



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.
Web: www.kvimis.co.in | Email: info@kvimis.co.in.

CIRCULAR

Date: 31/03/2023

INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING

This is to inform that the **Internal Quality Assurance Cell (IQAC) Meeting** is scheduled on 08-04-2023, 10.00 A.M. to 1.00 P.M at the Board Room, KV Institute of Management and Information Studies. The Members are hereby requested to attend the meeting and give your valuable inputs.

Agenda

1. Review and confirmation of minutes of last IQAC Meeting
2. Conduct of Green Audit
3. Professional Membership for Faculty
4. Organise Intercollege Event
5. Mini Projects for Advance Learners
6. Quality in conduct of CIA
7. Calendar of events for library
8. NPTEL Local Chapter for KVIM
9. Placement Report and Strategies
10. Progress and Productivity of MoUs
11. Any other Matters


Director – IQAC


Principal

Copy To:

- | | | |
|----|--------------------|--|
| 1 | Dr. Vidhya M. | Principal - Chairman |
| 2 | Dr. Kumar C. | Professor - Coordinator/ Director – IQAC |
| 3 | Dr. Sulthan A | Assistant Professor – Member |
| 4 | Ms. Shiny S | Assistant Professor - Member |
| 5 | Dr. Harris Kumar D | Assistant Professor – Member |
| 6 | Dr. Yasotha M. | Assistant Professor – Member |
| 7 | Mr. Chinnasamy D. | Management Representative |
| 8 | Ms. Priya | Administrative Officer – Member |
| 9 | Ms. Maria Jennita | Alumni – Member |
| 10 | Ms. Gopika J. | Student – Member |
| 11 | Mr. Ravi K, | CFO, Roots Industries -Member |
| 12 | Mr. Ganesh | Sr.Manager, Apple Freight Logistics |
| 13 | Mr. Manimaran R. | Parent - Member |



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MINUTES OF THE MEETING – INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 08/04/2023

Venue: Academic Block Board Room, KVIM

Time: 10.00 am

The following Members were present.

S. No	Name of the Member	Role
1	Dr. Vidhya M.	Principal - Chairman
2	Dr. Kumar C.	Professor - Coordinator/ Director – IQAC
3	Dr. Sulthan A	Assistant Professor – Member
4	Ms. Shiny S	Assistant Professor - Member
5	Dr. Harris Kumar D	Assistant Professor – Member
6	Dr. Yasotha M.	Assistant Professor – Member
7	Mr. Chinnasamy D.	Management Representative
8	Ms. Priya	Administrative Officer – Member
9	Ms. Maria Jennita	Alumni – Member
10	Ms. Gopika J.	Student – Member
11	Mr. Ravi K,	CFO, Roots Industries -Member

The Following members were not able to attend the meeting.

1. Mr. Manimaran R,
2. Mr. Ganesh, Sr. Manager, Apple Freight Logistics

Recommendations by the IQAC

S.No	Agenda	Details of Discussion/Suggestion	Member Responsible and Target date
1	Review and confirmation of minutes of last IQAC Meeting	The minutes and the Action Taken Report of the previous meeting held on 07/01/2023 was reviewed and confirmed.	
2	Conduct of Green Audit	Recommended to conduct an external green audit to evaluate the institution's commitment to environmental sustainability on and off campus. It was also asked to collaborate with government, semi-	Principal

		government, and corporate partners to conduct variety of activities to educate students about the risks and difficulties facing the environment.	
3	Professional Membership for Faculty	Recommended to insist the faculty members to get membership from any Management related Professional Bodies such as AIMA, CMA and NIPM.	Director - Academics
4	Organise Intercollege Event	IQAC suggested the Director – Academics to Organise Intercollege event every year. This will improve the management and organising skills of the students.	Director – Academics
5	Mini Projects for Advance Learners	IQAC suggested to implement Mini Projects separately for the advance learners with some research insights Such mini projects can be converted into articles for publications.	Director – Research and Director – Academics
6	Quality in conduct of CIA	IQAC suggested to ensure that the CIA papers are to be valued on time with due care. It also instated that the papers to be distributed to the students for verifications and then the marks to be uploaded in the portal within the stipulated time. It also requested the Exam cell to draft a follow up system to monitor this standards.	Exam Cell
7	Calendar of events for library	Suggested the Librarian to prepare the calendar for the year 2023-2024 for organizing programmes such as , awareness programme on NPTEL resources , awareness programme on Digital Library, Orientation Programme for fresher's, etc	Librarian
8	NPTEL Local Chapter for KVIM	Suggested the Director – Research to take necessary steps to include KVIMIS as a NPTEL Local Chapter..	Director - Research
9	Placement Report and Strategies	Requested the Director Placement to prepare periodic progress Report of Training and Placement Cell. Also requested the Director Placement to prepare the list of strategies for placements for the current academic year and place before the IQAC in the next meeting	Director Placement
10	Progress and Productivity of MoUs	IQAC requested the Director – Industry Outreach to prepare a report on the progress and productivity of MoUs signed with various industries and submit the same for the IQAC in its next meeting.	Director – Industry Outreach


Director – IQAC


Chairman



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INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING

ATTENDANCE SHEET

Date: 08/04/2023

Venue: Academic Block Board Room, KVIM

Time: 10.00 am

S. No	Name of the Member	Role	Signature
1	Dr. Vidhya M.	Principal - Chairman	
2	Dr. Kumar C.	Professor - Coordinator/ Director – IQAC	
3	Dr. Sulthan A	Assistant Professor – Member	
4	Ms. Shiny S	Assistant Professor - Member	
5	Dr. Harris Kumar D	Assistant Professor – Member	
6	Dr. Yasotha M.	Assistant Professor – Member	
7	Mr. Chinnasamy D.	Management Representative	- Absent -
8	Ms. Priya.	Administrative Officer – Member	
9	Ms. Maria Jennita	Alumni – Member	
10	Ms. Gopika J.	Student – Member	
11	Mr. Ganesh	Sr. Manager, Apple Freight Logistics – Member	
12	Mr. Ravi k,	CFO, Roots Industries -Member	
13	Mr. Manimaran R.	Parent - Member	