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

**Minutes of the IQAC/NAAC Co-ordinators Meeting held
on 13th October 2016 at 3.00 p.m. in the IQAC Office**

Members Present

1. Dr. S. Murugan, Asst. Professor - Biotech
2. Mrs. P.Subha Hency Jose, Asst. Professor - EIE
3. Mrs. R.Meenal, Asst. Professor - EEE
4. Mrs. A.Kethsy Prabavathy, Asst. Professor - CSE
5. Dr. K. Juliet, Asst. Professor - Chemistry
6. Dr. K. Porselvi, Asst. Professor - Mathematics
7. Dr. G. Anita Hebsiba, Asst. Professor - Chemistry
8. Ms. S. Senith, Asst. Professor – Business Mgt.
9. Ms. S.Usha, DoVE
10. Ms. R.Mohana Priya, Asst. Professor – Bioinfo.
11. Dr. N. Nesa Sudha, Associate Professor - ECE
12. Mrs. M. Jemimah Carmichael, Asst. Professor - Civil
13. Dr. A. Nishad, Asst. Professor - FPE
14. Mr. P. Suresh, Asst. Professor - IT
15. Dr. Sujitha Juliet, Asst. Professor – IT & IQAC Co-ordinator
16. Dr. D.Tensing, Professor in Civil Engg. & Head-IQAC

The meeting started with the prayer offered by Ms.S.Usha, DoVE

S.No.	Item Discussed	Action To be taken
1.	**Introduction by Head-IQAC** It was informed about that the Best Faculty Awards, Achievers Awards and Awards for publishing Papers in Peer reviewed journals which were supposed to be distributed during the 30th year Anniversary celebration function could not be distributed due to time constraint and will be distributed during one of the Faculty Meetings shortly. As requested by the Head-IQAC after the Skype meeting with Dr. Raju, Pro-VC of VIT to all the HoDs of the departments regarding the submission of titles of Mini Projects given by the I and II year students in their subjects, only few departments have submitted the same. The NAAC/IQAC coordinators of the other departments were requested to enable IQAC to receive the documents before 17.10.2016 through their HoDs.	IQAC Academic Research

	It was informed that as per the request of IQAC/NAAC Co-ordinators Awards of Appreciation for their services will be instituted from this academic year onwards with the approval of competent authorities	
2.	**NIRF Presentation:** Presentation was made for the requirement of data for the preparation of NIRF ranking report It was requested that all data required are to be prepared and submitted to the IQAC Office before 30th October 2016 for presenting the same to the Vice-Chancellor, Registrar and Director-E&T for necessary modification on 1st November 2016 before uploading the documents. It was decided to identify suitable Co-ordinators from the faculty members for each Criteria to be finalized Survey format to be prepared (5A Peer Perception – Employer and Parents Survey)	IQAC Faculty Members , Students, Placement Officer & Mentors
3.	**QS Star Rating Presentation** The format and data required for QS Star World Ranking were also presented to the Co-ordinators. The data required to be submitted to IQAC Office before 30th October 2016	IQAC
4.	**IQAC Workshop / Conferences - in other Institutions** The IQAC co-ordinators expressed their desire to participate in the IQAC Workshop arranged by the SNR College of Engineering on 21st and 22nd October 2016 and it was decided to recommend participation of three IQAC Co-ordinators (Dr. Murugan, Biotech, Ms. Mohanapriya, Bioinformatics and Dr. A. Nishad, FPE) in the workshop. As per the direction of the Vice Chancellor, it was decided to send two IQAC coordinators to participate in the CII conference on Higher Education on 11th and 12th of November 2016 at Hotel Residency.	IQAC

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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INTERNAL QUALITY ASSURANCE CELL

**Action Taken Report on IQAC/NAAC Co-ordinators Meeting held
on 13th October 2016**

S.No.	Item Discussed	Action taken
1.	**Introduction by Head-IQAC** As requested by the Head-IQAC after the Skype meeting with Dr. Raju, Pro-VC of VIT to all the HoDs of the departments regarding the submission of titles of Mini Projects given by the I and II year students in their subjects, only few departments have submitted the same. The NAAC/IQAC coordinators of the other departments were requested to enable IQAC to receive the documents before 17.10.2016 through their HoDs.	The titles of the mini project were sent by the departments.
2.	**NIRF** It was requested that all data required are to be prepared and submitted to the IQAC Office before 30th October 2016 for presenting the same to the Vice-Chancellor, Registrar and Director-E&T for necessary modification on 1st November 2016 before uploading the documents. Survey format to be prepared (5A Peer Perception – Employer and Parents Survey)	The departments have submitted the data as per the schedule. Faculty Members, Students, Placement Officer & Mentors participated in promoting the perception survey.
3.	**QS Star Rating Presentation** The format and data required for QS Star World Ranking were also presented to the Co-ordinators. The data required to be submitted to IQAC Office before 30th October 2016	QS Star rating participation was deferred for the next academic year.
4.	**IQAC Workshop / Conferences - in other Institutions** The IQAC co-ordinators expressed their desire to participate in the IQAC Workshop arranged by the SNR College of Engineering on 21st and 22nd October 2016 and it was decided to recommend participation of three IQAC Co-ordinators (Dr. Murugan, Biotech, Ms. Mohanapriya, Bioinformatics and Dr. A. Nishad, FPE) in the workshop. As per the direction of the Vice Chancellor, it was decided to send two IQAC coordinators to participate in the CII conference on Higher Education on 11th and 12th of November 2016 at Hotel Residency.	Three faculty members as identified and participated in the workshop. The Head – IQAC and IQAC Coordinator participated in the CII conference.

Head – IQAC

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             HoDs
             File