



**INTERNAL QUALITY ASSURANCE CELL**

KITS/IQAC/Meet/4536/2018

Date: August 24, 2018

**Minutes of the 12 (A) IQAC Meeting held on 24<sup>th</sup> August 2018 at 10.30 p.m. in the Vice Chancellor's Conference Hall**

**Members Present – KITS**

1. Dr. P. Mannar Jawahar, Vice Chancellor, Chairman
2. Dr. E.J. James – Pro-Vice Chancellor (SO)
3. Dr. Ridling Margaret Waller - Pro-Vice Chancellor (QS)
4. Dr. Lazar T. Mathew, Pro-Vice Chancellor (PPI)
5. Dr. R. Elijah Blessing - Registrar
6. Dr. A. John De Britto, Controller of Examinations
7. Dr. G. Prince Arul Raj – Dean, School of Engineering and Technology
8. Dr. C. Joseph Kennady – Dean, School of Sciences, Arts, Media and Management.
9. Dr. C. Samuel Joseph, Management Studies and Commerce
10. Dr. Kumudha Raimond – Computer Science and Engineering
11. Dr. D. Jude Hemanth – Electronics and Communication Engineering
12. Dr. R. Nanda Kumar – Chemistry
13. Dr. S. Immanuel Alex Pandian – Electronics and Communication Engineering
14. Dr. S. Vincent Sam Jebadurai, IQAC Co-coordinator
15. Dr. D. Tensing – Director – QAA
16. Dr. L. S. Jayagopal - Managing Director, Mithran Structures, Coimbatore
17. Mr. P. Jeyasingh - CTO, Jasmin Infotech, Chennai
18. Dr. S. Devaraj Arumainayagam, Associate Professor - Govt. Arts College, Coimbatore
19. Dr. P. Sweetly Jose - EEE Dept., PSG College of Technology

Sl.No	Agenda points	Action to be taken by
1	Dr. P. Mannar Jawahar, the Vice Chancellor welcome all the members for the meeting. He emphasized the continuous monitoring of quality in all the components of Academics and Research will make the Institution to be in the top ranking status will all essential accreditations.	FIO
2	Dr. Ridling Margaret Waller, Pro-Vice Chancellor gave an introductory remarks on how the quality of the various activities are monitored by the Pro Vice Chancellor's office as well as by IQAC.	FIO

3	<p>Dr. D. Tensing, Director – Quality Assurance and Accreditations made a presentation on various quality initiatives being taken by the Institution and the Outcome because of such efforts.</p> <p>It was informed that an ‘Online Student Feedback Survey’ on Faculty performance was conducted for the even semester of the academic year 2018-19 as part of faculty appraisal and accreditation purposes.</p> <p>This feedback are also taken into consideration for the required training programmes to be organized by KCDC.</p>	IQAC
4	<p><b>Academic Course File Audit for Odd Semester, 2018-19</b></p> <p>It was informed that Internal Course File Audit was conducted by IQAC with a team of Internal experts. Based on the suggestions given by the Internal Auditors, corrections were made in the Course files.</p> <p>External Course File Audit is conducted on 16<sup>th</sup> August 2018 and comments are communicated to the departments. The departments will send the Action Taken Report which will be presented in the next IQAC Meeting,</p>	IQAC

	<p>E-Course file Auditing: It was recommended that as part of Digital India Initiatives, the Course files may be collected from the faculty members and evaluated through online mode. It was decided to follow E-Course files from the even semester of the academic year 2018-19. The preparation of e-Course files are given below:</p>	
5	<p><b>e-Course file preparation</b></p> <p>5.1 It was proposed that as a part of Digitization of systems, the Course files are proposed to be submitted through softcopies by all the faculty members for their Courses handled during every semester.</p> <p>5.2 The Course file components which may be downloaded from ‘eduserve’ may be directly downloaded by the faculty members.</p> <p>5.3 The External Auditors need to evaluate the Course files for a maximum of 50 marks for all the Engineering and Management Courses as attainment of Course Outcome need to be submitted along with Course files. For all other Courses the maximum marks of evaluation is proposed as 40.</p> <p>5.4 A new component was introduced under the heading ‘Best Teaching Practice’ for 5 Marks</p> <p>5.5 Online students’ feedback on teaching and learning process is also included in Course file auditing for 5 Marks.</p> <p>5.6 The components of Course files in pdf form need to be made as one pdf and the faculty can submit the same through google drive shared by the respected departments.</p> <p>5.7 The e-Course files will be shared with the External Experts identified from VIT, IIT, NIT and other Eminent Institutions.</p> <p>It was informed that possible difficulties in this system will be fine-tuned according to the requirement.</p> <p>5.8 The outcome of the auditing to be analysed and sent to the HoDs for necessary action and Action Report to be obtained from them to monitor the effective function of this process.</p> <p>5.9 Based on outcome of auditing, appropriate training are to be organized by Karunya Competency Development Centre (KCDC) during the summer vacation.</p>	IQAC

6	<p><b>NBA Accreditations</b></p> <p>Compliance report for B. Tech Civil and Mechanical Engineering submitted for the continuation of accreditation for the next three years.</p> <p>The preparation of NBA SARs for B.Tech EEE, ECE, CST and Biotechnology are in progress.</p> <p>It was insisted by the members that NBA Accreditations for all the eligible Programs need to be obtained by the departments.</p>				Departments
7	<p><b>Faculty Training Programs:</b></p> <p>The training programs on Teaching &amp; Learning, Research Proposal writing, Research paper writing, Question Paper setting, Workshop on IPR, Mentoring, Visioning Program for Leaders and Fresher's induction Program conducted during the summer are as shown below:</p>				FIO
	<b>S.No.</b>	<b>Dates</b>	<b>Programs</b>	<b>List of Faculty Participants</b>	
2	1	14 <sup>th</sup> , 15 <sup>th</sup> and 17 <sup>th</sup> May 2018	Teaching and Learning	Batch 1 (38 Faculty) - Annexure I	
3	2	22 <sup>nd</sup> , 23 <sup>rd</sup> and 25 <sup>th</sup> May 2018	Teaching and Learning	Batch 2 (33 Faculty) - Annexure II	
4	3	28 <sup>th</sup> , 29 <sup>th</sup> and 30 <sup>th</sup> May 2018	Research Proposal Writing	Annexure III 30 Faculty	
5	4	16 <sup>th</sup> , 17 <sup>th</sup> and 18 <sup>th</sup> May 2018	Research Paper Writing	Annexure IV 127 Faculty	
6	5	31 <sup>st</sup> May and 1 <sup>st</sup> June 2018	Workshop on Question Paper Setting	Batch 1 & 2 - Annexure V Batch Size : 50 x 2	
7	6	6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> June 2018	Workshop on IPR	Annexure VI 30 Faculty	
8	7	7 <sup>th</sup> and 8 <sup>th</sup> June 2018	Workshop on Question Paper Setting	Batch 3 & 4 - Annexure VII Batch Size : 50 x 2	
9	8	11 <sup>th</sup> and 12 <sup>th</sup> June 2018	Workshop on Question Paper Setting	Batch 5 & 6 - Annexure VIII Batch Size : 50 x 2	
10	9	11 <sup>th</sup> and 12 <sup>th</sup> June 2018	Workshop on Question Paper Setting	Batch 7 & 8 - Annexure IX Batch Size : 50 x 2	
11	10	14 <sup>th</sup> June 2018	Mentoring the Mentors	Batch 1 & 2 - Annexure X Batch Size : 50 x 2	
12	11	18 <sup>th</sup> June 2018	Mentoring the Mentors	Batch 3 & 4 - Annexure XI Batch Size : 50 x 2	
13	12	19 <sup>th</sup> June 2018	Mentoring the Mentors	Batch 5 & 6 - Annexure XII Batch Size : 50 x 2	
14	13	20 <sup>th</sup> June 2018	Mentoring the Mentors	Batch 7 & 8 - Annexure XIII Batch Size : 50 x 2	
15	14	20 <sup>th</sup> June 2018	Visioning Program for Leaders	Annexure XIV	
15		4 <sup>th</sup> to 20 <sup>th</sup> June 2018	Freshers' Induction Program		
8	<p><b>QS Star Rating</b></p> <p>It was informed that the Data for QS Star Rating was submitted on 30<sup>th</sup> April 2018 and the process of verification of documents is in progress. IQAC clarifies all the queries being raised by QS during their evaluation.</p>				IQAC

9	<b>LMS facility:</b> It was informed that all faculty members must have their Courses in the Institutional Learning Management System (LMS) through courses.karunya.edu. They must use the platform for uploading their materials and also to conduct quiz, give assignments to the students.	Departments
10	<b>Publications:</b> It was pointed out that the Publications in Scopus made by our faculty members during 2018 is 434 which is better than the 344 publications made by them during the year 2017. However, for the NIRF Ranking, the number of publications need to increase to the level of 2 per faculty members.	Departments
11	Mr. Jeyasingh, appreciated the efforts made by IQAC in making the Course file as e-Course File and evaluating the same through Google share to the External Auditors. However, he emphasized that the Experts need to be identified who are tech-savvy, otherwise it may result in substandard evaluation.	IQAC
12	Dr. L.S. Jayagopal, pointed out the initiative of IQAC in proceeding with NBA accreditation is an important requirement in ensuring quality education in Engineering Studies. IQAC must ensure that all the parameters of NBA disseminated effectively which will set the departments on quality conscious.	KCDC & IQAC
13	Dr. Sweety Jose, suggested the outcome of the training on 'Research Paper Writing' must be reviewed and the increase in number of papers in SCI indexed Journals to be documented	IQAC
14	Dr. S. Devaraj Arumainayagam suggested that training on NAAC parameters to be given for the Heads of the Departments.	IQAC



**Director – QAA**

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Pro-Vice Chancellors  
Registrar  
Deans/HoDs  
File



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**Action Taken Report on the Minutes of the 12 (A) IQAC Meeting held on 24<sup>th</sup> August 2018**

Sl. No	Agenda points	Action taken
1	<p>'Online Student Feedback Survey' on Faculty performance was conducted for the even semester of the academic year 2018-19 as part of faculty appraisal and accreditation purposes.</p> <p>This feedback are also taken into consideration for the required training programmes to be organized by KCDC.</p>	Being implemented
2	<p><b>Academic Course File Audit for Odd Semester, 2018-19</b></p> <p>E-Course file Auditing: It was recommended that as part of Digital India Initiatives, the Course files may be collected from the faculty members and evaluated through online mode. It was decided to follow E-Course files from the even semester of the academic year 2018-19. The preparation of e-Course files are given below:</p>	Being implemented
3	<p><b>NBA Accreditations</b></p> <p>Compliance report for B. Tech Civil and Mechanical Engineering submitted for the continuation of accreditation for the next three years.</p> <p>The preparation of NBA SARs for B.Tech EEE, ECE, CST and Biotechnology are in progress.</p> <p>It was insisted by the members that NBA Accreditations for all the eligible Programs need to be obtained by the departments.</p>	<p>Extension of Accreditations for three years obtained from July 2018 to June 2021</p> <p>Accreditations obtained for a period of three years from July 2019 to June 2022.</p>
4	<p>QS Star Rating</p> <p>It was informed that the Data for QS Star Rating was submitted on 30<sup>th</sup> April 2018 and the process of verification of documents is in progress. IQAC clarifies all the queries being raised by QS during their evaluation.</p>	Obtained three star rating
5	<p><b>LMS facility:</b></p> <p>It was informed that all faculty members must have their Courses in the Institutional Learning Management System (LMS) through courses.karunya.edu. They must use the</p>	All Departments ensured that the faculty develop their Courses in LMS

	platform for uploading their materials and also to conduct quiz, give assignments to the students.	
6	<p><b>Publications:</b></p> <p>It was pointed out that the Publications in Scopus made by our faculty members during 2018 is 434 which is better than the 344 publications made by them during the year 2017. However, for the NIRF Ranking, the number of publications need to increase to the level of 2 per faculty members.</p>	The departments are keen on ensuring the required publications as per the target given to them.



**Director – QAA**

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