**MINUTES OF THE 7TH IQAC MEETING HELD at 9.45 a.m.
ON 15-03-2014 IN THE REGISTRAR'S CONFERENCE HALL.**

Members Present

1. Dr.S. Sundar Manoharan, Vice Chancellor – Chairperson
2. Dr. C. Joseph Kennady – Registrar
3. Dr. S. Darius Gnanaraj – IQAC Co-ordinator
4. Dr. Hepzibah Christinal – Controller of Examinations
5. Dr. D.S.Robinson Smart, Professor Mech & Dir (CL)
6. Mrs.P.Sweety Jose, PSG Tech.
7. Mr. A. Joe Paulson, Dy. Chief Engineer
8. Dr. Annie Gibson, Medical Officer – Sheesha - KRCH
9. Dr. J. Jayakumar, Associate Professor - EEE
10. Dr. S. Arul Mugilan, Associate Professor – Bioinformatics
11. Dr. Kumudha Raimond, Professsor – CSE
12. Mrs. Lydia Edwin, Assistant Professor – EEE
13. Miss. Arlene Anvitha III CSE A – Student Nominee

Minutes	Action to be taken by
The Meeting Started with an opening prayer by Dr.Robinson Smart. The Vice Chancellor welcomed the member of IQAC and appreciated the works that were carried out by the IQAC during the last semester. The IQAC has been strengthened as per the NAAC requirements. With this note he opened the discussions:	
Agenda 2: Minutes of the 6th IQAC Committee meeting and Action Taken Report. The following decisions were made from the matters arising out the minutes. i) The Chief Technology Officer shall be asked to send the list of faculty members who score 8 or more out of 10 based on the students' feedback on the performance of faculty, to the Vice Chancellor and the Registrar. The Vice Chancellor shall ask the Directors/HoDs of Schools/Departments to give letters of appreciation to those faculty members. Similarly Chief Technology Officer shall forward another list of faculty members who score 4 or less out of 10 to the Vice Chancellor and Registrar for the purpose of encouraging them to perform well.	CTO
ii) IQAC shall receive nominations for the Best Faculty and Best Teacher awards department wise from the Directors/HoDs.	IQAC
iii) Directors/HoDs shall be asked to propose a panel of four external academic auditors to the Vice Chancellor. The Auditors selected by the Vice Chancellor shall be invited by the School / Department for conducting the Academic Audit.	Directors/ HoDs

iv) The faculty members are required to discuss the answers of the internal test question elaborately while they return the corrected answer sheets to students.	All Faculty members
v) CBCS Co-ordinators are required to update the guidelines for U.G. courses and P.G courses	CBCS Co-ordinators
vi) The facilities and sophisticated equipments bought under funded projects shall become the property of the laboratory after the project period is over. These facilities shall be under the control of the Director/HoD after the project period and will be extended to faculty members / students of the university.	PI/Co-PI Directors/ HoDs
vii) The Vice Chancellor observed that Scanning Electron Microscope should be available in all Schools where science and technology research takes place. He stated that atleast 4 Scanning Electron Microscopes (SEM) are to be procured for the University of this size.	Directors/ HoDs
viii) It was decided that the Central Research Facilities shall be utilized to serve the job orders from outsiders on alternate working days reserving the other days for completing Job orders raised by internal faculty / researchers / students.	Directors / HoDs
The Vice Chancellor invited IQAC coordinator to carry on with the proceedings as per the agenda.	
Agenda 3: **Updates on the Preparations for receiving NAAC Peer Team**	
i) IQAC coordinator presented the updates on the Preparations for receiving NAAC Peer Team. He has listed out the works that were completed and works to be done to receive the NAAC Peer Team. A Power point presentation showing the works completed and the works to be completed to receive the NAAC Peer Team is attached in **Annexure-1**.	Information
ii) The Vice Chancellor asked Dr. Annie Gibson, Mrs. P.Sweety Jose, Dr. Kumudha Raimond and Mrs. Lydia Edwin to go through the Gender Audit conducted by the University and give their recommendations.	Dr. Annie Mrs. P.Sweety Dr. Kumudha Mrs. Lydia
iii) Dr. Annie Gibson was asked to visit the Schools/Departments to identify the locations for having women care and give her suggestions for forming the Women Care Room with necessary furniture and medical kits. Er.Christopher Gunasingh, Senior Executive Engineer is required to co-ordinate the visit of Dr. Annie Gibson to the University for this purpose and give a report to IQAC. It was decided that Women Care room will be provided **one per block** and any girl student or lady staff from any department can use the room when required.	Senior Executive Engineer

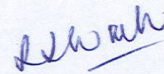|	

iv)   Mr. Joe Paulson gave a briefing on 'Green Audit' conducted in KITS during the last 2 months. He said that Green Audit was conducted in the University and Hostel campus on the following areas:
 	
    a)   Carbon foot print & neutralization of CO_2 emission. Numbering of trees in the campus to be done and planting of trees.
    b)   Conservation of water
    c)   Use of copper chokes in tube lights and electronics regulators in fans.
    d)   Use of non-conventional energy
 	
Recommendations were made on the above areas of consideration.
	IQAC

Agenda 4: **Action Taken reports received from Directors/HoDs based on the IQAC scores assigned to the Departments depending on their performance during the academic year 2012-2013.** i) Action Taken reports received from Directors/HoDs based on the IQAC scores assigned to the Departments depending on their performance during the academic year 2012-2013 were placed and discussed. ii) IQAC Co-ordinator presented a comparative chart of School IQAC score 2012-2013 and informed the Committee that the School of Civil Engineering was placed in the first place and School of Biotechnology and Health Sciences in the second place. Also when Departments were compared, on IQAC scores 2012-2013, Department of Civil Engineering was placed in the first position and the department of EEE in the second place. Awards were given to these Schools and Departments during the staff retreat which was conducted during 3rd and 4th January 2014. iii) The Excel format which was used for calculating the IQAC score was explained by the IQAC co-ordinator to the Committee. Action taken report submitted by the Directors/HoDs on IQAC scores 2012-2013 were discussed. Directors & HoDs submitted the Action Taken report for the criteria which scored less than 2.5 out of 5.0 (<50%) iv) The Vice Chancellor asked Dr. Arul Mugilan to carry-out a statistical analysis of the IQAC scores of the Departments for the past 5 years and highlight the areas in which the University has exponential growth during the past 5 years. v) The IQAC Co-ordinator suggested that the criteria for IQAC scores for the current academic year 2013-2014 can be modified to suit the criteria as per the revised format of Annual Quality Assurance Report (AQAR) by NAAC. The committee has approved the proposal.	 Information Dr. Arul Mugilan IQAC

Agenda 5: **Academic Audit Report of the Odd semester of the Academic year 2013-2014** i) The IQAC coordinator highlighted the importance of the Academic audit. ii) The IQAC co-ordinator briefed the Committee about the introduction of Academic Audit in Karunya University four years ago and how the quality of teaching-learning improved through successive academic audits. Academic Auditors were invited from National Institute of Technology, (NIT) Trichy, who shared their expertise with faculty members through Academic Audits. Later, the academic audits were co-ordinated by the Directors/HoDs of the concerned Schools/Departments after the introduction of decentralization. The Academic Audit Reports submitted by the School/Departments were placed in the Committee for discussion. The IQAC Co-ordinator highlighted 3 reports which gave good suggestions; like Blooms Taxonomy to be followed for question papers, valuation has to be strict and questions should be more analytical to critically evaluative the breadth of knowledge in both theoretical and laboratory courses taught.	All Faculty Members
Agenda 6: **Training programmes conducted for faculty members and non teaching staff from 1st July 2013 till date.** i) The training programmes conducted for the Faculty members and Non Teaching Staff from 1st July 2013 till date were placed for comments. The Vice Chancellor appreciated the programmes conducted so far. The Vice Chancellor has agreed to discuss with the Registrar and IQAC Co-ordinator the details for the formation of Academic Staff College in Karunya University.	CPTO Head –Staff Training IQAC Co-ordinator
Agenda 7: Plan for IQAC activities from April 2014 to March 2015. i) Vice chancellor wants the University to conduct a fresher training program for all the newly joined faculty. ii) The plan for IQAC activities from April 2014 to March 2015 was placed for discussions. It was suggested that the talk on how to use NPTEL resources for teaching to be advanced to July 2014 and to be included in one of the slots of the staff retreat, so that faculty members shall receive this input at the beginning of the semester. The updated plan is attached in **Annexure 2**.	Head – Staff Training IQAC Co-ordinator Registrar Director-DoVE
Agenda 8: Any other matter. It was agreed that the IQAC Committee meeting will be conducted once in three months as per the guidelines given by NAAC.	Information

Feed-back from external experts of IQAC Committee are given below: Mrs.P.Sweety Jose: • Remedial coaching classes to be conducted to students who score less marks in 1st internal or 2nd internal test. • Arrear coaching classes are to be effectively conducted. • Junior faculty members may be asked to attend classes conducted by senior faculty members, so that they will be moulded as good Teachers. • Feed-back on curriculum, infrastructure, extension activities and amenities to be obtained from final year students. Dr. Annie Gibson: • The University gives a lot of academic work to students and they are under academic pressure. As a result of it, students are going to bed late in the night and one or two fall sick the next morning. The pressure may be reduced a little to improve their occupational health. • Junior faculty members are to be trained well in teaching before they are allowed to teach.	Faculty Members Directors/ HoDs

The meeting ended with the prayer by Ms. Arlene Anvitha, III CSE (UR11CS138)

Dr.S.Darius Gnanaraj
IQAC Coordinator

Dr.S. Sundar Manoharan
Vice Chancellor

Updates on the Preparations for receiving NAAC Peer Team

Internal Quality Assurance Cell (IQAC)

15-3-2014

Preparations completed

24 to 28 Feb. 2014	• **NAAC coordinators prepared Evaluation Reports of Departments and evidences** • **Gender Audit report submitted to IQAC by the committee.**
03 to 08 March 2014	• Members of Inter –Department Inspection Team (IDIT) Inspected departments • Posters showing Vision , Mission of KITS and details of Research works through funded projects are designed • Implementation of Gender Audit and Green Audit are planned. • IQAC started compiling evidences for Criteria I to VII (225 sections and 41 appendices)

Preparations

10 to 15 March 2014	• A Training session conducted for Directors, HoDs and Controlling Officers (13-03-2014). •A book of Appendices of NAAC SSR comprising 178 (41 + 137) Appendices along with evidences in hard copy as well as soft copy are being prepared by IQAC •IQAC committee is reconstituted for a period of two years as per the guidelines of NAAC • 7th IQAC committee meeting on 15th March.

Preparations to be completed

17 to 21 March 2014	•**Posters / Boards showing research works, facilities, demonstration units are to be displayed inside the Schools as well on the corridors or in prominent places.** • **Direction Boards, road signs at road junctions and also inside academic blocks are to be fixed.** • **Committees responsible for Gender Audit and Green Audit conduct another audit to make sure that their recommendations are implemented.** •**Video recording of facilities and research works are to be done department wise.**

Training Sessions - NAAC

- 190 Students (10 Students from each department; 5 boys and 5 girls) – 26th March 2014 4-6 p.m.

- Non-Teaching Staff – 27th March 2014 4-6 p.m.

- Faculty members – 29th March 2014 – Full day - Saturday

Preparations to be completed

03 to 05 Apr. 2014	NAAC Peer Team - Mock visit
07 to 10 April 14	Improvements to be made based on the exit report of NAAC Peer Team – Mock visit
10 to 12 April 2014	Visit of Internal Core Team visit to ensure preparedness of Schools / Departments
15 to 16 April 2014	Fine tuning the preparations
21 to 24 April 2014	NAAC Peer Team visit

ANNEXURE - 2

PLAN FOR IQAC ACTIVITIES FROM APRIL 2014 TO MARCH 2015

Month	IQAC Activities
April 2014	• Conduct the 2nd Gender Audit • Conduct the 2nd Green Audit • Make Preparation for NAAC visit and receive NAAC Peer Team
May 2014	• Study the exit report of NAAC Peer Team visit and plan for improving the areas which require more attention. • Circulate the criteria to nominate the Best faculty member Award from each department, combining teaching, research and consultancy outputs and get nominations from each department. • Planning meeting to be conducted and proposals for funding can be prepared and sent to funding agencies for NAA Conference February 2015
June 2014	• Prepare brochures and send to other academic Institutions, Industries and Research Organizations inviting papers for NAAC conference to be conducted in February 2015. • Collect Academic Audit reports from Directors/HoDs • Collect the Research Audit reports from CoE • Conduct the 8th IQAC committee meeting.
July 2014	• Arrange a talk on "How to use NPTEL resources for Teaching" • Give Best Teacher Awards, Best Researcher Awards during the Staff retreat to 19 faculty members. • Collect data from all departments and prepare Annual Quality Assurance Report (AQAR) and submit it to NAAC before 31st July 2014.
August 2014	• Review the exit report of NAAC Peer team and implement their suggestions. • Conduct the Performance Audit of all Schools / Departments and upload the result in the University Home page.
September 2014	• Conduct the 9th IQAC Committee meeting • Arrange a talk to all faculty members on "Modern Teaching and Learning Methods"
October 2014	• Conduct the 3rd Gender Audit • Conduct the 3rd Green Audit
November 2014	• Conduct a workshop on "Feedback on Curriculum" by Alumni, Industrialists and Academicians • Conduct a short term training programme on Intellectual Property Rights
Dec.2014	• 10th IQAC Committee Meeting
January 2015	• Arrange a Talk on "How to use NKN resources for Teaching" • Give IQAC best School Awards (1st and 2nd) and best Department Awards (1st and 2nd) during the Staff retreat.
February 2015	• Conduct a conference on"………………………………….." (expected to be sponsored by NAAC)
March 2015	• Collect the Academic Audit reports from Directors/HoDs • Conduct 11th IQAC meeting.