KUMARAGURU COLLEGE OF TECHNOLOGY
COIMBATORE – 641 049
(An Autonomous Institution affiliated to Anna University, Chennai)

IQAC Meeting -II
MINUTES OF MEETING

Committee name: IQAC	
Meeting Date: **:** 26.04.2018, 10.00 a.m to 1.00 p.m.	
Participants of the meeting	

Name	Designation
Dr.J Senthil	Principal
Mr. G. Muniasamy	Exécutive Officer (Management representative)
Dr. S. John Alexis	Professor, Automobile Engineering
Dr. K.Sundararaj	Professor-Aeronautical Engineering
Dr.N.Sarasvathy	Professor, Biotechnology
Dr.N.Ramsundaram	Associate Professor, Civil Engineering
Dr.M.Ezhilarasi	Professor, Electronics and Instrumentation Engineering
Dr. R. Venkatesan	Professor, Mechatronics
Dr V.Vanitha	Professor , Information Technology
Dr. P. Devaki	HoD- S&H
Dr.J.Srinivasan	Professor - Textile Technology
Dr.M.Manikantan	Assistant Professor(SRG) – MCA
Dr. Malarvizhi	Professor, Electrical and Electronics Engineering
Dr.S.A.Pasupathy	Professor, Electronics and Communication Engineering
Mr.K.Prabhu	Assistant Professor II, Fashion Technology
Dr.S.Selvanayaki	Assistant Professor(SRG), IQAC Coordinator
Dr.E.A.Vimal	Associate Professor, DCOE
Mr.P.Jeeva	Administrative Officer
Dr. R. Manivel	Professor – Mechanical Engineering (Special invitee)
Nishanth S	Alumni
Prem SB	Student/ECE
K.S..Soundhairya	Student/MCA
Mr. Viswanathan	Parent
Members who did not attend	
Dr.J.Cynthia	Associate Professor, Computer Science andl Engineering
Dr.C.Velmurugan	Associate Professor, Mechanical Engineering

Highlights :
Summer Vacation Slot Communication - Academic Calendar/ Department Calendar 2018 – Summer track course - Autonomous Pre – qualifier - Internal Audit - Stock Verification - Curriculum/BOS/OE courses /Academic Council/Class Committee Meeting/One credit course - Budget 2018 - Performance Evaluation - Dept. Event Calendar 2018 -- Engineering Clinics - Engineering Practice Lab - Annual Conference by ASEE - 2018 Publications I-STEM -18, Funded project proposals - Placement Updates and Training courses

Action Items:
Codes: A: *Action*   **C**: *Comment*   **D**: *Decision*   **R**: *Recommendation*

Item	Code	Description	Responsibility	Due Date
1		**INSTITUTIONAL**		
1.1	C	**Summer Vacation Slot** 3 weeks of vacation can be availed.	HR	
1.3	D	**Communication** For any events, process can be requested 2 weeks prior the event through communications@kct.ac.in **Department websites** HODs are requested to check and update the website contents according to the format given by the communication department. Before the 12th standard results, the website is to be ready. Courses, Curriculum are to be uploaded before 10th May, 2018. All the seminar halls and conference halls of the departments will be centralized shortly. Department Heads are informed to send the information about the events with the details like, number of Audience, Projector and other necessary requirements for the event to be conducted during the request for Brochure/ invitation design itself. After the event it is informed that the event summary, photo and feedback from participants are to be sent to communication department.	Swathi (MukulRajan)	10.05.2018

1.4	D	**Performance Evaluation** Henceforth PADS (Performance Appraisal and Development System) will be called as Performance Evaluation. Faculty Members need to submit the Performance Evaluation to the HODs before 30th May,2018. For HoD evaluation, a committee with HoD concerned, 2 senior faculty members from the department concerned and 1 faculty member from other department will be formed to have common consensus. One to one meeting with the President and the Principal will be scheduled after 30th May, 2018. Promotions will be considered for faculty members by recognising their experience at KCT. Mr. Deenadayalan, HR has to send the promotion list before 15th May, 2018.	HR	30.05.2018 15.05.2018
2	**ACADEMICS**			
2.1	A	**Academic Calendar** First version of the academic calendar is circulated. Odd semester starts on 11th July 2018 and ends on 07th December 2018. Summer track will be conducted from 06th June to 06th July 2018. Fast tract course for M.Tech will happen from 18th June to 10th August 2018.	Dr.E.Vimal/ Mr.L.Hariprasath & Dr.M.Nirmala-EEE	
2.2	D	**Department Event Calendar 2018** Department wise event calendar has to be made ready. Events can happen only after 4.40 p.m. Saturdays can be scheduled for events from 8.30 a.m onwards. Dates for FDP, BoS, Dab meeting, can be mentioned in the department event calendar.	HODs	
2.3	D	**Summer track course** Summer track course registration should be completed by 15th May 2018. HODs are instructed to start scheduling for summer track courses. The HoDs, Class advisors / Mentors are requested to interact with the students and arrange for special coaching/summer term classes for the students who are in need of it. HoDs are informed to allot relevant faculty for the summer course handling.	Dr.E.Vimal/ Mr.L.Hariprasath	15.05.2018

2.4	C	**Pre – qualifier** Online Application has been created and approval is expected from NBA authorities for the departments of Mechanical and Textile. Also prequalifier has been prepared. MBA – submission of prequalifier will be done shortly. The Departments that are not accredited (Mechatronics, EIE, Auto and Aero)are informed to work for NBA accreditation	Dr.C.S.Sentthil Kumar - FT Dr.V.Geetha	
2.5	C	**Internal Audit** First round of internal audit is completed. Presentation of the audit can be done in the next meeting.	Dr.S. Selvanayaki	
2.6	D	**Stock Verification** Ms. Shenbagam will be formulating a team for verifying stock. Stock verification will be done for all the departments before 15.05.2018	Ms.P.Shenbagam	15.05.2018
2.7	D	**Open elective courses** The list of courses is to be collected and uploaded before 15.05.2018	Dr.E.Vimal/ Mr.L.Hariprasath	15.05.2018
2.8	D	**One credit courses** One credit courses should happen only during Saturdays or holidays. It should not happen during the regular class schedule.	HODs	
2.9	A	**PG admission** The target is to fill all the seats for PG. HODs are requested to take equal responsibilities in filling all the PG seats of the department. Discussions were made on the possibilities of offering PG courses in the evening .	HODs	
2.10	C	**Budget 2018** Budget meetings are being held. Review is in progress. Research, paper publication can be mentioned in common funding.	Dr.P.Thirumoorthy/ Ms.V.JalajaJayalakshmi	
2.11	D	**Timetable** Time table for odd semester and summer track courses should be ready on 15th May, 2018		15.05.2018

2.12	D	**Engineering Clinics** Initially the students can be made comfortable by giving series of materials and asking them to work on. After that they can be given advanced level of tasks gradually. In the faculty meeting scheduled to be conducted on 5th May, detailed discussions and decisions will be taken. HODs are requested to give the list of faculty members who are really interested in engineering clinics. 2 faculty per section from all departments can be allocated for Engineering Clinics. Engineering clinics must be ready by the first week of July.	HOD / S&H	05.05.2018 July first week
2.13	C	**ERP** From next semester onwards, attendance has to be posted immediately after the class. LAN cable can be fixed in all the classes.		
2.14	C	**Engineering Practice Lab** For engineering practice lab, HODs are instructed to ensure that necessary renovation is done. The HODs of ECE, EEE and Mechanical are informed to plan about the space that are to be provided.		
2.15	D	DOA to forward the Class committee meeting minutes to the faculty concerned cc to HOD. Action plan given by the concerned faculty members are to be checked by HoDs and the loop is to be closed by the concerned HoDs. HoDs are informed to take care and rectify the feedback given by the students.	DOA	
2.16	C	**Expectations from Faculty:** Faculty members are to focus on the enhancement of quality teaching and learning. Innovative methods, industry related concepts are to be focussed.	All Faculty	
2.17	D	**General** By the first week of July, lab equipment and consumables must be ready. Before vacation, internal mark files and logbooks are to be submitted. HODs are instructed to ensure that the feedback of students reaches the faculty members on or before 15th May 2018.	HODs	15.05.2018
3	**RESEARCH**			

3.1	C	**2018 Publications ISTEM -18** ISTEM 2018 will be held on 10th June. 45 papers have been received from other colleges. 150 student papers from KCT have been received. 2019 conferences will be held in the month of January and August 2019. Final papers should be submitted by the faculty members on or before 10th June. HODs are requested to encourage the students to publish papers in Scopus indexed journals. The final year UG students and first year PG students can be given 50 marks for the submission of paper.. HODs are requested to form a team and work for DRDO and ISRO projects. Faculty members can submit grant proposals and conduct workshops.	Dr.R.Manivel	10.06.2018
3.2	C	**Annual Conference by ASEE** In the third week of June, annual conference will be held by American Society for Engineering Education (ASEE). Students can be encouraged to participate in the conference. Best projects of the students can be applied. Students along with faculty member can travel overseas, if the project is selected. Applications can be submitted for participating in workshops and conferences in the month of December. Students can be encouraged to do paper presentations, posters with projects and so on. The list of students who are part of protosem, iqube, who won in Hackathon, best Social Immersion Project students, can be given an opportunity to apply and attend the conference abroad. These students can be given guidance regarding registration, review process, presentation and evaluation. Faculty members who are interested can volunteer.		
4	**PLACEMENT**			

| 4.1 | C | **Placement Updates and Training courses** **Placement:** No of students placed:571 No of offers:675

HODs are instructed to ensure that all the final year students who are not placed must come back to college for attending placement.

Training Training for placement will be started from 28th May onwards. In the first two weeks, training will be given on preparing for aptitude test and soft skills. In the third and fourth week, technical areas will be focussed. Outsourcing people for training the students on technical areas need to be changed. If faculty are interested in giving technical training to students, they can work for placement cell. | Mr.K.SenthamaraiKa nnan | |

Date: 26.04.2018

PRINCIPAL