



KV INSTITUTE OF MANAGEMENT AND INFORMATION STUDIES

Grooming Leaders of Tomorrow | Approved By AICTE - New Delhi, Permanently Affiliated to Anna University, Chennai
No. 545, Sathy Main Road, Kurumbapalayam Post, Coimbatore, Tamil Nadu - 641107.
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

ACTION TAKEN REPORT FOR THE MEETING HELD ON 18/07/2023

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 08/04/2023 was reviewed and confirmed.		
2	Appointment of External Member as Advisor for NAAC preparation	It was decided to appoint an external expert to guide the process of documentation and uploading the documents in the portal. It is also decided to appoint Dr. S. R. Madhan Sankar, Advisor, Kongunadu Arts and Science College as Advisor. Advisor	Director – IQAC	Proposal submitted to Governing Council for Approval
3	NAAC documentation and Accreditation process	The committee decided to constitute the Steering committee for taking the NAAC documentation and Accreditation process. Steering Committee	Director – IQAC	Committee has been constituted
4	Review of NAAC Documentation	It is also discussed to conduct regular review of the documentation process periodically. The Advisor will review the files and give suggestions. Director of IQAC have to Minute the review meeting. Regular Reviewing of NAAC documentation	Director – IQAC	Schedule and procedures prepared by Principal
5	Review the Placement Strategies	Reviewed the Placement Strategies prepared by the Director of Placements (Suggested in the Previous Meeting)		
6	Review Productivity of MoUs	Reviewed the report submitted by the Director – Outreach on the progress and productivity of MoUs signed with various industries(Requested in the previous Meeting)		
7	Action Plan and Reports	Recommended to collect plan of activities from the Directors for their departments in order to the smooth functioning. The Reports to be submitted to the Principal and IQAC for reference. It is also advised to submit the reports of the activities for the previous months.	All Directors	Plan of action requested from the Directors for review.
8	Plagiarism Check Software	Resolved to request the librarian to purchase a Plagiarism Software in consultation with the Director – Research and need to be included in the library.	Librarian	Software updated
9	Inclusion of Certificate programme	Recommended to take immediate initiatives for introducing Certificate programmes in the fields of Internet	Director – Academics	Proposal Requested form the



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		of things and Big Data as they have lots of demand outsidePro and they will generate more revenue.		Director - Academic s
10	Conduct of 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 has been scheduled.

Dr. G. H. e
Chairman

PRINCIPAL

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