



**KUMARAGURU**  
college of technology  
character is life

(An Autonomous Institution affiliated to Anna University, Chennai)

**INTERNAL QUALITY ASSURANCE CELL**

**MINUTES OF MEETING**

<b>Committee name: Internal Quality Assurance Cell</b>		<b>Meeting no: 03/2022-23</b>
<b>Meeting Date: 28.03.2023, 12.30 p.m.</b>		<b>Meeting Platform : MS Teams(online)</b>
<b>Members Present</b>		
<b>Name</b>	<b>Designation</b>	<b>Designation as per NAAC guidelines</b>
Dr. D. Saravanan	Principal	Chairperson
Mr. G.Muniasamy	Executive Officer	Management Member
Dr.V.Vijilesh	Assistant Dean – Office of Student Affairs	Senior Administrative Officers
Dr.M. Ezhilarasi	Associate Dean - Academic Affairs & Compliance	
Mr. P. Jeeva Kalyana Sundaram	Administrative Officer	
Mr. A.Pavendhan	Associate Dean – TXT & FT	Faculty members
Mr. V.R. Raghuv eer	Director, Kumaraguru School of Innovation	
Dr.P.Devaki	Professor & HoD / CSE	
Mr. Vinohar Stephen Rapheal	Associate Professor / BT	
Dr. K.Akila	Associate Professor / MCE	
Dr S. Sangeetha	Associate Professor MBA	
Ms.C.Bharathi Priya	Assistant Professor / CSE	
Mr. Prasanna CP	Assistant Manager, Bosch	
Dr. G.Saravanan	New product and Strategy Manager, Caterpillar India	Industrialist
Ms. R.Kanchana Devi	Associate director, Cognizant, Coimbatore	Alumni

Dr.M.Jayakumar	Retired Professor, Bharathiar University, Coimbatore	Local society
Mr. James Philip	Shaun James 21BEI037 Instrumentation Engineer	Parent
Dr.S.Selvanayaki	AP-III, SFS/Mathematics	Coordinator, IQAC

**Meet Link:** [Click here to join the meeting](#)

**Agenda:**

1. Yugam 2023
2. Internship
3. Faculty Upskilling
4. Data Maintenance
5. Feedback on Curriculum
6. External Audit
7. Grievance on Examinations
8. Annual Quality Assurance report

Dr.D.Saravanan, Principal of KCT, welcomed all members of the IQAC Core Committee.

**Action Items:**

**Codes:** A: Action

C: Comment


D: Decision

R: Recommendation

Item	Code	Description	Responsibility
1	C	South India's largest Techno-Lit- Cultural-Sports fest <b>YUGAM</b> 2023 was happened during 02-04 March. During the event, 24 programmes under computer and circuit cluster, 22 programmes under Mechanical, Textile and Life Sciences, 17 programmes under Arts, Science and Literature and 5 programmes under Entrepreneurship were organised.	OSA
2	R&A	Discussions were made and finalized that summer internship is mandatory for all III-year students.	HoDs/Class Advisors
3	A	Faculty upskilling: KCT has a sabbatical leave policy for 6 months with pay for the faculty who are interested to go for industrial training or industry internship. HoDs can take decision in sending faculty in batch for every quarter /rotational basis. It is expected that all faculty members should complete the industrial training in next two to three years.	Dr. C. Velmurugan HoD/ ME

4	A	Clean Day: It is planned to implement 5S in the institution. Hence It is informed to keep the last 5 years data for reference/records.	HoDs
5	D	Feedback received on curriculum from the stakeholders of all the departments were discussed and appropriate actions were planned.	BoS Chairman
6	D	External Audit: Academic and administrative audit by external team is planned on May, with members from Anna University, academic Institutions and one member from certified agency.	Dr. N. Sangeetha / Head, Audit
7	A	IET Meeting: As the institution had a plan to go for IET Accreditation, a meeting is scheduled on 3 <sup>rd</sup> May 2023. All the internal members are requested to attend the meeting along with HoDs.	Dr. P.S. Mayurappriyan / Head Accreditation
8	D	Principal suggested controller of examinations to take necessary steps to reduce the grievances on examinations. Discussions were made on the same.	Controller of examination
9	D	Annual Quality Assurance Report for the academic year 2021-2022 is placed before the Internal Quality Assurance Committee for the approval of the members.	IQAC

The Coordinator, IQAC thanked all the members for making it convenient to attend the meeting and their suggestions.

  
Dr.S.Selvanayagi 29/3/23  
IQAC Coordinator

  
Dr.D.Saravanan  
Principal  
(IQAC Chairperson)

Dr. D. SARAVANAN, M.Tech., Ph.D.,  
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