Karunya Institute of Technology & Sciences

(Declared as Deemed to be university under Sec. 3 of the UGC Act, 1956)
Karunya Nagar, Coimbatore - 641114

INTERNAL QUALITY ASSURANCE CELL

KITS/IQAC/Meet/4353/2016   Date: December 14, 2016

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Minutes of the 11th IQAC Meeting held on 14th December 2016 at 3.00 p.m. in the Vice Chancellor Conference Hall

Members Present

1. Dr. M.J. Xavier, Vice Chancellor
2. Dr. C. Joseph Kennady, Registrar
3. Dr. G. Prince Arul Raj, Director – School of Engineering and Technology
4. Dr. A. Hepsibah Christinal, Controller of Examinations
5. Mr. S. E. Vinodh Ewards, Head – CTC
6. Dr. T.V. Christy – Professor, Mechanical Engineering
7. Dr. M. Nesasudha, Associate Professor – Electrical Technology
8. Dr. X. Ajay Vasanth, Asst. Professor, Civil & Mechanical Engineering
9. Dr. D. Sujitha Juliet, Asst. Professor, CST
10. Dr. S. Moses Santhakumar, Professor, Civil Engineering Dept. NIT, Trichy
11. Mr. Giftson Jasper Davis S. IV ET (UR13EC077)
12. Ms. Steffi Stanley Thomas (IV CST (UR13CS155)
13. Mrs. Sweety Jose, Asst. Professor, EE Dept. PSG College of Tech.
14. Dr. S. Immanuel Alex Pandian– CBCS Coordinator
15. Mr. A. Joe Paulson, Chief Engineer (C&M)
16. Mr. P.Jeyasingh - Chief Operating Officer, Jasmin Infotech, Chennai
17. Prof. S. Karthikeyan, Adjunct Professor, Poonga Nagar Coimbatore
18. Dr. Annie Gibson, Medical Officer, KRCH
19. Dr. D. Tensing, Head - IQAC

S.No.	Items discussed	Action to be taken
1	The Vice Chancellor welcomed all the members for the meeting. He insisted that the need for ensuring quality in education requires strategic plan for development and continuous monitoring will make the Institution as one of the top ranked Institutions both Nationally and Internationally. IQAC must spearhead the entire operations on quality of education which results in Outcomes in all parameters.	FIO

2	It was decided that Quality document is to be prepared for the following stakeholders and Officials 1. Students 2. Faculty member 3. Mentor 4. Non-Teaching Staff 5. Programme Co-ordinator 6. Head of the Department 7. Controlling Officers 8. Director of School 9. Registrar 10. Vice Chancellor	To be prepared by IQAC, discussed in Executive committee and approved
3	Enhancement of Quality in Academics-Teaching Learning process, Video Lectures capturing, MOOC courses etc. to be implemented in all the departments.	Departments & KCDC
4	Quality in budget planning- program wise with details – Orientation to be given for each department.	Finance
5	Quality of various committees formed for all activities such as conducting conferences, seminars, workshops, symposiums, admission process, Graduation Ceremony, Tournaments, Techno - Fest etc.	IQAC
6	Quality expected out of 'e-governance' in the institution and website updation at regular intervals.	CTC
7	Quality of various trainings to be implemented through KCDC. Identification of strength and weakness of Faculty members, supporting staff and Heads for arranging necessary training to be given on enhancing their qualities.	KCDC
8	NIRF presentation on comparison of data with premier Institutions. Based on NIRF uploaded open documents of various premier	IQAC

	institutions comparative study was presented for setting mile stones for the institution and the departments for achieving better ranking.	
9	Mr. Jeyasingh suggested that e-Governance will minimize the waste of time in documentation and hence serious efforts are to be put in for effectively implementing.	Eduserve
10	Dr. Moses Shanthakumar suggested that Students need to video capturing of lectures to be encouraged and given to the students.	HoDs

Head – IQAC

Copy to: The Vice-Chancellor – for kind information
                The Registrar – for kind information
                The Director (E&T) – for kind information
                HoDs
                NAAC/IQAC Co-ordinators
                File

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**Action Taken Report on the minutes of 11th IQAC Meeting held on
14th December 2016**

S.No.	Item Discussed	Action To be taken
1.	Quality document to be prepared for the following Quality expected from a. Students b. Faculty member c. Mentor d. Non-Teaching Staff e. Programme Co-ordinator f. Head of the Department g. Controller Officers h. Dean of Schools i. Registrar j. Vice Chancellor k. Lower cadre staff	1. IQAC has written clear policy on mentoring and roles of the mentor. This was written in such as way that the entire process can be computerized and implemented effectively. The prepared flowcharts were discussed in the faculty orientation programme and necessary changes are incorporated based on the recommendations. 2. The Quality requirements from other members shown are refined and submitted to the competent body of the Institution for appropriate approval and implementation.
2.	Enhancement of Quality in Academics-Teaching Learning process, Video Lectures capturing, MOOC courses etc to be implemented in all the departments.	1. The KCDC is implemented necessary training programmes for the enhancement of the teaching learning process based on outcome based education and also promoting activity based teaching and learning. 2. The departments started implementing the lecture video capturing and motivated the faculty for completing the MOOC Courses.
3.	Quality in budget planning- program wise with details – Orientation to be given for each	The Finance department gave necessary orientation to the

	department.	departments for the preparation of budget programme-wise for each academic year.
4.	Quality of various committees formed for all activities such as conducting conferences, seminars, workshops, symposiums, admission process, Graduation Ceremony, Tournaments, Techno-Fest etc.	The effective review system after each programme / function lead to the fine tuning of existing system of constitution of committees and necessary improvements are decided for the subsequent programmes.
5.	Quality expected out of 'e-governance' in the institution and website updation at regular intervals.	The entire website is revamped and uniform presentation of the departments are ensured. For Automation of academic and administrative activities, the EDUSERVE platform is implemented.
6.	Quality of various trainings to be implemented through KCDC. Identification of strength and weakness of Faculty members, Non-teaching staff and Heads for arranging necessary training to be given on enhancing their qualities.	KCDC has continuously organized several training programmes for the Faculty members as well as Non-teaching staff and Head of the departments. The training also conducted for the research scholars.
7.	INIRF presentation on comparison of data with premier Institutions. Based on NIRF uploaded open documents of various premier institutions comparative study was presented for setting mile stones for the institution and the departments for achieving better ranking.	IQAC has made detailed study on the comparison of performance of KITS with respect to other premier institutions for setting quality targets and plans for necessary monitoring.

Head – IQAC

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