

# Karunya Institute of Technology and Sciences

Deemed to be University

Karunya Nagar, Coimbatore - 641114

## INTERNAL QUALITY ASSURANCE CELL

KITS/IQAC/Meet/4442/2017

Date: 1.11.2017

### Minutes of the 12th IQAC Meeting held on 6<sup>th</sup> October 2017 at 02.30 p.m. in the Vice Chancellor's Conference Hall

#### Members Present

1. Dr. E.J. James, Officiating Vice Chancellor – Chairperson
2. Dr. Ridling Margaret Waller – Pro-Vice Chancellor
3. Dr. R. Elijah Blessing – Registrar
4. Dr. A. Hepsibah Christinal – Controller of Examinations
5. Dr. M.J. Xavier – Karunya University Business School
6. Dr. C. Joseph Kennady, Dean – Arts and Sciences
7. Dr. G. Prince Arul Raj – Engineering
8. Dr. T.V. Christy - Mechanical Engineering
9. Dr. Samuel Joseph, Karunya School of Management
10. Dr. Kuruvilla Varughese – Agriculture
11. Dr. Kumudha Raimond – Professor, Computer Sciences Technology
12. Dr. D. Jude Hemanth – Associate Professor, Electronics and Communication Engineering
13. Dr. R. Nandha Kumar – Chemistry
14. Dr. S. Kavitha – Biosciences and Technology
15. Ms. Achsah Phebe Chrysolin– III Mech (UR15ME147)
16. Ms. Rini P. Chacko II M.Tech. (PR16CE1003)
17. Mrs. P. Sweety Jose – Assistant Professor, EEE, PSG College of Technology, Coimbatore
18. Dr. S. Immanuel Alex Pandian– CBCS Coordinator
19. Mr. P.Jeyasingh - Chief Operating Officer, Jasmin Infotech, Chennai
20. Dr. L.S.Jeyagopal - Managing Director, Mithran Structures, Coimbatore
21. Dr. D. Sujitha Juliet – Computer Sciences Technology
22. Dr. D. Tensing – Head – IQAC

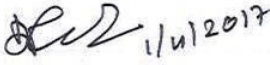
Sl.No	Minutes	Action to be taken by
1	The meeting started with an Opening Prayer by Dr. T. V. Christy	FIO*
2	Dr. Tensing, Head IQAC welcomed all the external and internal members for the meeting.	FIO
3	<b>Opening Remarks by the Vice-Chancellor</b>  The Vice Chancellor in his opening remarks appreciated the auditing procedures initiated by IQAC. He also emphasized on the significance of the roles and responsibilities of IQAC which play a key role in the continuous improvement of assessment methodology and setting curriculum based on outcome based education. The Vice Chancellor also stressed that the IQAC needs to play a major role in promoting the standards of the University in order to achieve global visibility.	FIO

4	The Head of IQAC invited suggestions and advice from the members of IQAC to improve the quality of various activities of the University during the discussions time.	FIO
5	<p><b>Activities of IQAC during 2016-2017</b></p> <p><b>NIRF 2017 Ranking:</b></p> <ul style="list-style-type: none"> <li>• Played a pivotal role in the NIRF2017 ranking by compiling and uploading the data and documents adhering to the timelines of NIRF.</li> <li>• Secured 62<sup>nd</sup> position in the Engineering category among 1007 Engineering Institutions and 71<sup>st</sup> position in the University category among 239 Universities.</li> <li>• Secured 54<sup>th</sup> position in Research, Project and Consultancy parameter, 5<sup>th</sup> position in Outreach and Inclusivity parameter.</li> </ul> <p><b>Performance analysis of the Departments:</b></p> <ul style="list-style-type: none"> <li>• Carried out the Performance analysis of the Schools and Departments based on NBA, NAAC and NIRF parameters.</li> <li>• Faculty achievements were assessed based on contribution per faculty in each department</li> <li>• Student's achievements were assessed on the basis of contribution per student in each department.</li> <li>• Conducted 'Online student feedback survey' on the courses handled by the faculty members.</li> <li>• Conducted scrutiny of the applications submitted for cadre revision and AGP revision which created an awareness among the faculty members on quality parameters</li> <li>• Recommended the revision of the Proforma for annual increment with regard to the teaching component</li> </ul> <p><b>Outcome Based Education:</b></p> <ul style="list-style-type: none"> <li>• Offered LMS (Learning Management System) training on Outcome based education through KCDC (Karunya Competency Development Centre).</li> </ul> <p><b>NBA Accreditation:</b></p> <ul style="list-style-type: none"> <li>• Submitted NBA Pre-Qualifier Report for the Departments of Civil and Mechanical Engineering and obtained extension for one more year of accreditation.</li> <li>• Organised NBA accreditation orientation programmes for CSE,ECE,EEE and Biotech departments on the revised NBA Proforma.</li> </ul>	FIO

	<p><b>Achievers Awards:</b></p> <ul style="list-style-type: none"> <li>• IQAC Instituted 13 awards to recognize the performers / achievers who received funded projects from the government funding agencies during the academic year 2016-17.</li> </ul> <p><b>Academic Audit:</b></p> <ul style="list-style-type: none"> <li>• Introduced Internal Academic audit from the even semester of 2015-16.</li> <li>• Conducted academic course file audits for both Even and Odd semester 2016-2017.</li> <li>• Based on the suggestions given by External Academic Auditors, improvements were made in the Academic Course files.</li> </ul> <p><b>Research Audit:</b></p> <p>IQAC analyzed the reports from research audit conducted by the Co-ordinator – Academic Research for setting quality bench marks and targets for the departments in terms of publications and citations.</p> <p>IQAC alerted the departments by sending the comparative scores for the departments in terms of various requirements for accreditation.</p> <p><b>Other Audits:</b></p> <ul style="list-style-type: none"> <li>• Conducted Internal IQAC Meetings with the department IQAC coordinators.</li> <li>• Initiated Gender Audit and Energy Audit with the Committees concerned</li> <li>• IQAC initiated Industrial Advisory Board committee for each department for curriculum revisions to meet the standards of the industry.</li> </ul> <p><b>Annual Report:</b></p> <ul style="list-style-type: none"> <li>• Annual Report for the academic year 2015-16 was prepared by IQAC and submitted to the UGC.</li> <li>• IQAC has initiated the preparation of Annual Report 2016-17.</li> </ul>	FIO
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6	<p><b>Seed Money projects</b></p> <ul style="list-style-type: none"> <li>• The Research Coordinator presented the status of Seed Money Projects sanctioned and the comments of research auditors for the academic year 2016-17.</li> <li>• Mr. P. Jeyasingh, external member appreciated this Seed Money Project scheme being practised by KITS.</li> <li>• The Vice Chancellor requested the research coordinator to provide the outcome of Seed Money Projects.</li> </ul>	Academic Research Coordinator
7	<p><b>Comparative Charts for various activities during the last 3 years:</b></p> <p>The Head of IQAC shared the comparative charts for various activities such as funded projects, research publications, Citations, revenue generated through consultancy during the last 3 years. NIRF 2017 status on parameters such as Publications per faculty, Citations per faculty, Funded projects per faculty and Percentage of faculty with PhD with respect to other ranked institutions in Tamil Nadu were presented. It was also informed that the targets for the faculty members and the departments are set based on this data.</p> <p>The Vice Chancellor requested the Research Coordinator to alert the faculty members pursuing Ph.D programme whose maximum duration has already crossed, to complete their course without compromising on the quality.</p> <p>The Vice chancellor pointed out that the faculty up- gradation is very important for the growth of the University. He also insisted on industry linkages which would improve the research knowledge relevant to the industry.</p>	Academic Research Coordinator
8	<p><b>IQAC targets</b></p> <p>Head, IQAC presented the following targets for IQAC during the current academic year 2017-18.</p> <p><b>Accreditations</b></p> <ul style="list-style-type: none"> <li>• Participation for NIRF 2018 ranking - preparing and uploading the details related to NIRF Parameters.</li> <li>• Preparation and submission of NAAC AQAR 2017-18.</li> <li>• Preparation and submission of NBA compliance reports for the departments of Civil and Mechanical Engineering.</li> <li>• Organising NBA accreditation orientation programmes for CSE,ECE,EEE and Biotech departments on the revised NBA Proforma and motivate them to prepare the SAR before December 2018.</li> </ul>	IQAC

	<p><b>Awards</b></p> <ul style="list-style-type: none"> <li>• IQAC has proposed revised norms for the award of best department on the basis of NIRF and NBA requirements and best faculty award to be given considering teaching, research and consultancy.</li> <li>• IQAC will facilitate Achievers Award for the funded projects.</li> <li>• A new award is to be instituted for the best performing Non-Teaching staff based on their involvement during the working hours, beyond working hours, availability to students for any need and also updating their knowledge in new technology. An online student survey to be initiated in this regard.</li> </ul> <p><b>Audits</b></p> <p>IQAC will conduct the academic audit, initiate Research Audit, Website audit, Green audit and Gender audit for the upcoming semesters.</p> <p><i>The IQAC External members were requested to give their overall comments/suggestions for further improvement.</i></p> <p>The following comments were given:</p> <p><b>Dr. L.S. Jeyagopal, Managing Director, Mithran Structures, Coimbatore</b> He suggested to organize the workshop on Question paper setting for new faculty members and external experts have to be sparingly involved in question paper setting for end semester examinations. Question papers should be thoroughly checked by internal team by using senior faculty members to avoid mistakes before submitting it to the CoE.</p> <p><b>Mr. P. Jeyasingh, Chief Operating Officer, Jasmin Infotech Pvt. Ltd., Chennai</b> He appreciated the IQAC for arranging a well planned meeting. He also appreciated the initiatives taken by the University regarding KCDC and e-governance. Initiatives on lecture capturing system, awards given to faculty, industry advisory board were also well appreciated. He mentioned the importance of “Brand imaging” and suggested that KU has a standard <b>Karunya template</b> in all its presentations, letter heads, scribbling pads for the meetings, etc.</p> <p><b>Mrs. P. Sweety Jose, Asst. Professor, PSG College of Technology, CBE</b> Mrs. Sweety expressed her opinion on Question paper setting. She suggested to involve faculty members who have more than five years of teaching experience to set the end semester question paper so as to maintain the standards.</p>	<p>CoE</p> <p>IQAC</p> <p>CoE</p>
9	The meeting ended with the Vote of thanks by the Vice Chancellor.	

  
 1/11/2017  
 Head-IQAC

# Karunya Institute of Technology & Sciences

(Declared as Deemed to be university under Sec. 3 of the UGC Act, 1956)

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## INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report on the minutes of 12th IQAC Meeting held on 6<sup>th</sup> October 2017

S.No.	Item Discussed	Action taken
1.	Initiated Gender Audit and Energy Audit with the Committees concerned	Gender Audit and Energy Audit conducted and reports obtained
2.	IQAC initiated Industrial Advisory Board committee for each department for curriculum revisions to meet the standards of the industry.	All the departments of School of Engineering and Technology have constituted Industrial Advisory Board and conducted meetings to review the curriculum for making suitable revisions In-order to meet the standards of Industry.
3.	<b>Annual Report:</b>  IQAC has initiated the preparation of Annual Report 2016-17.	Annual Report draft is prepared and finalization of the contents is in progress.
4.	<b>Seed Money projects</b>  The Vice Chancellor requested the research coordinator to provide the outcome of Seed Money Projects.	The Publications in conferences and Journals were obtained from the faculty members
5.	The Vice Chancellor requested the Research Coordinator to alert the faculty members pursuing Ph.D programme whose maximum duration has already crossed, to complete their course without compromising on the quality	Letters have been sent to the concerned to evaluate the status of their research and appropriate action to be initiated by the respective faculty supervisors to ensure their completion
6.	The Vice chancellor pointed out that the faculty up-gradation is very important for the growth of the University. He also insisted on industry linkages which would improve the research knowledge relevant to the industry.	The HoDs identified several companies and Institutions for linkages in-order to send the students for internships, Inplant training and collaborative research.
7.	<b>IQAC targets</b>  <b>Accreditations</b> <ul style="list-style-type: none"> <li>• Participation for NIRF 2018 ranking - preparing and uploading the details related to NIRF Parameters.</li> <li>• Preparation and submission of NAAC AQAR 2017-18.</li> <li>• Preparation and submission of NBA compliance reports for the departments of Civil and Mechanical Engineering.</li> </ul>	Data submitted  NAAC – AQAR 2017-18 is submitted  NBA compliance reports submitted

8.	IQAC has proposed revised norms for the award of best department on the basis of NIRF and NBA requirements and best faculty award to be given considering teaching, research and consultancy.	It was approved
9.	IQAC will facilitate Achievers Award for the funded projects.	Achievers Awards were given distributed to the faculty members during the Assembly
10.	<b>Dr. LS. Jeyagopal, Managing Director, Mithran Structures, Coimbatore</b> He suggested to organize the workshop on Question paper setting for new faculty members and external experts have to be sparingly involved in question paper setting for end semester examinations. Question papers should be thoroughly checked by internal team by using senior faculty members to avoid mistakes before submitting it to the CoE.	Workshop was conducted during the summer vacation on question paper setting.
11.	<b>Mr. P. Jeyasingh, Chief Operating Officer, Jasmin Infotech Pvt. Ltd., Chennai</b> Initiatives on lecture capturing system, awards given to faculty, industry advisory board were also well appreciated. He mentioned the importance of “Brand imaging” and suggested that KU has a standard <b>Karunya template</b> in all its presentations, letter heads, scribbling pads for the meetings, etc.	Karunya Template is implemented in presentations, letter heads and scribbling pads
12.	<b>Mrs. P. Sweety Jose, Asst. Professor, PSG College of Technology, CBE</b> Mrs. Sweety expressed her opinion on Question paper setting. She suggested to involve faculty members who have more than five years of teaching experience to set the end semester question paper so as to maintain the standards.	Most of the faculty members are having 5 years of teaching experience and hence it is effectively implemented



**Head – IQAC**

Copy to: The Vice-Chancellor – for kind information  
The Pro-Vice Chancellors – for kind information  
The Director (E&T) – for kind information  
HoDs  
File