



INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT FOR THE MEETING HELD ON 07/10/2023

S. No	Agenda	Details of Discussion/Suggestion	Member Responsible and Target date	Action Taken
1	Review and confirmation of minutes of last IQAC Meeting	The minutes and the Action Taken Report of the previous meeting held on 18/07/2023 was reviewed and confirmed.		
2	Registration for "Institution's Innovation Council"	Recommended to establish "Institution's Innovation Council" Cell in the institute. The objectives of this initiative is to create a vibrant local innovation ecosystem, Start-up supporting Mechanism in the institution.	Principal	IIC has been established. Dr. A. Sulthan, Director Academics is asked to prepare a plan of action and proposals.
3	Document Upload for IIQA	Discussion was made on uploading documents in NAAC portal. It was decided to register in NAAC portal on 16-11-2023 and to upload the IIQA on or before 30-11-2023.	IQAC	Registered in NAAC Portal on 16/11/2023 and IIQA was uploaded on 30/11/2023
4	Certificate Programme on "R-Tools"	Suggested to plan for conducting a Certificate Programme on "R-Tools" after framing the syllabus for the proposed course and after giving due publicity to the students and public.	Director – Research	Director Academics is making a feasibility study, and proposed to implement from the next Academic Year
5	Strategies for Admissions	Requested the Director – Admissions to develop strategies. Also requested to submit the report in the next IQAC meeting.	Director – Admissions	Director Admissions is working on it and will be presented in the next meeting.
6	Academic Audit	Recommended to conduct Academic Audit to facilitate the overall functioning of teaching learning process and to develop accountability of both individual faculty and the department.	Director - IQAC	Academic Audit is scheduled in the month of December. The Report will be presented in the next meeting.

				(Done on 29/12/2023)
7	NAAC Progress	The Director IQAC presented the progress of the NAAC documentation and updated the status of the Documentation process	-	Will be presented in the next meeting.



Chairman

PRINCIPAL

**K. V. Institute of Management &
Information Studies,
545, Sathy Main Road,
Korumbapalayam (P. O)
Coimbatore - 641 107**