

KNOWLEDGE INSTITUTE OF TECHNOLOGY, SALEM – 637 504

(An Autonomous Institution)

Internal Quality Assurance Cell (IQAC)

Minutes of IQAC Meeting conducted on 30.08.2024

Item No.	Discussions and Recommendations/Resolutions	Target	Responsibility														
1.	Standard Matters																
a)	<p><u>Confirmation of the Minutes of IQAC meeting held on 29.05.2024</u></p> <ul style="list-style-type: none"> The Previous IQAC meeting was held on 29.05.2024. The meeting minutes were communicated to all members of the IQAC and no comments were received. 	-	Director - IQAC														
R	It is resolved to confirm the Minutes of the IQAC meeting held on 30.08.2024.																
b)	<p><u>Confirmation of the Action Taken Report of the IQAC meeting held on 29.05.2024</u></p>	-	Director - IQAC														
R	It is resolved to confirm the Action Taken Report of the IQAC meeting held on 30.08.2024.																
c)	Report on Major Activities and Achievements	-	-														
i)	<p>Students' Academic Performance</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>2021-22</th> <th>2022-23</th> <th>2023-24</th> </tr> </thead> <tbody> <tr> <td rowspan="2">(a)</td> <td>End Semester Exam Results (Even)</td> <td align="center">85%</td> <td align="center">56%</td> <td align="center">80%</td> </tr> <tr> <td>Graduation Rate</td> <td align="center">91.58%</td> <td align="center">80.80%</td> <td align="center">93.01%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Members appreciated the efforts taken to improve the Graduation rate for the AY 2023-24. Members suggested to take necessary actions to improve the results of Mechanical and Civil Engineering. 			2021-22	2022-23	2023-24	(a)	End Semester Exam Results (Even)	85%	56%	80%	Graduation Rate	91.58%	80.80%	93.01%	Continuous	HODs
			2021-22	2022-23	2023-24												
(a)	End Semester Exam Results (Even)	85%	56%	80%													
	Graduation Rate	91.58%	80.80%	93.01%													
R	It is resolved to approve the End Semester results and Graduation rate for AY 2023-24.																
ii)	Faculty Development Programs conducted by KIOT from 01.06.2024 to 23.08.2024	-	-														
	<table border="1"> <tbody> <tr> <td>No. of Faculty Development Programs conducted</td> <td align="center">:</td> <td align="center">05</td> </tr> <tr> <td>No. of Faculty benefited</td> <td align="center">:</td> <td align="center">200+</td> </tr> </tbody> </table>	No. of Faculty Development Programs conducted	:	05	No. of Faculty benefited	:	200+	Continuous	HODs								
No. of Faculty Development Programs conducted	:	05															
No. of Faculty benefited	:	200+															

R	It is resolved to approve the Faculty Development Programs conducted by KIOT											
	Faculty Development Programs attended by KIOT faculty from 01.06.2024 to 23.08.2024	-	-									
	<table border="1"> <tr> <td>No. of Faculty Development Programs conducted</td> <td>:</td> <td>05</td> </tr> <tr> <td>No. of Faculty benefited</td> <td>:</td> <td>200+</td> </tr> </table> <ul style="list-style-type: none"> Members suggested to improve the participation of faculty from Department of Civil Engineering. 	No. of Faculty Development Programs conducted	:	05	No. of Faculty benefited	:	200+	Continuous	HODs			
No. of Faculty Development Programs conducted	:	05										
No. of Faculty benefited	:	200+										
R	It is resolved to approve Faculty Development Programs conducted and attended from 01.06.2024 to 23.08.2024.											
(iii)	MOUs signed and PAT COE activities organized from 01.06.2024 to 23.08.2024	-	-									
	<table border="1"> <tr> <td>No. of New MOUs Signed</td> <td>:</td> <td>02</td> </tr> <tr> <td>No. of MOUs Renewed</td> <td>:</td> <td>01</td> </tr> <tr> <td>No. of MOUs Renewed</td> <td>:</td> <td>25</td> </tr> </table> <ul style="list-style-type: none"> Members suggested to incorporate the Experiential learning in the curriculum revision. Members appreciated the efforts taken to collaborate with foreign Universities. 	No. of New MOUs Signed	:	02	No. of MOUs Renewed	:	01	No. of MOUs Renewed	:	25	Continuous	HODs
No. of New MOUs Signed	:	02										
No. of MOUs Renewed	:	01										
No. of MOUs Renewed	:	25										
R	It is resolved to MOUs signed and activities organized.											
(iv)	Achievements and awards received by the Faculty and Students from 01.06.2024 to 23.08.2024	-	-									
	<table border="1"> <tr> <td>No. of Faculty received awards</td> <td>:</td> <td>26</td> </tr> <tr> <td>No. of Students received awards</td> <td>:</td> <td>28</td> </tr> </table> <ul style="list-style-type: none"> Members appreciated the Faculty and students for the Achievements and awards received. 	No. of Faculty received awards	:	26	No. of Students received awards	:	28	Continuous	HODs			
No. of Faculty received awards	:	26										
No. of Students received awards	:	28										
R	It is resolved to approve the Achievements and awards received by the Faculty and Students											

(v)	Placement Details				-	-
	LAY % of Placement	:	93.26%		Continuous	Dir. PAT & Dir. Training
No. of Students Placed	:	443 (475)				
No. of Company Visited	:	119 (IT – 63; Core – 56)				
Salary (in LPA)	Highest	Average	Lowest			
	12.50	3.63	3.50			
<ul style="list-style-type: none"> Members appreciated the efforts taken by the placement and training department for the Student placement. 						
R	It is resolved to approve the details of Placement.					
(vi)	Principal Abroad Visit Details				-	-
	<ul style="list-style-type: none"> Dr.PSS.Srinivasan, Principal, Knowledge Institute of Technology visited USA and Canada during May – June 2024. He visited the following Universities <ul style="list-style-type: none"> ➤ University of Santa Clara, USA ➤ University of Waterloo, Canada ➤ University of Toronto Mississauga, Canada ➤ York University, Canada ➤ Concordia University, Canada ➤ McGill University, Canada 				-	-
R	It is Resolved to Details of Principal Abroad Visit.					
(vii)	Intake and Admissions-Related Details				-	-
	Intake LAY (2023-24)	:	690		Continuous	Dir. Outreach and Admission
Additional Intake	:	240 (B.E. CSE – 60; B.E. ECE – 60; B.Tech. IT – 60; B.Tech. AI&DS – 60)				
New Program	:	MBA – Innovation, Entrepreneurship and Venture Development (IEV) – (60)				
<ul style="list-style-type: none"> Admissions are in progress 						
R	It is resolved to approve the details of Intake and Admissions-Related.					

(viii)	International Collaboration	-	-						
	<ul style="list-style-type: none"> The delegates from INTI International University, Malaysia, Dr. Goh Khang Wen, Pro Vice-Chancellor, and Dr. Arasu Raman, Director of International Relations visited KIOT on 31st July 2024, as part of the Memorandum of Understanding (MoU) signed between the Institution and the University. The delegates discussed the various activities planned for this academic year, such as research collaboration, faculty exchange and semester abroad program for students. Dr. Goh Khang Wen acknowledged that the mission of the KIOT aligns with that of INTI University. He also commended the management of the institution for the outstanding performance in academic and placement activities. He also mentioned that KIOT students will get global exposure by studying one semester at the Malaysian University Dr. Arasu Raman talked about the special scholarships offered to the students of Knowledge Institute of Technology for undergoing courses at INTI University. He further told that the collaboration will strengthen the employability competency of students and the research activities of the institution. Dr. PSS Srinivasan, Founder and President of KIOT Trust, presented the initiatives taken by the institution for collaboration with International Universities. He mentioned that KIOT students can attend courses for one semester at INTI University and transfer the credits earned. 	-	-						
R	It is resolved to approve the International Collaboration.								
(ix)	Activities conducted by i-Start & AICTE Idea Lab	-	-						
	<table border="1" data-bbox="209 1424 1114 1576"> <tr> <td data-bbox="209 1424 834 1498">Activities conducted by i-Start</td> <td data-bbox="834 1424 970 1498">:</td> <td data-bbox="970 1424 1114 1498">15</td> </tr> <tr> <td data-bbox="209 1498 834 1576">Activities conducted by AICTE Idea Lab</td> <td data-bbox="834 1498 970 1576">:</td> <td data-bbox="970 1498 1114 1576">09</td> </tr> </table> <ul style="list-style-type: none"> Members appreciated the efforts to conduct activities from i-Start & AICTE Idea Lab 	Activities conducted by i-Start	:	15	Activities conducted by AICTE Idea Lab	:	09	Continuous	Respective Incharges
Activities conducted by i-Start	:	15							
Activities conducted by AICTE Idea Lab	:	09							
R	It is resolved to approved the activities conducted by i-Start & AICTE Idea Lab.								

2.	IQAC Initiatives	-	-		
	Based on the review of Last Academic Year (LAY) Data and current needs, the following initiatives are identified.				
a)	Design and Development of Industry relevant Curriculum	Continuous	Directors		
b)	Orientation of Teaching-Learning Process (TLP) towards Experiential Learning and Higher Order Thinking Skills (HOTS) and developing the appropriate Assessment System				
c)	Effective implementation of Mentor – Mentee System				
d)	Strengthening the Outreach, Alumni Connect and Improving the Admission Quality				
e)	Improving the Innovation, Incubation and Startup creation activities				
f)	Faculty Development on Design Thinking, DIVs, EmTvs, Autonomous functioning and Organizational Excellence				
g)	Improving the Research and Consultancy activities				
h)	Strengthening the National and International Collaboration				
i)	Enhancing Industry Institute Interaction (III) and Improving the Average salary in Placements and strengthening the CDT programs				
j)	Enhancement of Management Information System (MIS) based on the current requirements				
k)	Infrastructure Augmentation & Green Initiatives				
	<ul style="list-style-type: none"> Members suggested to include International Collaboration and Higher Education abroad as one of the initiative for global positioning. 				
R	It is resolved to approve the IQAC Initiatives.				
3.	Key Performance Indicators (KPI) - Review	-	-		
a)	Development of Key Performance indicators based on NAAC, NBA, NIRF and International Ranking System	Continuous	Dir. IQAC		
b)	Measurement of KPI and devising strategies for improvement				
R	It is resolved to approve the Key Performance Indicators.				


4.	Mandatory Items - For Approval and Ratification		-	-
a)	AQAR 2023-24			
	<ul style="list-style-type: none"> The Annual Quality Assurance Report (AQAR) for AY 2023-24 is being prepared and will be submitted on or before 31st December 2024. 		Continuous	Dir. IQAC
R	It is resolved to approve the AQAR for AY 2023-24.			
b)	AISHE and other reports		-	-
	<ul style="list-style-type: none"> All India Survey on Higher Education (AISHE) 2023-24 will be prepared and submitted by January / February 2025. 		Continuous	Dir. IQAC
R	It is resolved to approve the AISHE for AY 2023-24 and other reports.			
c)	Accreditation and Ranking related matters			
	NBA	: Valid from AY 2022-23 to AY 2024-25. Preparing to apply for next cycle before Nov. / Dec. 2024.	Continuous	Dir. IQAC
	NAAC	: Validity of accreditation up to 31.12.2028 with a CGPA of 3.08 and Grade "A".		
	NIRF	: Applying for the past 5 years. To be focused for Ranking.		
	QS – I Gauge	: It is planned to apply for this Academic Year		
R	It is resolved approve the Accreditation and Ranking related matters.			

d)	AAA Audits (2 per year)	-	-																
	<ul style="list-style-type: none"> Academic and Administrative Audit (AAA) is conducted for AY 2023-24 (ODD Sem.) <table border="1"> <thead> <tr> <th>Major Observations</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Positive Aspects</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> Students and Faculty details are maintained properly. </td> <td>-</td> </tr> <tr> <td> <ul style="list-style-type: none"> More activities and events have been organized and documents are maintained </td> <td>-</td> </tr> <tr> <td>Need for Improvement</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> Course file contents can be enhanced. </td> <td>New format for Lesson plan and Innovative - Teaching Learning Methods (I-TLM) is followed from AY 2024-25.</td> </tr> <tr> <td> <ul style="list-style-type: none"> Mentor – Mentee files and records to be improved. </td> <td>Usage of ERP is strengthened for Mentor – Mentee discussions and data collection.</td> </tr> <tr> <td> <ul style="list-style-type: none"> Internship and Industrial training reports can be prepared as mini books for quick reference. </td> <td>It is planned to prepare mini books for Internship and Industrial training reports.</td> </tr> </tbody> </table> <p>AAA for AY 2024-25 are planned during September 2024 and March 2025.</p>	Major Observations	Action Plan	Positive Aspects		<ul style="list-style-type: none"> Students and Faculty details are maintained properly. 	-	<ul style="list-style-type: none"> More activities and events have been organized and documents are maintained 	-	Need for Improvement		<ul style="list-style-type: none"> Course file contents can be enhanced. 	New format for Lesson plan and Innovative - Teaching Learning Methods (I-TLM) is followed from AY 2024-25.	<ul style="list-style-type: none"> Mentor – Mentee files and records to be improved. 	Usage of ERP is strengthened for Mentor – Mentee discussions and data collection.	<ul style="list-style-type: none"> Internship and Industrial training reports can be prepared as mini books for quick reference. 	It is planned to prepare mini books for Internship and Industrial training reports.	Continuous	Dir. IQAC
Major Observations	Action Plan																		
Positive Aspects																			
<ul style="list-style-type: none"> Students and Faculty details are maintained properly. 	-																		
<ul style="list-style-type: none"> More activities and events have been organized and documents are maintained 	-																		
Need for Improvement																			
<ul style="list-style-type: none"> Course file contents can be enhanced. 	New format for Lesson plan and Innovative - Teaching Learning Methods (I-TLM) is followed from AY 2024-25.																		
<ul style="list-style-type: none"> Mentor – Mentee files and records to be improved. 	Usage of ERP is strengthened for Mentor – Mentee discussions and data collection.																		
<ul style="list-style-type: none"> Internship and Industrial training reports can be prepared as mini books for quick reference. 	It is planned to prepare mini books for Internship and Industrial training reports.																		
R	It is resolved to approve the Academic and Administration Audit for 2023-24 (ODD Sem.)																		
e)	Stakeholders Feedback - Collection, Analysis, Action plan, Review and Corrective action	-	-																
	<ul style="list-style-type: none"> As per NAAC and NBA it is mandatory to collect feedback from the stakeholders. The following feedback will be collected <ul style="list-style-type: none"> ➤ Feedback on Teaching and Learning Process - Students ➤ Feedback on Curriculum – Students, Parents, Employee, Faculty and Alumni ➤ Student Satisfactory Survey (SSS) – 2024 passed out batch students <p>The above-collected feedback will be analyzed and reviewed, Action Plan and Corrective actions will be taken.</p>	Continuous	Dir. IQAC																
R	It is resolved to approve the Stakeholders Feedback (Collection, Analysis, Action plan, Review and Corrective action)																		

f)	Programs & Courses - Approvals / Ratification	-	-
	<ul style="list-style-type: none"> Curriculum and Syllabus for III and IV semester courses of R 2023 were approved by the BOS members in the BOS meeting and later approved by the Academic Council members in the Academic Council meeting. 	Continuous	Dir. CDDA
R	It is resolved to approve and ratify the Programs & Courses.		
g)	Institutional Policy – Revision & Implementation	-	-
	<ul style="list-style-type: none"> It is planned to revise the Institution's Policy based on the Autonomous requirements. 	Continuous	Dir. IQAC
R	It is resolved to approve the Institutional Policy – Revision & Implementation.		
5.	Any other Matters & suggestions / Feedback by Members		
	<ul style="list-style-type: none"> Workshop can be organized in Emerging Technologies regarding Artificial Intelligence, Generative AI, etc. Specially for core branch students. 	Continuous	HODs
	<ul style="list-style-type: none"> Interdisciplinary projects can be initiated 	Continuous	HODs
	<ul style="list-style-type: none"> Case study can be implemented for UG students in the curriculum. 	Continuous	Dir. CDDA


Director – IQAC




Chairperson - IQAC
PRINCIPAL
KNOWLEDGE INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION)
KAKAPALAYAM (PO), SALEM - 637 504.