidays – 3 per section plus all DA members, sports captain, LC members. (80) All staff members to be available.</p>	<p>All HODs</p>	<p>03.11.2016 09.11.2016</p>
	<p>D HoDs presentation 12 academic departments presentation are verified. 13 more academic / non academic departments to be audited.</p>	<p>Prof. S. Bhaskar Dr.P. Thirumoorthy Mr. M.Mhuthukkumar Dr. A. Nirmal Kumar</p>	
	<p>A Audit of Files – Department and Institution & Academic audit Physical verification by Dr. T. Arunachalam and team – 19.10.2016</p>	<p>All HODs , Unit Heads</p>	<p>19.10.2016</p>
	<p>A AQAR Status Quality improvement strategies adopted by the institution for Industry interaction or collaboration, Activities and support from the parent-teachers association, Plans of the institution for the next year, Action taken report based on the plan of action of the beginning of the year were discussed.</p>	<p>Prof. Bhaskar Mr. Vijilesh Mr. Senthamarai Kannan COE HOD EIE</p>	
	<p>A Policy book preparation All the policy documents and SOP to be consolidated and a book needs to be prepared</p>	<p>EO , AO Mr. V.Vijilesh</p>	<p>19.10.2016</p>

	<p>D Indent Processing Procedure</p> <p>Indent validation and approval process is evolving.</p> <p>Faculty team will validate all academic indents.</p> <p>Indents are to reach Principal's office at least 7 working days in advance.</p> <p>For the purchase of consumables, allow notice period given by the vendor.</p> <p>Purchase advisory committee meeting will be conducted on all Mondays in the afternoon.</p> <p>Copy of bills received during delivery of equipments to be sent to the accounts department Mr. Nagarajan.</p> <p>Utilization of 15-16 will be sent to all HODs from purchase department and the HODs are requested to make a vision note for 16-17 budget.</p> <p>All indents to be rooted through the budget coordinator.</p>	AO	Continuous
	<p>C NIRF</p> <p>Portal is open. Still technical flaws continue.</p> <p>Criteria wise format will be given to all the departments for data entry. Last date for the submission in NIRF portal is 15.11.2016.</p>	Dr. R. Shanthi	15.11.2016
	<p>C Anna University</p> <p>Affiliation application to be made through portal for the year 2016-2017. This is new activity by Anna University. They are doing it for the first time.</p> <p>Data in the earlier part A and Part B along with qualification, signature, photo to be uploaded in .jpg format. Laboratory details – equipments data to be entered.</p> <p>Last date for uploading is 24.10.2016</p>	Mr. M.Mhuthukkumar	24.10.2016

	D	AICTE Updation of faculty data for 2016-17 Faculty / Staff data to be entered. Changes in designation / qualifications after April 1 st 2016 to be informed to office admin.	Mr. M.Mhuthukkumar	Immediate
2	ACADEMICS			
	C & D	ACADEMIC COUNCIL - DEBRIEF Prof. T. R. Sukumar, COE briefed on the 13 th Academic council meeting that was held on 06 th Aug 2016. HODs were requested to limit credits to 180 to 182 for 4 year UG programme.	Prof. T. R. Sukumar - COE	
	D	CURRICULUM MAPPING Each of the 27 Programmes - To compare curriculum syllabus with top ranking universities (Top 25), in 3 different geographical locations – US, UK, Asia.	All HODs	
	D	REVISED CURRICULUM / SYLLABUS <ul style="list-style-type: none"> • In each semester, limit the number of credits to 22 to 24. • Labs with 2 hours contact is 1 credit, 4 hours contact is 2 credits. • HODs CSE and IT informed that a new lab course “Problem Solving Techniques” is being introduced from the II semester of 2016. • All connected labs and theories to be in the same semester. • Theory : Lab can be 60 : 40. 	Dr. Devaki & HODs	
	R	Common Reopening date for I, II, III and IV year to be discussed in subsequent meetings II, III year – Even semester will have common reopening date and internal test. Common lunch break for first year to final years.	Principal	Continuous
3	RESEARCH			

	D	Second phase of Management funded Projects 16 from circuit, 20 from non circuit, 5 from research centres Review will be on 22 nd October 2016. Research week celebrations will be on 22.10.2016	Dr. R. Manivel	22.10.2016
4	SPORTS			
	C	KICS 2016 - 54 Colleges and 10000 Sports persons will be participating from 12 th Aug to 15 th Aug. Sports torch is being relay conveyed from Pollachi Maha Jyothi. 5 international delegates will be present during the week.	PED	12.08.2016 to 15.08.2016

Date: 18.10.2016



PRINCIPAL