KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC)

KIOT/IQAC/2018-19/Meeting - 01 Date: 06.06.2018

Circular for IQAC Meeting

Internal Quality Assurance Cell (IQAC) meeting is scheduled to be held on 14.06.2018. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

Date and Time : 14.06.2018 & 10.30 am **Venue : 'A' Block Seminar Hall**

Agenda

Item No.	Items to be discussed
1.	Approval of Minutes of the previous IQAC Meeting
2.	Action taken on the Minutes of previous IQAC meeting
3.	Mandatory compliance with respect to statutory bodies a) Submission of Mandatory disclosure to AICTE b) Submission of MHRD AISHE SURVEY Participation c) Submission of application to AICTE for continuation of Approval for 2019-20 d) Submission of Application to Anna University for continuation of affiliation for 2019-20
4.	Meeting of Statutory and Non-Statutory committees
5.	Academic and Administrative Audit
6.	IQAC Programs and initiatives by IQAC • Submission of Application for NBA Accreditation • AQAR submission • Counselling for Slow learners
7.	Certificate Courses, Value Added Courses and Vocational Educational Training
8.	Any other matters

Coordinator - IQAC

KNOWLEDGE INSTITUTE OF TECHNOLOGY IQAC SALEM

Chairperson - IQAC

To : All the members of IQAC

Copy to :

(i) The Secretary KIOT Trust
(ii) KIOT office
(iii) IQAC

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Internal Quality Assurance Cell

Meeting No. 01 / 2018-19 **Date : 14.06.2018**

IQAC Meeting Attendance

S. No.	Name	Designation	Position	Signature
1.	Thiru.R.Kumarasamy	President, KIOT Trust	Management Representative	
2.	Dr.PSS.Srinivasan	Principal, KIOT	Chairperson	
3.	Dr.M.Thangavel	Director/Training, KIOT	Coordinator IQAC	
4.	Dr.K.Visagavel	Vice Principal, KIOT	Administrative Staff	
5.	Dr.V.Kumar	HOD / CSE, KIOT	Administrative Staff	
6.	Dr. P.Rajendran	Director/ Placement, KIOT	Administrative Staff	
7.	Dr.N.Santhiya Kumari	HOD/ ECE, KIOT	Faculty Member	
8.	Mr.M.Sathyanathan	ASP/Mech., KIOT	Faculty Member	
9.	Dr.G.Sivanatarajan	ASP/Civil, KIOT	Faculty Member	
10.	Mr.B.Sasikumar	ASP/EEE, KIOT	Faculty Member	
11.	Mrs.S.Kalpanadevi	ASP/EEE, KIOT	Faculty Member	
12.	Mr.M.Babu	ASP/CSE, KIOT	Faculty Member	Absent
13.	Mr.S.Dheepak	AP/Mech, KIOT	Faculty Member	Absent
14.	Mr.R.Vivekanandhan	Parent	Parent Member	

Coordinator - IQAC

Chairperson - IQAC

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Internal Quality Assurance Cell

Meeting No. 01 / 2018-19 **Date : 14.06.2018**

IQAC Meeting Attendance

S. No.	Name	Designation	Role	Signature
15.	Mr.P.Kumar	Director, ABK AOTS Dosokai, Erode.	Community Representative	Absent
16.	Ms. P.Ramya	IV Year B.E CSE, KIOT	Student Representative	P. Ramya.
17.	Ms.S.Gouthamapriya	IV Year B.E ECE, KIOT	Student Representative	
18.	Mr.A.R.Balaji	IV Year Mech., KIOT	Student Representative	A.R. Balaji
19.	Mr.R.Sathish	Alumni (2010-14 B.E ECE)	Alumni Representative	R. Sathish
20.	Dr.P.Navaneetha Krishnan	HOD / Mech., Kongu Engineering College, Perundurai.	External Expert	
21.	Dr.R.Kumaravelan	HOD/ Mech., Velalar College of Engineering and Technology, Erode.	External Expert	
22.	Mr. K. Ganapathy Subramaniam	Head Applications, Janatics India Pvt., Ltd., Coimbatore	Industrial Expert	Absent

Coordinator - IQAC

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Chairperson - IQAC

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Internal Quality Assurance Cell

Minutes of IQAC Meeting conducted on14.06.2018

Item No.	Discussions and actions to be taken	Target	Responsibility
1.	The Minutes of IQAC Meeting dated 29.05.2018 has been approved.	-	-
2.	Action taken Report on Minutes of IQAC Meeting dated 29.05.2018 presented by the IQAC coordinator and has been approved by the members.	-	-
3.	**Mandatory compliance related to Regulatory bodies** a) Mandatory disclosure will be submitted to AICTE in July 2018 b) MHRD AISHE Survey Participation will be completed in September 2018 c) Application for continuation of Approval for 2019-20 will be submitted to AICTE in December 2018 d) Application for continuation of affiliation for 2019-20 will be submitted to Anna University in January 2019	July 2018 Sep. 2018 Dec. 2018 January 2019	Principal office
4.	**Meetings of Statutory and non-statutory committees** a) Periodic meetings of Statutory and Non-statutory committees will be conducted periodically. b) Governing Council meeting will be conducted during December 2018.	December 2018	Member Secretary of Governing council
5.	**Academic and Administrative Audit** • IQAC Co-ordinator informed in the meeting that Academic and administrative audit twice for AY 2018-2019. • Academic and Administrative Audit of even semester of 2017-2018 will be conducted during July 2018.	January 2019 & July 2019 July 2018	IQAC-Coordinator

6.	**IQAC Programs and initiatives by IQAC** **a) Submission of Application for NBA Accreditation** It is decided to submit application for NBA Accreditation. VP and HOD/CSE will coordinate the whole process. **b) AQAR submission** AQAR for the Academic year 2017-18 will be submitted before December 2018. **c) Counselling for slow learners** For students with more arrears, counselling has to be done through 'i-CAN' club to enable them to do well in exams	December 2018 December 2018 September / October 2018	VP & HOD/CSE IQAC Coordinator i-CAN club coordinator
7.	**Certificate Courses, Value Added Courses and Vocational Educational Training conducted** The certificate courses, Value added courses and vocation educational training programmes proposed for the AY 2018-19 have been discussed and approved.	-	-

Coordinator - IQAC

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Chairperson - IQAC