



# Dr. N.G.P. Institute of Technology, Coimbatore – 641048

(An Autonomous Institution)

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

Recognized by UGC & Accredited by NAAC with A+ Grade and

NBA (BME, CSE, ECE, EEE and Mechanical)

Date:14.06.2024

## IQAC Coordinators Meeting Minutes

IQAC meeting for academic session 2024-25 was held on 14<sup>th</sup> Jun 2024 at 11.00 AM. The following members attended the meeting.

S.No	Department	IQAC Dept Coordinators
1	AI&DS	Ms.M.Sarmila,AP
2	BME	Dr.J.Revathi,AP(Sr.Gr.)
3	CSE & Cybe Security	Dr.K.Moorthi,Asso.Prof
4	CSBS & IT	Dr.N.S.Kavitha,AP
5	CIVIL	Mr.G.RameshKumar,AP(Sr.Gr.)
6	Mechanical	Dr.D.Sathish, AP(Sr.Gr.)
7	ECE	Ms.M.Gowthami,AP
8	EEE	Dr.S.Parthiban, AP(Sr.Gr.)
9	MBA	Ms.V.Ambika,AP

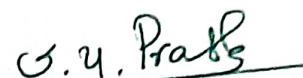
The Principal, Dr S.U.Prabha opened the meeting and introduced the new members.

IQAC Convener Dr,K,Gayathri Devi briefed members with the initiatives proposed by IQAC and coordinated discussion on various topics as per agenda of the meeting.

1. Discussed about the IQAC calendar activities for the academic year 2024-2025.
2. Discussion on the template for the submission of monthly event/activity report.
3. All the department IQAC coordinators were asked to submit the monthly report to the IQAC team for verification by 3<sup>rd</sup> of every month and the same can be submitted to IQAC cell before 5<sup>th</sup> of every month. The consolidated monthly report shall be submitted to the principal office by 10<sup>th</sup> of every month.
4. The IQAC convener discussed on the department wise audit dates scheduled for this academic year 2024-25.
5. Discussed about the preparation of NAAC-SSR for the submission of SSR on Jun 2025.
6. Discussed on the quality initiatives that can be taken criteria wise in order to achieve the benchmarked value for every key indicator in criteria 1 till 7.
7. Discussion on the enhancement of research publications and promotion of research and innovation in the institute.

8. Discussion on the feedback to be collected from all the stakeholders.
9. The criteria wise formats will be shared with departments and portfolio in charges for implementation in the next meeting.
10. Discussion on the Updation of the IQAC portal and the IQAC coordinators were asked to ensure all the details are updated by the faculty before 21.06.2024.
11. The IQAC Secretary, Mr.R.Sundar proposed the vote of thanks.

  
Convener



Principal



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## IQAC Annual Meeting Minutes (2024 – 25)

**Venue: C – Block Board Room**

**Time : 2.30PM**

**Date: 28.09.2024**

The following members attended the meeting

1.	Chairperson	<b>Dr.S.U.Prabha,</b> Principal.
2.	Members from Management	<b>Dr.O.T.Buveneswaran,</b> Chief Executive Officer.
3.	Administrative Officer	<b>Dr.S.Sambasivam,</b> Administrative Officer.
4.	Nominee - Local Society Representative	<b>Mr.Vasanth Nagarajan</b> CTO   Co-Founder & Director at Pinesphere, Coimbatore.
5.	Nominee – Alumni	<b>Mr.S.B.Aadithya</b> (Batch: 2012- 2016 , MECH) CEO, USAM CADSoft India Private Limited, Coimbatore.
6.	Nominee – Industrialist	<b>Mr.Giridharan Murugesan</b> Assistant Vice President, Genpact, Bengaluru.
7.	Nominee – Stakeholder (Parent)	<b>Mr.V.Kannan</b> Business, Namakkal. P/O of Ms. Haritha K- II BME
9.	Members faculty - HoDs	<b>Dr.P.R.Muthusamy,</b> Director - Academics <b>Dr.R.Karthikeyan,</b> Professor & Head, AI&DS <b>Dr.S.Praveen Chakkravarthy,</b> Professor & Head, BME

		<b>Dr.K.Murali,</b> Professor & Head, Civil Engineering <b>Dr.M.Krishnamoorthi,</b> Professor & Head, IT <b>Dr.P.Sampath,</b> Professor & Head, ECE <b>Dr.C.Kathirvel,</b> Professor & Head, EEE <b>Dr.V.S.Sree Balaji,</b> Professor & Head, Mechanical Engineering <b>Dr Franklin John Selvaraj,</b> Professor &Head, Management Studies
10.	Members faculty – Professor	<b>Dr.S.Rajalakshmi,</b> Professor/AI&DS.
11.	Members faculty – Associate Professor	<b>Dr.A.Senthilnathan,</b> Associate Professor / EEE.
12.	Nominee – Student	<b>Mr.Shasvath S K, II ECE B</b> <b>Ms.Nidhi Unnikrishnan Parayil- II-CSE-B</b>
13.	IQAC Convener	<b>Dr. K.Gayathri Devi,</b> Professor- ECE.
14.	IQAC Secretaries	<b>Mr.R.Sundar,</b> Assistant Professor, BME. <b>Mr.E.P.Prakash ,</b> Assistant Professor, CSE.

The Chairperson of the meeting Dr.S.U.Prabha, Principal opened the meeting and welcomed the members.

The IQAC Convenor Dr.K.Gayathri Devi, Professor/ECE presented the following points in the Annual Meeting.

- ✓ Institutional vision and mission
- ✓ Brief profile of our Institution
- ✓ UG & PG Program's offered
- ✓ Ph.D. Program's offered
- ✓ Achievement's during the year 2023 – 2024
- ✓ Extended Profile and Criteria details of AQAR 2023 – 2024

1. Curricular Aspect
  2. Teaching, Learning and Evaluation
  3. Research, Innovations and Extension
  4. Infrastructure and learning resources
  5. Student support and progression
  6. Government, Leadership and Management
  7. Institutional values and best practices
- ✓ Institutional initiatives
  - ✓ Club and their activities

The IQAC convenor Dr.K.Gayathri Devi, Professor/ECE concluded the presentation and the forum was opened for discussion.

Dr.S.U.Prabha, Principal, summarized the salient features and on-going activities in the institution as follows

#### Curriculum Initiatives

- ✓ Implementation of NGP Envision for enhancing the teaching and Learning process and usage of smart devices by the students inside the classroom for enhancing the self-learning.
- ✓ Implementation of Project based learning such as STEM, Mini and Main projects and Design thinking Course in the curriculum for knowledge enhancement.
- ✓ Introduction of AI based 2 credit courses across all department.
- ✓ Handling of class by adjunct faculty
- ✓ Introduction of course “Biology for Engineer” for all students.
- ✓ Overviewed on the Course waiver option for advance learners.

#### Activities of Clubs and Cells

- ✓ Outlined the activities of EDC and Incubation cell.
- ✓ Overview of the soft skill training provided by Placement and Training cell
- ✓ Permitting students for internship through MOU and converting the internships as job offers.
- ✓ Conduction of Ideathon and Modelathon for students.

## Faculty Enhancement Strategies

- ✓ Faculty immersion program at industries and consultancy activity initiated by the departments
- ✓ Sponsorship by the management for the students and faculty members for event participation/Organizing events/seed money etc.,
- ✓ Training programs offered such as EDP/Seminar/workshop etc., for students and staff members for knowledge enhancement.

## The Composition members of IQAC Insisted/Suggested following points:

- ✓ Mr.S.B.Aadithya, Nominee - Alumni, outlined about the current job opportunities in mechanical engineering sector.
- ✓ Dr.P.R.Muthusamy, Director-Academics insisted for professional practice in the institution level and the need for the enhancement of collaborative publication.
- ✓ Dr.O.T.Buveneswaran, Chief Executive officer, enquired about system of evaluation and academic regulations.
- ✓ Dr.K.Gayathri Devi, Professor/ECE, IQAC Convenor told about the NAAC new reforms.
- ✓ Mr. Vasanth Nagarajan, Nominee - Local Society Representative suggested the opening of innovation lab for students to perform multidisciplinary projects. The principal addressed to this point that establishment of makers lab is under progress for implementation of cross major multidisciplinary project.
- ✓ Mr. Giridharan Murugesan, Nominee -Industrialist outlined about the current trends of IT industry such as AI/Cloud/WebApp/Full stack, etc. He suggested the need for certification courses to be completed by the students to become industry ready professional.
- ✓ Dr.M.Krishnamoorthi, Professor & Head, IT outlined about initiatives taken for students to complete certification course and the introduction of cloud platform-based courses.

The meeting was concluded with vote of thanks by Dr.K.Gayathri Devi,Professor/ECE and IQAC Convenor.

  
**IQAC Convenor**

  
**Principal**



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18.10.2024

**Academic Year 2024-25**

**Venue: IQAC Borad Room**

**Date:17.10.2024**

**Department IQAC Coordinators Meeting- 2**

**Members Attended**

S.No	Department	IQAC Dept Coordinators
1	AI&DS	Ms.M.Sarmila
2	BME	Dr.J.Revathi
3	CSE & Cybe Security	Mr.K.Moorthi- On Leave Ms.M.Manochitra
4	CSBS & IT	Dr.N.S.Kavitha Ms.N.Jeevitha
5	CIVIL	Mr.G.RameshKumar
6	Mechanical	Dr.D.Sathish
7	ECE	Ms.T.Jayanthi
8	EEE	Dr.S.Parthiban - Absent
9	MBA	Ms.V.Ambika

The following Points were discussed:

1. Dr.KGayathri Devi,IQAC-Convener welcomed all the department IQAC Coordinators.
2. The department coordinators narrated procedures of collecting their details in the department and expressed their concern in difficulty of collecting the student's data.
3. The MBA Coordinator Ms.V.Ambika suggested in collecting the details of faculty acting as resource person in the monthly report.
4. Ms. V. Jayanthi proposed including the outcomes for events organized in the Google Excel sheet.

5. Dr. K. Gayathri Devi, the IQAC Convener, made several suggestions regarding data collection and uploading in the Google sheet:

- The collection and segregation of details collected in the IQAC Portal were elaborated. The monthly report details were asked to filled only in the google sheet and data uploading procedure in the College IQAC Data Portal can be temporarily stopped.
- Discussing on maintaining the uniform format across all department and filling of the details in google sheet
  - ✓ The duplication of details for CSE – CSE(CS) & IT – CSBS should be avoided and the IQAC report to be submitted only by one department, since the events are organized collaboratively.
  - ✓ Monthly details should be filled in the Google sheet before the 5th of every month to avoid discrepancies. If any further details are to be included, it can be entered only with the approval of the principal.
  - ✓ The Department IQAC coordinators must ensure the scanned event report and certificate details are of good quality.
  - ✓ To follow uniform date format DD/MM/YYYY
  - ✓ Use the surname for all faculty members (Mr, Ms, Dr) and name followed by the initial (Mr. XXXX).
  - ✓ To ensure all the supporting documents are included in the scanned report.
  - ✓ To create folder for each category for uploading the documents and the naming of the uploaded certificate should match with the order uploaded in the data in google sheet. The convention suggested for naming the certificates (S.No + Name of the student/Faculty/Event) to be followed for the ease of verification.
  - ✓ The addition details of awards received by the students will be included from the next month.
  - ✓ Highlighted on the details collected from SDC and Clubs.

6. The meeting was concluded with the vote of thanks and thanked the IQAC coordinator for the support and cooperation.

  
IQAC Convener

  
Principal