



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: 01/07/2022

INTERNAL QUALITY ASSURANCE CELL (IQAC) – MEETING

This is to inform that the **Meeting of the Internal Quality Assurance Cell (IQAC)** is scheduled on 09-07-2022, 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. Faculty to undergo Quality Improvement Programmes
3. Training Programmes for Administrative Staffs
4. Skill Development Programme
5. Business Communication Skill
6. Training on Learning Management System
7. Orientation Programme for students – Feedback
8. Any other Matters


Director – IQAC


Principal

Copy To:

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|----|--------------------|---|
| 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 | Mr. Vihas V. | Student – Member |
| 11 | Mr. Ganesh, | Sr. Manager, Apple Freight Logistics – Member |
| 12 | Mr. Sundaramurthy | Parent – Member |
| 13 | Mr. Ravi K, | CFO, Roots Industries - Member |

PRINCIPAL
K. V. Institute of Management &
Information Studies,
545, Sathy Main Road,
Kurumbapalayam (P. O.)
Coimbatore - 641 107



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

Date: 09/07/2022

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. 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	Mr. Vihas V.	Student – Member
11	Mr. Ganesh,	Sr. Manager, Apple Freight Logistics – Member
12	Mr. Sundaramurthy	Parent - Member

The Following members were not able to attend the meeting.

Mr. Ravi K,

CFO, Roots Industries - 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 09/04/2022 was reviewed and confirmed.	
2	Faculty to undergo Quality	Suggested the faculty members to undergo Quality Improvement Programs organized by nationally reputed institutes at least one programme every year. This is to improve their teaching quality.	Faculty Members – Director - Academics

	Improvement Programmes		
3	Training Programmes for Administrative Staffs	Suggested to organise two training programmes every year for the Administrative staffs. This is to empower them to work towards the goal.	Director - Enrollment
4	Skill Development Programme	Appreciate that the Skill Development Programme is successfully conducted and it is showing some good outcomes in students' growth. Recommended to implement a special programme for exclusively developing the Business Communication Skills of the students.	Director – Academics Director - Placements
5	Business Communication Skill	Note to appreciate that Business Communication Skills offered by the institute are as per suggested by the New Educational Policy. Especially they are aligning with the Jeevan Kaushal programme initiated by the MHRD.	Director - Placements
6	Training on Learning Management System	IQAC Recommended to the Director – Academics to provide training on Learning Management System (LMS) the Nova Portal to all First year students, such training may be included in the orientation programme.	Director – Academics
7	Orientation Programme for students - Feedback	Suggested to conduct orientation programme for students on Ticketing SYstem and its effect on quality improvement of the institution.	Director - IQAC & Director – Academics


Director – IQAC


Chairman

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