



# Sri Krishna College of Technology

An Autonomous Institution

Accredited by NAAC with 'A' Grade, Affiliated to Anna University  
Kovaipudur, Coimbatore – 641042



<b>Name of the Meeting:</b> 2 <sup>nd</sup> IQAC Meeting		<b>Ref. No:</b> IQAC/2/2023-24		
<b>Venue:</b> Board room, Admin Block		<b>Date of the Meeting:</b> 09.11.2023		
<b>Members Present:</b> Principal, CEO, Faculty members, Local society, Student, Employer, Industrialist, Parent, Administrative Members, IQAC Coordinator.		<b>Time:</b> 11 am to 2 pm		
<b>Members In Absentia:</b> Alumni				
S. No.	Points were taken up for discussion	Remark(s) / Action(s) to be taken	Responsibility	Target
1	Action Taken report of previous meeting	<ul style="list-style-type: none"> <li>Dr. Ramkumar, IQAC Coordinator welcomed the members and explained the suggestions given in the previous meeting and the effective actions taken.</li> <li>As per the suggestions given in the previous meeting, the action taken during the period was presented. The same was ratified by the members.</li> </ul>	-	-
2	Collaborative Quality Initiatives	<ul style="list-style-type: none"> <li>The collaborative quality initiatives to enrich the quality of the institution is discussed.</li> <li>Enhancements carried out in the Curriculum and Syllabi R2022 UG &amp; PG is highlighted.</li> <li>Discussion is made on Integrated Curriculum Courses offered. Quality initiatives on Curriculum, Teaching – Learning Process, Research, Student Projects, Assessment, Industry Interaction and Feedback were improvised by IQAC.</li> <li>Initiatives on Green campus, Waste water recycling are discussed.</li> <li>Workflow – Quality Parameters and Benchmarks for Academic Activities is created on Institution Level, Department Level and Faculty Level. The members appreciated the effort taken and Ms. Shiji insisted to go for automation of data through software for collection of data.</li> <li>Dr. Sundararaman K, CEO, suggested to include cloud storage in quality initiatives.</li> <li>Dr. Sundararaman K, CEO suggested to reduce of 10% of Energy Usage and to submit report on water conservation facility, as a part of quality initiatives.</li> </ul>	<p style="text-align: center;">IQAC Coordinator</p> <p>Energy Usage – EEE Department</p> <p style="text-align: center;">Water conservation report – Administration Officer</p>	-
3	Strategic Plan – Progress and Initiatives	<ul style="list-style-type: none"> <li>IQAC coordinator conveyed the strategic plan for 5 years (2019 – 2024) in Governance, Leadership and Management, which includes:               <ol style="list-style-type: none"> <li>Enhancing the quality of Teaching – Learning</li> <li>Promotion of Research among staff and students</li> </ol> </li> </ul>	-	-

		<p>3) Improving Entrepreneurship Development and Industry - Institution- Interaction</p> <p>4) Engaging extension and outreach activities</p> <p>5) Sustenance of Quality Assurance</p> <p>6) Developing Physical Infrastructure</p>		
4	Feedback analysis and report – Curriculum, Facilities	<ul style="list-style-type: none"> <li>• IQAC Coordinator elucidated the feedback mechanism covering feedbacks of Student, Faculty, Alumni, Employer, and Parent. Representation and Grievances Redressal Mechanism framed for Student Support and Progression is also explained in the meeting.</li> <li>• The feedback report from the stakeholders and its action taken has been displayed to the members. The members appreciated the effort taken by the team.</li> <li>• Dr. Sundararaman K, CEO instructed the IQAC coordinator to revise the Questionnaire of feedback with close review of sample of NAAC, UGC etc.,</li> </ul>	Feedback revision by Dr. Shanthini J and Dr. Prathap.P	Dec 2023
5	Reform in Teaching and Learning Process	<ul style="list-style-type: none"> <li>• Teaching and Learning Process is reformed with Interactive Smartboard, Blended Learning, Experiential Learning, Participative Learning, MyKlassroom LMS, Virtual Laboratories to result in positive student centric learning.</li> <li>• Center for e-learning aims to improvise the value education of students.</li> <li>• Student and Faculty Supports on academic activities were discussed.</li> <li>• Statistics on Placements and Graduation of 2019 (UG) and 2021 (PG) Batches were showcased.</li> </ul>	-	-
6	Progress of Research and Development	<ul style="list-style-type: none"> <li>• Dr. Ram Kumar, IQAC Coordinator stated the improvements of Center for Research and Development and cumulative data has been projected.</li> <li>• Dr.S.Sundararaj, Research Coordinator presented the research progress of the institution like seed money, publication, and financial support.</li> <li>• Dr.Sundaraman, CEO instructed Research coordinator to ensure faculty members to complete Ph.D. by December 2024 and monthly review meeting and 6 activities to be conducted in view of quality article, research proposal drafting, usage of Latex tool during this academic year.</li> </ul>	Dr.S.Sundararaj, Research Coordinator	Regul arly
7	Policy document and Standard Operating Procedure for SKCT	<ul style="list-style-type: none"> <li>• IQAC Coordinator explained about Standard operating procedure, devised for IQAC Documentation for every events. Standardization of templates for documentation of events/activities carried out Annually, Half Yearly, Quarterly to avoid data redundancy.</li> <li>• Members suggested HR policy with faculty benefits to be incorporated.</li> </ul>	IQAC	May 2024

		<ul style="list-style-type: none"> <li>Dr. Sundararaman K, CEO recommended for 30 faculty can be recruited to maintain SFR 1:19 during even semester.</li> </ul>		
8	AQAR 2020-21 and AQAR 2022-23	<ul style="list-style-type: none"> <li>AQAR reviewed list in the portal is discussed with related details and approved the AQAR 2022 - 23.</li> </ul>		
9	Professional Development Activities	<ul style="list-style-type: none"> <li>Professional Development Activities were performed during the Quarterly of 2023 -2024 encompassed, <ul style="list-style-type: none"> <li>i) Notable Events,</li> <li>ii) Day Celebration,</li> <li>iii) Gender and Safety Program</li> <li>iv) Alumni Contribution</li> <li>v) Festival Celebrations</li> </ul> </li> <li>IQAC coordinator highlighted the best practices, institutional values and collaborations of SKCT which result in Professional Development.</li> </ul>	-	-
10	NAAC Cycle 2 SWOC Analysis	<ul style="list-style-type: none"> <li>IQAC Coordinator presented the gap analysis and the activities carried out for the SWOC during the period.</li> <li>Members appreciated the activities like alumni contribution, value added course, student achievements, sports initiatives, infrastructure upgradation, research grants.</li> </ul>	IQAC Coordinator + HODs.	
11	Any other matters	<ul style="list-style-type: none"> <li>Mr. Vijayakumar M – Employer, suggested to increase the number of MoU to carry out more consultancy works.</li> <li>Mr. Krishnakumar I – Industrialist, recommended to use finances using Value Chain/stream Analysis.</li> <li>Mr. Senthil Kumar K M – Parent have given feedback to incorporate more human values and ethics among students. In this regard, CEO instructed NCC / NSS to organize minimum 4 programs on human values.</li> <li>Ms. Shiji Kumaran – Local Society member suggested to incorporate effective strategy to engage students by faculty members which will result in improvisation. Students can be trained to enhance their communication. Skill Analysis regarding Domain to be carried out.</li> </ul>	IQAC Coordinator	May 2024

 PRINCIPAL 23.

**Copy to**

1. Chairperson & Managing Trustee, for kind information
2. CEO, Sri Krishna Institutions
3. IQAC Members
4. Notice Board
5. File

### Minutes of IQAC Meeting

IQAC Members meeting was held on 29.08.2023 at 10:00 am at Main Block Conference Hall

#### Agenda

- Analysis on Teaching Learning Process
- Analysis of R & D Activities
- Student participation and Feedbacks
- Developmental Activities
- AQAR Readiness
- Internal Academic Audit

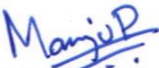
The following members were present:

Sl. No	Name and Designation	Category
1.	Dr. M G Sumithra Principal	Chairperson
2.	Dr. P Manju Dean – Accreditation and Rankings	IQAC Coordinator
3.	Dr. R Ramesh Kumar Dean – Academic Affairs and Assessment	Member Teacher
4.	Dr. J Shanthini Prof & Head Computing Sciences	Member Teacher
5.	Dr. Lijo Jacob Varghese Prof and Head EEE	Member Teacher
6.	Dr. P Prathap Prof and Head Mechanical	Member Teacher
7.	Dr. I Padmanabhan Prof and Head Civil	Member Teacher
8.	Dr. M Karthigai Pandian Prof and Head ECE	Member Teacher
9.	Dr. S Santhosh Associate Professor / Mech	Member Teacher
10.	Mr. P Manickvel Assistant Commissioner: GST & Customs, Chennai	Member : Alumni
11.	Mr. A Mathan Kumar Office Superintendent	Member : Non Teaching
12.	Ms. K Jayanthi Assistant Accounts	Member : Non Teaching

The following points were discussed

Points Discussed	Action Plan	Responsibility
Analysis of Teaching Learning Process	<ul style="list-style-type: none"> <li>• Teaching Learning Monitoring Team was formed for monitoring the teaching learning process.</li> <li>• More activities to be given to keep the class interactive</li> </ul>	All HoD's

Analysis of R & D activities	<ul style="list-style-type: none"> <li>Motivate the faculty to improve their publications in Scopus and WoS journal.</li> <li>Publication target for the Academic year 2023-2024 was discussed and fixed based on the cadre.</li> <li>Planned to improve consultancy and MoU activities</li> </ul>	R & D Coordinator
Student participation and Feedbacks	<ul style="list-style-type: none"> <li>Planned to have quality IV year students' projects and all the projects must converted into journals or patents.</li> <li>Increase the Industry Projects</li> <li>Motivate and guide the students to participate in National Level Activities and SIH.</li> </ul>	All HoDs
Developmental Activities	<ul style="list-style-type: none"> <li>Planned to improve the quality programs organized by each department and programs must map the SDG.</li> <li>Planned to conduct International Conference</li> </ul>	All HoDs
AQAR Readiness	<ul style="list-style-type: none"> <li>Planned to check the readiness of AQAR of 2020-2021, 2021-2022.</li> <li>Planned to initiate data collection of 2022-2023.</li> </ul>	IQAC Coordinator
Internal Academic Audit	<ul style="list-style-type: none"> <li>Internal Audit frequency and schedules was discussed</li> <li>Quality parameter for audit check was finalized</li> </ul>	IQAC Coordinator

  
 IQAC Coordinator  
 Dr. Manju P

  
 Principal  
 Dr. Sumithra M G