



# KV INSTITUTE OF MANAGEMENT AND INFORMATION STUDIES

Grooming Leaders of Tomorrow | Approved By AICTE - New Delhi, Permanently Affiliated to Anna University, Chennai  
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### ACTION TAKEN REPORT FOR THE MEETING HELD ON 08/01/2022

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 09/10/2021 was reviewed and confirmed.		
2	Promotion for events through Social Media	It was suggested to the Social Media Coordinator to improve the promotion for the events organised by the institution. Programmes such as EEP, FDPs and Workshops need to be posted frequently in social media.	Coordinator – Social Media	It has been noted to the coordinators to send the details to the Media Coordinator. The brochures would be posted in the stipulated time.
3	Inclusion of E Books in the library	Recommended the librarian to include more number of E-books in the library particularly for the Business Analytics specialisation which was included during the year 2021-2022	Librarian	Informed librarian to make arrangements and a request from librarian has been sent to all faculty members for suggesting books.
4	Review of Semester end Course Feedback	The committee reviewed the Feedbacks received from the students and also reviewed the Action Taken Report submitted.	Principal	
5	Review the Institutional plan	Reviewed the Institutional development plan (Long term, midterm and short term) prepared and submitted by the Directors. (As requested by IQAC in the last Meeting)	-	The Principal made arrangements to implement the plan and need to produce the outcome.
6	Orientation Programme on OBE	As the institution is following Outcome based education system as per Anna University Regulations 2021, more awareness sessions on OBE can be conducted for students and newly joined faculty. Also this orientation can be conducted for the faculty at the beginning of each year. For students it can be included in the orientation programme.	Director - Academics	Plan and schedule has been submitted with a proposal.

  
Chairman

PRINCIPAL  
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