KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

Internal Quality Assurance Cell (IQAC) Meeting

KIOT/IQAC/2019-20/Meeting - 01 Date: 04.07.2019

Circular for IQAC Meeting

1st Internal Quality Assurance Cell (IQAC) Meeting for the Academic Year 2019-20 is scheduled to be held on 13.07.2019. All the members of IQAC are requested to attend the meeting. The agenda for the meeting is given below:

IQAC Meeting No.	**01 / 2019 -20**	**Date and Time**	**13.07.2019 & 11.00 a.m.**
Venue	**'A' Block Seminar Hall, KIOT**		

Item No.	**Agenda Item**
1.	Approval of Minutes of the previous IQAC Meeting
2.	Action taken Report on the Minutes of previous IQAC meeting
3.	Mandatory compliance with respective to statutory bodies
4.	Meetings of Statutory and Non-statutory committees
5.	IQAC programs and Initiatives a. AQAR Submission b. NAAC Reassessment c. Academic and Administrative Audit
6.	Placement and Students Development activities
7.	Outreach, Extension activities and Alumni interactions
8.	Faculty Development Programs, Workshops and Conferences
9.	Certificate Courses ,Value added courses and Vocational Educational Training
10.	Industrial Visit, In-plant Training, Internship, Industry-Institution Interaction and MOUs
11.	Any other matter

Coordinator - IQAC

Chairperson - IQAC

To: All the members of IQAC

Copy to: (i) The Secretary KIOT Trust (ii) KIOT office (iii) IQAC

Knowledge Institute of Technology, Salem

Internal Quality Assurance Cell (IQAC)

Meeting No. 01 / 2019-20 **Date: 13.07.2019**

IQAC Meeting Attendance

S. No.	Name of the Members	Designation	Position	Signature
1.	Mr.V.Suresh Kumar	Secretary, KIOT Trust	Management Representative	V.Suresh Kumar
2.	Dr.PSS.Srinivasan	Principal, KIOT	Chairperson	PM
3.	Dr.M.Thangavel	Director (CDT), KIOT	IQAC Coordinator	
4.	Dr.P.Rajendran	Director (Placement), KIOT	Faculty Member	
5.	Dr.K.Visagavel	VP & HOD / Mech., KIOT	Faculty Member	
6.	Dr.N.Santhiyakumari	HOD / ECE, KIOT	Faculty Member	
7.	Dr.V.Kumar	HOD / CSE, KIOT	Faculty Member	13/07/19
8.	Dr.C.Muniraj	HOD / EEE, KIOT	Faculty Member	
9.	Prof.T.Sarathi Velan	HOD / Civil, KIOT	Faculty Member	
10.	Dr.P.Sachidhanandam	ASP / CSE, KIOT	Faculty Member	
11.	Prof.V.Saravanan	ASP / ECE, KIOT	Faculty Member	
12.	Prof.M.Sathyanathan	ASP / Mech., KIOT	Faculty Member	
13.	Dr.S.T.Ramesh	Professor / Civil, NIT, Trichy	Academic Expert (External)	Absent
14.	Mr.D.Sakthivel	Administrative Director / KIOT	Administrative Staff	
15.	Mr.M.Gunasekaran	Librarian / KIOT , Salem	Administrative Staff	
16.	Mr.G.Shanmugaraju	Managing Director, Lakshmi Stampings, Salem	Member from Local Society	

Knowledge Institute of Technology, Salem

Internal Quality Assurance Cell (IQAC)

Meeting No. 01 / 2019-20 **Date: 13.07.2019**

IQAC Meeting Attendance

S. No.	Name of the Members	Designation	Position	Signature
17.	Ms.S.M.Elakkiah	III Year B.E (CSE), KIOT	Student Representative	
18.	Mr.Karthik Raja Karnan	CEO & Founder, MADique Technologies, Salem	Alumni Representative	
19.	Mr. Thiagu Dharmalingam	HR – Recruiter, Cognizant Technology Solutions, Coimbatore	Employer	Absent
20.	Mr.R.Venkatesh	CEO, Real Time Gloven India, Salem	Industrialist	Absent
21.	Mr.T.W.Zakir Ahamed	Proprietor, Supreme Food works, Salem	Parent Member	
22.	Prof.P.Vijay	AP / Mech., KIOT (IQAC Co-coordinator)	Faculty Member	

COORDINATOR – IQAC

Coordinator / IQAC
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CHAIRPERSON - IQAC

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Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting conducted on13.07.2019 for the AY 2019-20

Item No.	Discussions and Recommendations/Resolutions	Target	Responsibility
1.	**Approval of Minutes of the previous IQAC Meeting** The Minutes of IQAC Meeting dated 25.05.2019 has been approved.	-	-
2.	**Action Taken on the Minutes of the previous IQAC meeting** Action Taken Report on Minutes of IQAC Meeting dated 25.05.2019 was presented by the IQAC coordinator and approved by the members.	-	-
3.	**Mandatory compliance related to Regulatory bodies** a) Mandatory disclosure will be submitted to AICTE before 31st July 2019 b) MHRD AISHE Survey Participation will be completed in February 2020 c) Application for continuation of Approval for AY 2020-21 will be submitted to AICTE in December 2019 d) Application for continuation of affiliation for 2020-21 will be submitted to Anna University in January 2020	31st July 2019 February 2020 December 2019 January 2020	IQAC coordinator & Principal office
4.	**Meetings of Statutory and Non-Statutory committees** a) Meetings of Statutory and Non-Statutory committees will be conducted by the respective conveners as required. b) It is planned to conduct Governing Council meeting in December 2019.	December 2019	Conveners of the Committee Principal & IQAC coordinator
5.	**IQAC Programs and initiatives** **AQAR submission** AQAR for the Academic year 2018-19 will be prepared by the IQAC and submitted to NAAC before 31st December 2019 with the approval of Governing Council. **NAAC Reassessment** Preparatory work for submitting application for NAAC reassessment is being done. The IIQA and SSR will be submitted to NAAC before 30th November 2019.	31st December 2019 30th November 2019	IQAC & Criterion Coordinators IQAC Coordinator

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	Academic and Administrative Audit Academic and Administrative Audit of even semester of AY 2018-19 will be scheduled after the University exam results are declared and it will be completed in August 2019	August 2019	IQAC Coordinator
6.	**Placement and Student development activities** **a) Placement** • The tentative plan for the students' placement has been presented and discussed in the meeting. Outsourcing Inc. has already conducted a recruitment drive especially for the students with Certification in Japanese language (JLPT/NAT) and 12 students got placement offers with a salary package of 18.50 Lakh per annum. The Director Placement was asked to bring more core companies especially for Mechanical and Civil students. • Many IT and core companies will visit KIOT starting from 1st August 2019. **b) Student development activities** • Training plan for the forthcoming semester for the students of all B.E courses has been discussed. • Intensive training programs will be conducted to prepare the final year student to produce good placements in IT and Core companies with attractive salary. • Japanese training will be continued to prepare the students to qualify in JLPT N5/N4/N3 examinations.	Continuous Continuous	Director/ Placement & III Director (C-CDT)
7.	**Outreach, Extension activities and Alumni activities** • Members discussed various outreach activities to be conducted through NSS, JCI, and blood donation camp by using the students. • Annual Alumni meet will be conducted in February / March 2020. Departments can plan alumni activities and alumni interactions for the benefit of students.	Continuous -	Incharges of various Cells Alumni coordinator and HODs

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8.	**Faculty Development programs, workshops and conferences** • Faculty development programs and workshops proposed by the departments have been approved. • One day Workshop on Python Supported by IIT Bombay was conducted and 31 faculty members got benefitted.	Continuous	HODs and HRD cell
9.	**Certificate Courses, Value Added Courses and Vocational Educational Training conducted** • The Certificate Courses (CC), Value Added Courses (VAC) and Vocation Educational Training (VET) programmes proposed for the AY 2019-20 have been discussed and approved. • 05 Certificate Courses (CC) and 05 Value Added Courses (VAC) have already been conducted.	Continuous	HODs
10.	**Industrial visit, In-plant training, Internship, Industry Institution Interaction and MOUs.** • All the Departments have to plan Industrial visits, inplant training and internship for the students with the assistance of Placement and III. • HODs have to identify industries and sign MOUs in the areas of emerging technologies.	Continuous	HODs and respective incharges

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Chairperson – IQAC
Principal,
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Internal Quality Assurance Cell (IQAC)

Action Taken Report of IQAC meeting 01 dated 13.07.2019 for the AY 2019-20

Date: 23.11.2019

S.No.	Agenda Item	Resolutions/ Recommendations	Actions Taken
1.	Approval of Minutes of the previous IQAC Meeting	The Minutes of IQAC Meeting dated 25.05.2019 has been approved.	-
2.	Action Taken on the Minutes of the previous IQAC meeting	Action Taken Report on Minutes of IQAC Meeting dated 25.05.2019 was approved by the members.	-
3.	Mandatory compliance related to Regulatory bodies	Mandatory disclosure will be submitted to AICTE before 31st July 2019. MHRD AISHE Survey Participation will be completed in February 2020. Application for continuation of Approval for 2020-21 will be submitted to AICTE in December 2019. Application for continuation of affiliation for 2020-21 will be submitted to Anna University in January 2020.	Mandatory disclosure has been submitted to AICTE. Will be submitted before due date.
4.	Meetings of Statutory and non-statutory committees	All statutory and Non-statutory meetings are planned.	Governing Council meeting has been scheduled on 30.11.2019. Other statutory and non-statutory committee meetings are conducted as per norms.
	IQAC Programs and initiatives	AQAR for the Academic year 2018-19 will be submitted before 31st December 2019. Academic and Administrative Audit of even semester of 2018-19 will be conducted before August 2019.	Preparation of AQAR for the Academic year 2018-19 is under process and will submitted with approval of Governing Council after NAAC portal is enabled in February / March 2020. AAA has been conducted from 27.07.2019 to 02.08.2019 and deficiencies have been rectified.

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5.	Placement and Student development activities	IT and Core companies will visit KIOT for Placements. Intensive training programs will be conducted to prepare the final year students.	10 companies have visited KIOT and 113 students got placement offers. Company specific training and other skill development programs have been conducted for B.E students of all years.
6.	Outreach, Extension activities and alumni activities	Members discussed various outreach activities to be conducted through NSS, JCI, and blood donation camp by using students. Annual Alumni meet will be conducted in February / March 2020.	09 programs have been conducted through NSS, JCI, and blood donation camp by using students. Committee has been formed and preparatory work is being done.
7.	Faculty Development programs, workshops and conferences	Faculty development programs have been proposed and approved.	07 Faculty development programs have been conducted.
8.	Certificate Courses, Value Added Courses and Vocational Educational Training	The Certificate Courses (CC), Value Added Courses (VAC) and Vocational Education Training (VET) programmes proposed for the AY 2019-20 have been approved.	09 Certificate Courses (CC) and 09 Value Added Courses (VAC) have been completed.
9.	Industrial visit, In-plant training, Internship, Industry Institution Interaction and MOUs.	All the Departments have to plan Industrial visits, in-plant training and internship for the students benefit with the assistance of Placement and III.	13 Industrial visits have been arranged by the Placement and III. Students visited those industries and get benefitted.

Coordinator - IQAC

Coordinator/IQAC
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Chairperson – IQAC

Principal,
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