

# 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 10 (B) IQAC Meeting held on 14<sup>th</sup> December 2016 at 3.00 p.m. in the Vice Chancellor Conference Hall

#### Members Present

1. Dr. S. Sundar Manoharan, Vice-Chancellor
2. Dr. C. Joseph Kennady, Registrar
3. Dr. D. Tensing, Professor in Civil Engg. & Head-IQAC
4. Dr. G. Prince Arulraj, Dean E & T
5. Dr. Elijah Blessing, Professor & Head – CST
6. Dr. T.V. Christy, Professor – Dept. of Civil and Mechanical Engineering
7. Dr. A. Hepsibah Christinal, Controller of Examinations
8. Dr. M. Nesasudha, Associate Professor - Electrical Technology
9. Mr. S.E. Vinodh Edwards, Head - CTC
10. Mr. X. Ajay Vasanth, Assistant Professor – Civil and Mechanical Engineering
11. Dr. D. Sujitha Juliet, IQAC Co-coordinator

S.No.	Items discussed	Action to be taken
1.	Quality document to be prepared for the following a. Students b. Faculty member c. Mentor d. Non-Teaching Staff e. Programme Co-ordinator f. Head of the Department g. Controller Officers h. Director of School i. Registrar j. Vice Chancellor k. Lower cadre staff	IQAC

2.	Enhancement of Quality in Academics-Teaching Learning process, Video Lectures capturing, MOOC courses etc to be implemented in all the departments.	Departments & KCDC
3.	Quality in budget planning- program wise with details – Orientation to be given for each department.	Finance
4.	Quality of various committees formed for all activities such as conducting conferences, seminars, workshops, symposiums, admission process, Graduation Ceremony, Tournaments, Techno-Fest etc.	IQAC
5.	Quality expected out of ‘e-governance’ in the institution and website updation at regular intervals.	CTC
6.	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
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

  
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 the 10 (B) minutes of IQAC Meeting held on 14<sup>th</sup> 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 a 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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