

**Minutes of the IQAC students meeting held on 12<sup>th</sup> February 2020 in Digital Library at  
1.30pm**

IQAC coordinator welcomed the gathering. After the formal greetings, the students were enquired about the progression of academic courses. Later the students were once again informed about being a responsible member of IQAC team. During the course of the discussion students represented the following things to improve performance /efficiency of the system

**Academics:**

- (1) The books given by the Book bank and the one followed by teachers are not the same. Either the book has to be changed or the teacher may be advised to follow the book given by the book bank
- (2) Aircraft Design books not available. Materials given by the teachers are insufficient and given at last minute.
- (3) Process control Lab requires more computers.
- (4) Financial support for the Mini projects, if not full support atleast a partial support may be given.
- (5) Unit Test has to be conducted in the evening for which the student was advised that the whole day will be lost because of reading in the class rooms and hence not encouraged.
- (6) Class committee meetings are not helpful, since the composition itself is wrong. The teacher handling classes chair the Meetings and it is a violation given by the Anna University guidelines. Also it is difficult to convey the chairman his own mistakes. The students were informed that the issue will be addressed after obtaining proper information
- (7) Alignment of projectors in the class rooms was not proper.
- (8) For solving analytical problems, procedures may be given as handouts for ready reference
- (9) Students from Mechanical Engg expressed that segregations of students based on arrear basis brings down the morality of the students (Reference to Mechanical)
- (10) It was expressed in the meeting that few students find difficult to pay retest fine and neither have they the ability to pass the class test. They insisted that re-retest need not be compelled as it is their inability to cope with the demands. The coordinator conveyed that it is the responsibility of the students to study and to get a pass mark in every test they appear and that it is a minimum expectation imposed on the student community. Also it was mentioned in the meeting that the absenteeism should be minimum during the test

### Administration:

- (1) Some of the senior professors/ Heads of the Department often post threatening messages in the Whats-app group which often spoils the conducive relationship between students and Teachers (Mechanical Engg)
- (2) Wash rooms are not clean and there are no locks in the rest room makes it very inconvenient for us( from the women students)
- (3) The words used by teachers while verifying ID cards spoils our mood and interest to learn that day – as expressed by few students.
- (4) Hostel rooms not clean
- (5) Route no 11 (Bus) not in proper condition. We have to get ourselves wet during the rainy days while we travel in bus as expressed by a girl student. Numbers of rest rooms are less (IT dept students)
- (6) Water cooler or water dispenser or drinking water connection is needed near EEE departments

G.P. 04/12/2020

Principal

Z. Edward Kenendy  
4/13/20

IQAC coordinator

Dr.Z.Edward Kenendy

**Minutes of the IQAC meeting held in the Digital Library on 21.2.2020**  
**(1.30pm to 2.30pm)**

- Agenda:** (1) Responsibilities for the AQAR report preparation  
(2) Data collection completion  
(3) IQAC students meeting discussion  
(4) IQAC calendar preparation  
(5) Suggestions to improve the IQAC cell  
(6) Miscellaneous

**Minutes:**

(1) IQAC coordinator welcomed the gathering. The need for AQAR filing was informed. The responsibility in getting the data for submission of AQAR was discussed. Faculty members were assigned responsibility as per the enclosed list

(2) Faculty members who were responsible in collecting the half yearly data was asked to continue with the collection of annual data in all aspects

- (a) Dr.Hemalatha –Mech
- (b) Dr.Srikantha Kumar – IT
- (c) Ms.Saranya-ECE
- (d) Ms.L.N.Ramya-EEE
- (e) Ms.Gowri-FT
- (f) Ms.Jeevitha –E & I
- (g) Humaira -CSE
- (h) Dr.Motilal - Auto
- (I) Aashish - Aero
- (j) Mr.Narasimman- S & H

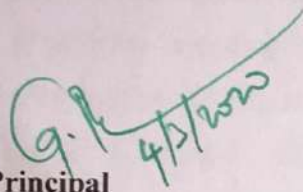
(4) Faculty members were apprised of the issues raised by the students in their IQAC meetings. The opinion of the teachers was asked on those student issues. The teachers felt that certain issues with respect to Class committee, faculty not following the books given by book bank may be possibly correct.

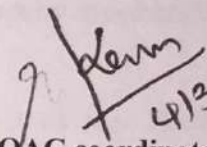
(6) Few Suggestions were given to improve the IQA cell activities

- a) the team needs to be trained in audit
- b) few faculty members expressed that Senior faculty members handle easier subjects and Junior/Younger ones were given tough subjects to handle . These complaints are from CSE
- c) First year students were not included in the IQAC and they too get their representation was the suggestion
- d) Class committee meetings issues are not addressed properly. It was not been carried out in the appropriate manner. It seems the issues are suppressed.

(7) The coordinator expressed there should be some training conducted on the following areas

- (a) Training for administrative staff
- (b) Training on IPR

  
Principal

  
IQAC coordinator

Edward Kennedy

**Minutes of the IQAC faculty meeting held on 30<sup>th</sup> July in the  
IQAC conference room at 1.10 pm.**

**Members Present**

- |                                |                             |
|--------------------------------|-----------------------------|
| (1) Dr.Prabhakaran-Principal   | (2) Aasish (Aero)           |
| (3) Ms.P.Kavitha (Civil)       | (4) Mr.Deena Dayalan (CSE)  |
| (5) Ms.G.Renganayaki(ECE)      | (6) Ms.G.Saranya(ECE)       |
| (7)L.N.Ramya (EEE)             | (8) Ms.Jeevitha(EIE)        |
| (9) Ms.K.Gowri(FT)             | (10) Ms.G.Jeyanthi(S&H)     |
| (11) Ms.C.Aruna Maheswari(S&H) | (12) Mr.Narasimman          |
| (13) Dr.Kani Mozhi Raman       | (14) Dr.Geetha Lakshmi      |
| (15) Cerin .P Simon            | (16) Ms.Humaira begum (CSE) |
| (17) Jose Anand                | (18) Dr.Z.Edward Kennedy    |

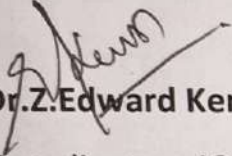
IQAC coordinator Dr. Edward Kennedy welcomed the gathering. Faculty members were asked to give a formal introduction about them.

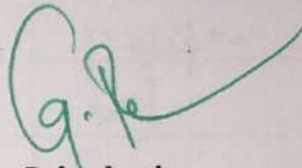
(1) The requirements from AQAR were discussed. AQAR was appraised to the IQAC staff members.

(2) It was discussed in the meeting that to sustain the quality culture in the Institute faculty members including IQAC members has to participate in the research and consultancy activity to further improve our score/performance. Also it was suggested that they can utilize the lean period to maximum extent (After instructional day of the semester is over) of the semester in achieving our goals.

(3) Some of the IQAC faculty members expressed that number of days spent on Invigilation duties and a paper evaluation which consumes a larger portion of their on duty leave during the lean period of the semester. They felt they were left out with a little time to focus on FDP, research & consultancy related works. It was advised to the faculty members to gain time by the means of smart working than conventional way of doing things and that would be ideal way towards the growth.

The meeting ended after 30 minutes of discussion.

  
**Dr. Z. Edward Kennedy**  
Coordinator -IQAC

  
**Principal**

KCG college of Technology, Chennai

**Minutes of the IQAC Students meeting held in 16.8.2019 in the  
Digital Library at 1. 45 pm**

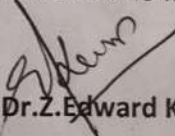
IQAC coordinator welcomed the gathering. He gave a brief introduction of IQAC & its purpose and invited the students to actively participate in IQAC activities.

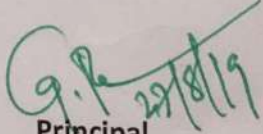
Dean (student affairs) appraised the students about their roles and responsibilities. Also the students were asked to identify the quality related issues which they are facing relating to academics and amenities and were asked to bring it the notice of IQA cell. Also they were advised to resolve some issues by forming Quality Circles.

The students expressed that they require some support in the following areas from IQA Cell which would enrich their technical knowledge and scoring abilities.

- To help them to maximize the practical knowledge by means of internships, project based learning etc, more practical hours and also to keep the laboratories open for extended hours.
- To help them acquire presentation skills through seminars.
- Opportunity to improve their soft skills on a weekly basis.
- Data books used in the class hours for practice and the one given in the University examination should be similar.

It was informed that the issues expressed will be resolved and they can have a good campus life in the days to come. They were advised by Dean Students to take prior permissions from their respective HoDs and present in time for the future meetings for more discussions. The meeting lasted for 45 minutes.

  
Dr.Z.Edward Kennedy  
IQAC coordinator

  
Principal  
KCG College of Technology