**KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504**

**Internal Quality Assurance Cell ( IQAC )**

KIOT/IQAC/2018-19/Meeting - 02 Date: 12.11.2018

## Circular for IQAC Meeting

Internal Quality Assurance Cell (IQAC) meeting is scheduled to be held on 20.11.2018. All the members of IQAC are requested to attend the meeting.

Date : 20.11.2018 Time : 10.00 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 |
| 4. | Meeting of Statutory and Non-Statutory committees |
| 5. | IQAC Programs and new Initiatives<br>a) Submission of Application for NIRF Ranking<br>b) AQAR submission |
| 6. | Review of University results of Even semester of the AY 2017-2018 |
| 7. | Review of Admissions in the AY 2017-2018 |
| 8. | Graduation rate of UG and PG programs for the AY 2017-2018 |
| 9. | Review of Training activities |
| 10. | Review of Placement activities |
| 11. | 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. 02 / 2018-19** **Date : 20.11.2018**

## 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. | Dr.C.Muniraj | HOD/ EEE, KIOT | Faculty Member | |
| 9. | Mr.M.Sathyanathan | ASP/Mech., KIOT | Faculty Member | |
| 10. | Dr.G.Sivanatarajan | ASP/Civil, KIOT | Faculty Member | ABSENT |
| 11. | Mr.B.Sasikumar | ASP/EEE, KIOT | Faculty Member | |
| 12. | Mrs.S.Kalpanadevi | ASP/EEE, KIOT | Faculty Member | |
| 13. | Mr.M.Babu | ASP/CSE, KIOT | Faculty Member | |
| 14. | Mr.S.Dheepak | AP/Mech, KIOT | Faculty Member | |
| 15. | Mr.R.Vivekanandhan | Parent | Parent Member | |

**Coordinator - IQAC**

**Chairperson - IQAC**

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Internal Quality Assurance Cell

**Meeting No. 02 / 2018-19** **Date : 20.11.2018**

## IQAC Meeting Attendance

| S. No. | Name | Designation | Position | Signature |
|---|---|---|---|---|
| 16. | Mr.P.Kumar | Director, ABK AOTS Dosokai, Erode. | Community Representative | R. Kumar |
| 17. | Ms. P.Ramya | IV Year B.E CSE, KIOT | Student Representative | P. Ramya |
| 18. | Ms.S.Gouthamapriya | IV Year B.E ECE, KIOT | Student Representative | |
| 19. | Mr.A.R.Balaji | IV Year Mech., KIOT | Student Representative | ABSENT |
| 20. | Mr.R.Sathish | Alumni (2010-14 B.E ECE) | Alumni Representative | R. Sathish |
| 21. | Dr.P.Navaneetha Krishnan | HOD / Mech., Kongu Engineering College, Perundurai. | External Expert | |
| 22. | Dr.R.Kumaravelan | HOD/ Mech., Velalar College of Engineering and Technology, Erode. | External Expert | |
| 23. | Mr. K. Ganapathy Subramaniam | Head Applications, Janatics India Pvt., Ltd., Coimbatore | Industrial Expert | ABSENT |

**Coordinator - IQAC**

KNOWLEDGE INSTITUTE OF TECHNOLOGY IQAC SALEM

**Chairperson - IQAC**

## KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

### Internal Quality Assurance Cell

### Minutes of IQAC Meeting conducted on 20.11.2018

| Item No. | Discussions and actions to be taken | Target | Responsibility |
|---|---|---|---|
| 1. | The minutes of IQAC Meeting dated 14.06.2018 has been approved. | - | - |
| 2. | Action taken Report on Minutes of IQAC Meeting dated 14.06.2018 has been presented by the IQAC Coordinator and approved by the members | - | - |
| 3. | **Mandatory compliance with respect to statutory bodies**<br>a) Mandatory disclosure was submitted to AICTE in July 2018<br>b) MHRD AISHE Survey was completed in September 2018 | - | - |
| 4. | **Meetings of Statutory and non-statutory committees**<br>Periodic meetings of Statutory and Non-statutory committees have been conducted as per the norms. | - | - |
| 5. | **Submission of Application for NIRF Ranking**<br>• Application for NIRF Ranking will be submitted. HOD/MECH will take necessary steps in this regard.<br>**AQAR submission**<br>• AQAR for the year 2017-18 has been presented and discussed by the members. The members suggested the corrections to be carried out and approved the AQAR. AQAR will be submitted before 31st December 2018. | November 2018<br><br>31st December 2018 | HOD/MECH<br><br>IQAC Coordinator |
| 6. | **Review of University results of Even semester of the AY 2017-2018**<br>University results for the even semester of the AY 2017-2018 have been reviewed and discussed. IQAC members suggested to maintain the results minimum 75 % in the next semester. Slow learners should be given special attention to perform well in the university exams and to get more pass percentage. | Continuous | HODs |
| 7. | **Review of Admissions of UG and PG programs in the AY 2017-2018**<br>Admissions of UG and PG programs in the AY2017-2018 have been reviewed. Promotional activities targeting plus two students should be done to improve the admissions in the next academic year. | May 2019 | VP |

| | | | |
|---|---|---|---|
| 8. | **Graduation rate of UG and PG programs for the AY 2017-2018**<br>Graduation rate of UG and PG programs for the AY 2017-2018 has been reviewed in the meeting. The graduation rate is to be improved by conducting special coaching classes for slow learners. | Continuous | HODs |
| 9. | **Review of Training activities**<br>Director-Training presented the various training conducted to the students such as English communication training, Aptitude training, and Company Specific training. More than 8 training programs have been conducted so far.<br>The results of N5 /N4 Japanese Language exam have been discussed. | - | - |
| 10. | **Review of Placement activities**<br>The placement details of students in core and IT companies has been listed by the Director-Placement and it has been reviewed. It is suggested that more students have to be placed in Tier-1 companies compared to last year. Totally 11 companies have visited KIOT to recruit the students and 73 students have been selected so far. | - | - |

Coordinator - IQAC

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## KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

### Internal Quality Assurance Cell

### Action taken Report on Minutes of IQAC Meeting held on 14.06.2018

| S.No. | Items discussed | Actions taken |
|---|---|---|
| 1. | Academic and administrative audit | Academic and Administrative Audit of even semester of 2017-2018 was conducted during July 2018. |
| 2. | Application submission for NBA accreditation | Application for NBA accreditation has been submitted in October 2018. VP and HOD/CSE coordinated the application submission process. |
| 3. | AQAR submission | AQAR preparation is completed and it will be submitted before 31st December 2018 |
| 4. | Counselling for slow learners | Counselling was done to slow learners by using a Psychologist. |

Coordinator - IQAC

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Chairperson - IQAC