



**KARPAGAM INSTITUTE OF TECHNOLOGY**

**COIMBATORE – 641 105.**

**Minutes of 14<sup>th</sup> IQAC Meeting**

**Date: 20.05.2021**

**Date of Meeting: 20.05.2021**

**Venue: Principal's Chamber**

**The Principal welcomed the members of IQAC for the 14<sup>th</sup> meeting.**

The members reviewed the suggestions discussed in the 13<sup>th</sup> IQAC meeting:

1. Ensured the academic schedule availability, course material for all classes and time tables includes mentor-mentee meeting, library and placement periods.
2. Conducted revision classes for all students to improve their CGPA.
3. Conducted webinars by departments, through ICTACT academy and IIC cell.
4. Conducted Internal Audit for the teaching learning process and documented.
5. Conducted guidance programmes to improve faculty publications in reputed journals and financial supports were provided for faculty members to participate FDPs, webinars and workshops regularly.


**Mr. M. Murugesan, IQAC coordinator presented the following observations:**

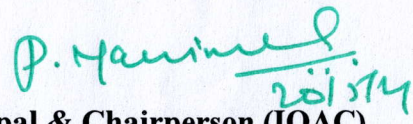
1. Teaching and Learning process followed during last semester. He explained the various methods followed for conducting classes online.
2. Discussed about the feedback collected, analysed and actions taken reports of students feedback on teaching learning process.
3. Presented list of activities conducted for advanced learners online and Coaching Classes for slow learners conducted online effectively.
4. He explained details of various club activities and status of completion conducted online.
5. He presented an overview of Internal and External Training programmes conducted for III Year and IV Year students online.
6. Discussed about the minutes of Program Assessment Committee.
7. He presented details of criteria wise co-ordinators allocated for NBA and NAAC with the status of work allocated to them.
8. Presented details of various activities conducted by professional bodies, committees and clubs.

**The following points were suggested by the members for continual improvement:**

1. Prepare good course material, academic schedule and time table for next semester.
2. To conduct coaching classes for slow learners in complicated subjects.
3. To conduct academic audit for checking teaching and learning process including documentation process.
4. To publish more research papers in reputed journals and participate in Faculty Development Programmes.
5. To conduct general training as well as company based trainings for final year students.
6. To participate in NPTEL online courses in order to enhance the teaching and technical skills.

Mr.P.N.Ramesh proposed the vote of thanks.

  
IQAC Coordinator

  
Principal & Chairperson (IQAC)

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**Minutes of 13<sup>th</sup> IQAC Meeting**

**Date: 05.02.2021**

**Date of Meeting: 05.02.2021**

**Venue: Principal's Chamber**

**The Principal welcomed the members of IQAC for the 13<sup>th</sup> meeting.**

The members reviewed the suggestions discussed during the 12<sup>th</sup> IQAC meeting:

1. Faculty members who have enrolled for ATAL – on-line FDP and completed.
2. On-line webinars organised by various clubs and by IIC, ICTACT.
3. Quality Course materials were prepared and distributed to students.
4. Continuous Internal Assessments are conducted online and recorded.
5. Conducted online coding contest for all branches.

**Mr. M. Murugesan, IQAC coordinator presented the following observations:**

1. Teaching and Learning process followed during past semester. He explained various methods followed for conducting online classes.
2. Presented list of activities conducted for advanced learners online and Coaching Classes for slow learners conducted online.
3. He explained details of various club activities and status of completion conducted online.
4. He presented an overview of Internal and External Training programmes conducted for III Year and IV Year students online.
5. Discussed about the minutes of Program Assessment Committee.
6. He presented details of criteria wise co-ordinators allocated for NBA and NAAC with the status of work allocated to them.
7. Presented details of various activities conducted by professional bodies, committees and clubs.

**The following points were suggested by the members for continual improvement:**

1. Preparation of academic schedule, course material, time table for the next academic year for first years.
2. To conduct coaching classes if needed to improve students' CGPA.

3. To conduct webinars by departments, through ICTACT academy and IIC cell.
4. To conduct one academic audit to check the teaching learning process and also documentation process.
5. To improve faculty publications in reputed journals, to participate online FDPs, webinars and workshops regularly.

Mr.P.N.Ramesh proposed the vote of thanks to the participants.

  
IQAC Coordinator

  
Principal & Chairperson (IQAC)

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**Minutes of the 12<sup>th</sup> IQAC Meeting**

**Date: 28.10.2020**

**Date of Meeting: 28.10.2020**

**Venue: Principal Chamber**

**The Principal welcomed all the members of IQAC for the 12<sup>th</sup> meeting.**

The members reviewed the suggestions discussed in the 11<sup>th</sup> IQAC meeting:

1. Reviewed the course materials for online classes, question paper pattern, evaluation and consolidated mark statements.
2. Reviewed and confirmed the faculty participation for the NPTEL courses and the examinations.
3. Conducted the activities for students through online for Independence Day, Teacher's Day and Engineers Day.
4. Reviewed the faculty participation for IIT-Spoken Tutorials online class.
5. Reviewed and confirmed the webinars conducted by Departments, through ICTACT academy and IIC cell.
6. Reviewed the various events conducted through online mode.
7. Reviewed the completion of academic audit.
8. Reviewed the Faculty participation in Webinar.

Mr.M.Murugesan presented the work progress of NAAC and SSR Report preparation work of CSE department. In SSR report preparation, work has been completed for Criteria 1, 2, 3, 4, 5 and works have been initiated for Criteria 6 and 7. He also presented the status of SAR report completion of the Computer Science and Engineering department for applying NBA accreditation. Criteria 1, 2, 3, 4, and 8 have been completed so far.

Principal presented the analysis of the Unit Test I for I year, Continuous Internal Assessments I, II and III for II, III, & IV year.

**Mr. M. Murugesan, IQAC coordinator presented the following observations:**

1. Teaching and Learning process followed during the last semester. He presented the Continuous Internal Assessment performance and results to the members.

2. He presented the Results of End Semester Examination Dec 19 / Jan 20.
3. He presented details of placement and career development trainings conducted for the III and IV year students and also shared the list of companies visited for the placement drive and students placed company wise.
4. Presented list of activities conducted for advanced learners online and Coaching Classes for slow learners conducted online effectively.
5. Discussed about the consolidated reports of feedback collected from students, alumnus, academic experts, employers/industrial experts and parents on curriculum and also ensured the feedbacks are discussed in the Department Advisory Committee and actions have been taken thereof.
6. Discussed about the consolidated reports of feedback collected from students, alumnus, academic experts, employers/industrial experts and parents on facilities and also listed the actions been taken thereof.
7. Discussed about the minutes of PAC and DAC meeting conducted by all the departments.
8. Discussed about the details of papers received and papers presented in the conferences conducted in our Institutions.
9. Presented the list of activities conducted by Institute Innovation Council.
10. He explained details of various club activities, cultural and sports competitions conducted by our institution.
11. He presented details of programs conducted for the students to improve their language & communications, Soft Skills, Yoga, Physical training and ICT.
12. He presented details of students who participated in various cultural, sports activities in the national/state/international level and also discussed about the awards / recognitions received by our students.
13. Presented the list of events conducted through Professional bodies.

**The following points were suggested by the members as details for continual improvement:**

1. Members suggested faculty members to attend online FDPs, webinars, workshops & conference.
2. Members suggested students to attend online Internship Programmes.
3. Prepare online materials like PPT & animation videos for classes.

4. Suggested faculty members to use ATAL – online FDP.
5. Suggested to Organise webinars online for Various Clubs and IIC, ICTACT
6. To conduct Continuous Internal Assessments online and record the same online.
7. Suggested to plan online coding contest for all branch students.

Mr.V.Dinesh babu proposed the vote of thanks.

  
IQAC Coordinator

  
Principal & Chairperson (IQAC) 28/10/2020.

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**KARPAGAM INSTITUTE OF TECHNOLOGY**

**COIMBATORE – 641 105.**

**Minutes of the 11<sup>th</sup> IQAC Meeting**

**Date: 17.07.2020**

**Date of Meeting: 17.07.2020**

**Venue: Principal's Chamber**

**The Principal welcomed all the members of IQAC for the 11<sup>th</sup> meeting.**

The members reviewed the suggestions discussed in the 10<sup>th</sup> IQAC meeting:

1. Conducted more numbers of coaching classes in analytical subjects for slow learners.
2. Students have not gone for the internship in this summer due to COVID pandemic.
3. Conducted mentor – mentee meetings regularly for the problematic students and measured the impact for the same.
4. Faculty members applied proposals for funded projects.
5. Communication training is conducted for the first year students.

**Mr. M. Murugesan, IQAC coordinator presented the following observations:**

1. Teaching and Learning process followed during the last semester. He presented the Continuous Internal Assessment performance and results to the members.
2. Discussed about the feedbacks collected and action taken report of students feedback on teaching learning process.
3. He presented the Results of End Semester Examination Dec 19 / Jan 20.
4. He presented details of placement and career development trainings conducted for the III and IV year students and also shared the list of companies visited for the placement drive and students placed company wise.
5. Presented list of activities conducted for advanced learners online and Coaching Classes for slow learners conducted online effectively.
6. Discussed about the details of papers received and papers presented in the conferences conducted in our Institutions.
7. Presented the list of activities conducted by Institute Innovation Council.
8. He explained details of various club activities, cultural and sports competitions conducted by our institution.
9. He presented details of programs conducted for the students to improve their language & communications, Soft Skills, Yoga, Physical training and ICT.



10. He presented details of students who had participated in various cultural, sports activities in the national/state/international level and also discussed about awards / recognitions received by our students.

11. Presented list of events conducted through Professional bodies.

**The following points were suggested by the members for continual improvement of institutional activities:**

1. Course materials for online classes, question paper pattern, evaluation methods to be followed during next semesters.
2. Confirm faculty participation for NPTEL courses without fail.
3. Conducting activities for students online for Independence Day, Teacher's Day and Engineers Day celebrations.
4. Ensure the faculty participation in IIT-Spoken Tutorial online classes.
5. Confirm details of webinars conducted by Departments, through ICTACT academy and IIC cell.
6. Conducting events online successfully.
7. Conducting Internal and External audits periodically.
8. Suggest active Faculty members participation in Webinars.

Mr.V.Dinesh babu proposed the vote of thanks.

  
IQAC Coordinator

  
Principal & Chairperson (IQAC)

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