



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: 13/07/2023

INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING

This is to inform that the **Meeting of the Internal Quality Assurance Cell (IQAC)** is scheduled on 18-07-2023, 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. Appointment of External Member as Advisor for NAAC preparation
3. NAAC documentation and Accreditation process
4. Review of NAAC Documentation
5. Review the Placement Strategies
6. Review Productivity of MoUs
7. Action Plan and Reports
8. Plagiarism Check Software
9. Inclusion of Certificate programme
10. Conduct of Academic Audit
11. Any other Matters


Director - IQAC


Principal

Copy To:

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|----|-------------------------|--|
| 1 | Dr. Vidhya M. | Principal - Chairman |
| 2 | Dr. Iyyappan K. | 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. Kousalya Devi | Professor – Member |
| 7 | Dr. Kumar C. | Management Representative |
| 8 | Mr. Raghu M. | Administrative Officer – Member |
| 9 | Mr. Vihas V. | Alumni – Member |
| 10 | Ms. Gopika J. | Student – Member |
| 11 | Mr. Arun S. K | CEO, Audi Coimbatore– Member |
| 12 | Dr. S. R. Madhan Sankar | Academician -Member |
| 13 | Mr. Manimaran R. | Parent - Member |



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

Date: 18/07/2023

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. Iyyappan K.	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. Kousalya Devi	Professor – Member
7	Dr. Kumar C.	Management Representative
8	Mr. Raghu M.	Administrative Officer – Member
9	Mr. Vihas V.	Alumni – Member
10	Ms. Gopika J.	Student – Member
11	Mr. Arun S. K.	CEO, Audi Coimbatore - Member
12	Dr. S. R. Madhan Sankar	Academician -Member
13	Mr. Manimaran R.	Parent - Member

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 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.	Director - IQAC

		Advisor	
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
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
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
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
9	Inclusion of Certificate programme	Recommended to take immediate initiatives for introducing Certificate programmes in the fields of Internet of things and Big Data as they have lots of demand outside and they will generate more revenue.	Director – Academics
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


Director - IQAC


Chairman



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INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING

ATTENDANCE SHEET

Date: 18/07/2023

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. Iyyappan K.	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. Kousalya Devi	Professor – Member	
7	Dr. Kumar C.	Management Representative	- ABSENT -
8	Mr. Raghu M.	Administrative Officer – Member	
9	Mr. Vihas V.	Alumni – Member	
10	Ms. Gopika J.	Student – Member	
11	Mr. Arun S. K	CEO, Audi Coimbatore– Member	
12	Dr. Madhan Shankar S. R.	Academician -Member	
13	Mr. Manimaran R.	Parent - Member	