



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: 31/12/2021

INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING

This is to inform that **the Internal Quality Assurance Cell (IQAC) Meeting** is scheduled on 08-01-2022, 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. Promotion for events through Social Media
3. Inclusion of E Books in the library
4. Review of Semester end Course Feedback
5. Review the Institutional plan
6. Orientation Programme on OBE
7. Any other Matters


Director – IQAC


Principal

Copy To:

- | | | |
|----|-------------------|---|
| 1 | Dr. Vidhya M. | Principal - Chairman |
| 2 | Dr. Kumar C. | Professor - Coordinator/ Director – IQAC |
| 3 | Dr. Raji Jannet | Assistant Professor – Member |
| 4 | Dr. Yasotha.M | Assistant Professor - Member |
| 5 | Dr. Karthika.M | Assistant Professor – Member |
| 6 | Dr. Sashikala.V | Assistant Professor – Member |
| 7 | Mr. Chinnasamy D. | Management Representative |
| 8 | Mr. Raghu M. | Administrative Officer – Member |
| 9 | Ms. Maria Jennita | Alumni – Member |
| 10 | Mr. Vihav V. | Student – Member |
| 11 | Mr. Ganesh, | Sr. Manager, Apple Freight Logistics – Member |
| 12 | Mr. Ravi K, | CFO, Roots Industries - Member |
| 13 | Mr. Sundaramurthy | Parent - Member |

PRINCIPAL
K. V. Institute of Management &
Information Studies,
545, Sathy Main Road,
Kurumbapalayam (P. O.)
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MINUTES OF THE MEETING – INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 08/01/2022

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. Raji Jannet | Assistant Professor – Member |
| 4 | Dr. Yasotha.M | Assistant Professor - Member |
| 5 | Dr. Karthika.M | Assistant Professor – Member |
| 6 | Dr. Sashikala.V | Assistant Professor – Member |
| 7 | Mr. Chinnasamy D. | Management Representative |
| 8 | Mr. Raghu M. | Administrative Officer – Member |
| 9 | Ms. Maria Jennita | Alumni – Member |
| 10 | Mr. Vihas V. | Student – Member |
| 11 | Mr. Ravi K, | CFO, Roots Industries –Member |

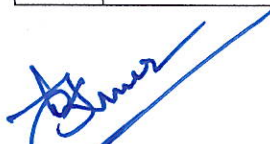
The Following members were not able to attend the meeting.

1. Mr. Sundaramoorthy, Parent,
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 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 |

| | | | |
|---|--|--|----------------------|
| 3 | Inclusion of E Books in the library | Recommended the librarian to include more number of Ebooks in the library particularly for the Business Analytics specialisation which was included during the year 2021-2022 | Librarian |
| 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) | - |
| 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 |


Director – IQAC


Chairman

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INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING

ATTENDANCE SHEET

Date: 08/01/2022

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. Raji Jannet | Assistant Professor – Member | |
| 4 | Dr. Yasotha.M | Assistant Professor - Member | |
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