

**MINUTES OF THE 8<sup>th</sup> IQAC MEETING HELD at 9.30 a.m.  
ON 25-06-2014 IN THE REGISTRAR'S CONFERENCE HALL.**

**Members Present**

1. Dr.S. Sundar Manoharan, Vice Chancellor – Chairperson
2. Dr. C. Joseph Kennady – Registrar
3. Dr. S. Darius Gnanaraj – IQAC Co-ordinator
4. Dr. Hepzibah Christinal – Controller of Examinations
5. Dr. S.Moses Santhakumar, External Member
6. Mr. A. Joe Paulson, Dy. Chief Engineer - Alumni
7. Dr. Annie Gibson, Medical Officer – Sheesha – KRCH
8. Dr. Kumudha Raimond, Professor – CSE
9. Dr. J. Jayakumar, Associate Professor - EEE
10. Dr. S. Arul Mugilan, Associate Professor – Bioinformatics
11. Dr. M. Lydia, Assistant Professor – EEE
12. Mr. Shashank Verma IV ECE – Student Nominee

| <b>Minutes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Action to be taken by</b>              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <p>The Meeting Started with an opening prayer by Dr. M. Lydia</p> <p>The Vice Chancellor in his opening remarks appreciated the works carried out through IQAC and preparations done to receive NAAC Peer Team.</p> <p>The IQAC Co-ordinator introduced the external member Dr.S.Moses Santhakumar, Professor, Department of Civil Engineering, NIT, Trichy and Mr. Shashank Verma IV ECE student.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |
| <p><b>Agenda 2:</b> Minutes of the 7<sup>th</sup> IQAC Committee meeting and matters arising out of it.</p> <p>The minutes of the 7<sup>th</sup> IQAC Committee meeting and matters arising out of it were discussed and the following observations are made:</p> <ol style="list-style-type: none"> <li>i) The Vice Chancellor and the Registrar have not received from the Chief Technology Officer, the list of faculty members who scored 8 or more out of 10 on the student's feedback on the performance of faculty members. Also the list of faculty members who scored 4 or less out of 10 was also not received.</li> <li>ii) The nomination for Best Researcher Award department-wise is being collected and the awards will be given during the Staff Retreat on 7<sup>th</sup> July 2014.</li> <li>iii) The student representative of IQAC Committee confirmed that the answers of the internal test questions are discussed by faculty members after corrections are over.</li> </ol> | <p>CTO</p> <p>IQAC</p> <p>Information</p> |

|                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                             |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| iv)                                                                                                | The Registrar was requested to take item 2, vi) and viii) of the minutes of the 7 <sup>th</sup> IQAC meeting to Academic Council and to the Board of Management to make these decisions as policies of the University.                                                                                                                                                                                                                | Registrar                                   |
| v)                                                                                                 | Annie Gibson, Medical Officer – Seesha – KRCH, Er.Christopher Gunasingh, Senior Exectuive Engineer and Dr.S.Darius Gnanaraj, IQAC Co-ordinator have submitted a report indicating the locations of Women Care Room in every school. Women Care rooms are fully furnished in the School of Biotechnology and Health Sciences and in the School of Civil Engineering; the other rooms will be furnished before the middle of July 2014. | Chief Engineer (Operations) Directors/ HoDs |
| vi)                                                                                                | Dr. S.Arul Mugilan, presented a statistical analysis of the IQAC scores of the Departments for the past five years and highlighted the areas in which the University has exponential growth during the past 5 years. The presentation is attached in <b>Annexure 1</b> .                                                                                                                                                              | Information                                 |
| vii)                                                                                               | The IQAC was asked to work with Departments and conduct Refresher Programmes under the banner of Academic Staff College. At least four such programmes are to be completed during this academic year 2014-2015. Gradually, the Academic Staff College will be developed to be a full-fledged Academic Staff College during a span of 5 to 10 years.                                                                                   | IQAC Co-ordinator                           |
| viii)                                                                                              | The Registrar informed that freshers' training programme for all the newly joined faculty members will be conducted after the recruitment exercise during July 2014.                                                                                                                                                                                                                                                                  | Registrar/ CPTO/ Head – Staff Training      |
| ix)                                                                                                | Faculty members teaching popular courses under CBCS programmes will be attending the classes when one of the faculty members in-charge of the classes is teaching. Thus faculty members will be trained by their colleagues in newer teaching skills.                                                                                                                                                                                 | Information                                 |
| x)                                                                                                 | Feedback on Curriculum infrastructure, Extension Activities, Academics are being obtained from final year students.                                                                                                                                                                                                                                                                                                                   | Directors/ HoDs                             |
| xi)                                                                                                | Under CBCS programme, a student is permitted to take a minimum of 18 credits and a maximum of 30 credits. As a result of it, no student will be under academic pressure.                                                                                                                                                                                                                                                              | Information                                 |
| <b>Agenda 3:</b> Updates on the preparations for receiving the NAAC Peer Team – IQAC Co-ordinator. |                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                             |
| i)                                                                                                 | The IQAC Co-ordinator made a presentation attached in <b>Annexure 2</b> .                                                                                                                                                                                                                                                                                                                                                             | Information                                 |

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| <p><b>Agenda 4:</b> Research Audit reports of all departments for the Academic year 2013-14</p> <p>i) IQAC Co-ordinator presented Excerpts from Research Audit reports attached in <b>Annexure 3</b>.</p> <p>ii) The Controller of Examinations was asked to collect details about the Ph.D. Research Scholars who did not attend the research audit and present it in the next IQAC Committee Meeting. The details required are:</p> <ul style="list-style-type: none"> <li>• Date of Registration of the Candidate</li> <li>• Number of Doctoral Committee Meeting conducted as on date</li> <li>• Progress of the Candidate and</li> <li>• Fees dues if any.</li> </ul> <p>iii) The Controller of Examinations has to prepare a revised Ph.D. Regulations and submit it in the next Academic Council for approval. The suggestions given by the External Research Audits like residential period, comprehensive exam, course work instead of self study are to be included in the regulation.</p> <p>iv) Conference may be arranged for research scholars to know each other. The Vice Chancellor informed that starting from this semester during the morning counselling after the morning thought is given, one faculty member will give a presentation using one power point slide informing the audience about his/her research work, sophisticated equipments used, Computer programs used, expected out-come of the research work and so on. After the completion of presentation by faculty members, Ph.D scholars will be asked to make similar presentations.</p> | <p>Information</p> <p>CoE</p> <p>CoE</p> <p>Registrar,<br/>CoE,<br/>DoVE</p>         |
| <p><b>Agenda 5:</b> Academic Audit reports of all departments of the Even Semester of the Academic year 2013-2014</p> <p>i) The IQAC Co-ordinator presented excerpts of Academic Audit reports attached in <b>Annexure 4</b></p> <p>ii) 14 Departments have submitted the Academic Audit Reports before this IQAC Meeting and 5 more departments will be asked to complete the academic audit before 25<sup>th</sup> July 2014 and submit the report to IQAC.</p> <p>iii) The IQAC Co-ordinator was asked to conduct a case study on the outcome of audit reports of the academic audits conducted during the past 5 years and find the academic growth taken place through academic audits.</p> <p>iv) Starting from this semester, feedback on the syllabus of every subject and on every faculty member will be taken physically by going to classes by the Controller of Examinations or IQAC in the absence of the concerned faculty members.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>HoDs/<br/>Directors</p> <p>IQAC Co-ordinator</p> <p>CoE<br/>IQAC Co-ordinator</p> |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <p><b>Agenda 6:</b> Outcome of 2<sup>nd</sup> Gender Audit</p> <p>i) The Gender Audit Committee has submitted the report on 2<sup>nd</sup> Gender Audit attached in <b>Annexure 5</b>. It was observed that two Women Faculty members are appointed as Directors of Schools.</p> <p>ii) The Gender Audit Committee is asked to study the active participation of Women in all Committees like Board of studies, Academic Council and make a report on the activities during the 3<sup>rd</sup> Gender Audit.</p>                                                                                                                                                                                                                                                     | <p>Information</p> <p>Gender Audit Committee</p>                                                   |
| <p><b>Agenda 7:</b> Outcome of 2<sup>nd</sup> Green Audit</p> <p>i) A report from the Chairman of the Green Audit Committee is given in <b>Annexure 6</b>.</p> <p>ii) It was highlighted that the trees in the campus are to be numbered. The Committee was asked to do a statistical analysis and give a report to IQAC on how the usage of papers reduced after the introduction of the concept of paperless office through CMS and MyKarunya.</p> <p>iii) Electronics Chokes and Spring loaded taps are being replaced whenever the old type of copper chokes and normal water taps get spoiled.</p> <p>iv) Rain water harvesting pit covers are painted and boards are kept to educate the students and staff community on the rain water harvesting system.</p> | <p>Information</p> <p>The Chairman Green Audit Committee</p> <p>Information</p> <p>Information</p> |
| <p><b>Agenda 8:</b> ISO9001 and ISO14001 Certifications</p> <p>i) It was observed that ISO9001 is renewed for a period of 3 more years and ISO14001 Certificate is obtained for a period of 3 years from now. The external and internal members of IQAC Committee appreciated the efforts of the University in obtaining ISO certifications.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Information</p>                                                                                 |
| <p><b>Agenda 9:</b> Activities carried out by IQAC during the last 3 months.</p> <p>i) IQAC Co-ordinator made a power point presentation and informed the Committee about the works carried out by the IQAC during the last 3 months. The details are attached in <b>Annexure 7</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Information</p>                                                                                 |
| <p><b>Agenda 10:</b> Nominations for Best Researcher Award – department-wise</p> <p>i) It was decided that Directors and HoDs are excluded because they have already proved that they are good.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>HoDs/<br/>Directors</p>                                                                         |
| <p><b>Agenda 11:</b> Any other matter.</p> <p>i) It was pointed out that Learning Management System (LMS) is effectively used only in the School of Computer Science and Technology and efforts must</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>All Faculty Members</p>                                                                         |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <p>be taken to implement LMS in all other schools and departments. The IQAC Co-ordinator responded that training was given to selected faculty members from all departments and in the course of time, faculty members from all Schools and departments will utilize LMS effectively.</p>                                                                                                                                                                   | <p>HoDs<br/>Directors</p>                  |
| <p>ii) Dr. S.Moses Santhakumar:</p> <ul style="list-style-type: none"> <li>• The documents and the way IQAC Committee Meeting are conducted are excellent.</li> <li>• It is a good practice to conduct Academic audits and Research audits and the outcome given all these audits will improve the quality of the university.</li> <li>• The output quality of the Ph.D. scholars have to be increased by making the regulations more stringent.</li> </ul> | <p>Information<br/>Information<br/>CoE</p> |
| <p>iii) Dr. Anne Gibson:</p> <ul style="list-style-type: none"> <li>• She appreciated that all the points discussed are included in the minutes of the previous meeting and actions were taken to execute the decisions.</li> <li>• Clash of lab exams and end semester examination may be avoided in the case of CBCS.</li> </ul>                                                                                                                          | <p>Information<br/>CBCS Co-ordinators</p>  |

The meeting ended with the prayer by Dr. Hepzibah Christinal



Dr.S.Darius Gnanaraj  
IQAC Co-ordinator

# **IQAC Report**

**2009 – 2014**

## **Statistical Analysis**



# Karunya UNIVERSITY

(Karunya Institute of Technology & Sciences)

Declared as a Deemed to be University under sec. 3 of the UGC Act, 1956

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## Internal Quality Assurance Cell - IQAC Reports

|                                |
|--------------------------------|
| <a href="#">IQAC 2012-2013</a> |
| <a href="#">IQAC 2011-2012</a> |
| <a href="#">IQAC 2010-2011</a> |
| <a href="#">IQAC 2009-2010</a> |
| <a href="#">IQAC 2008-2009</a> |

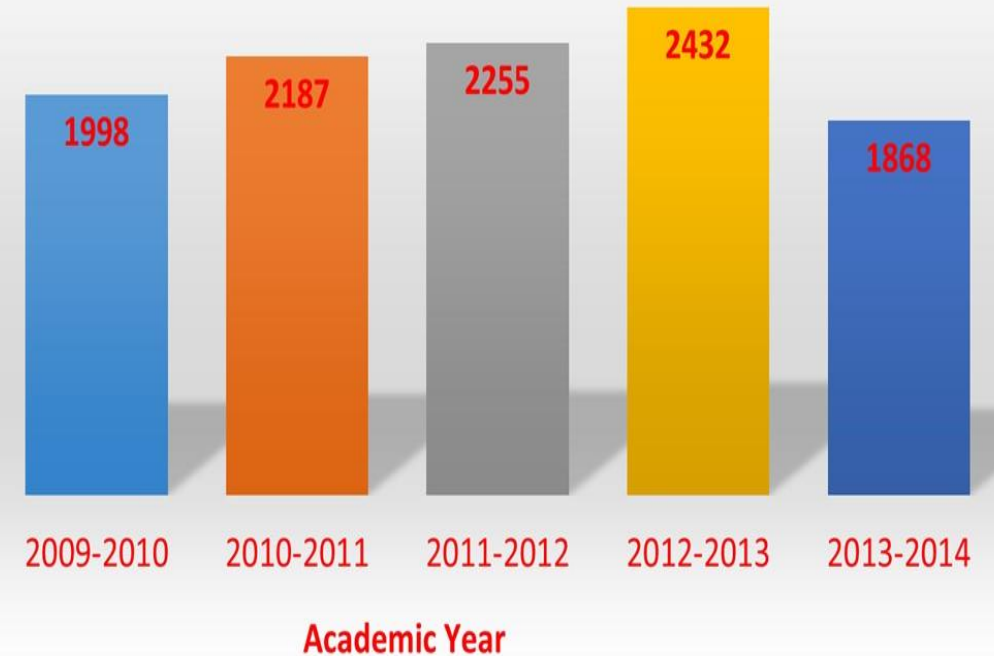
# Student Strength during last Five years

STUDENT STRENGTH - UG

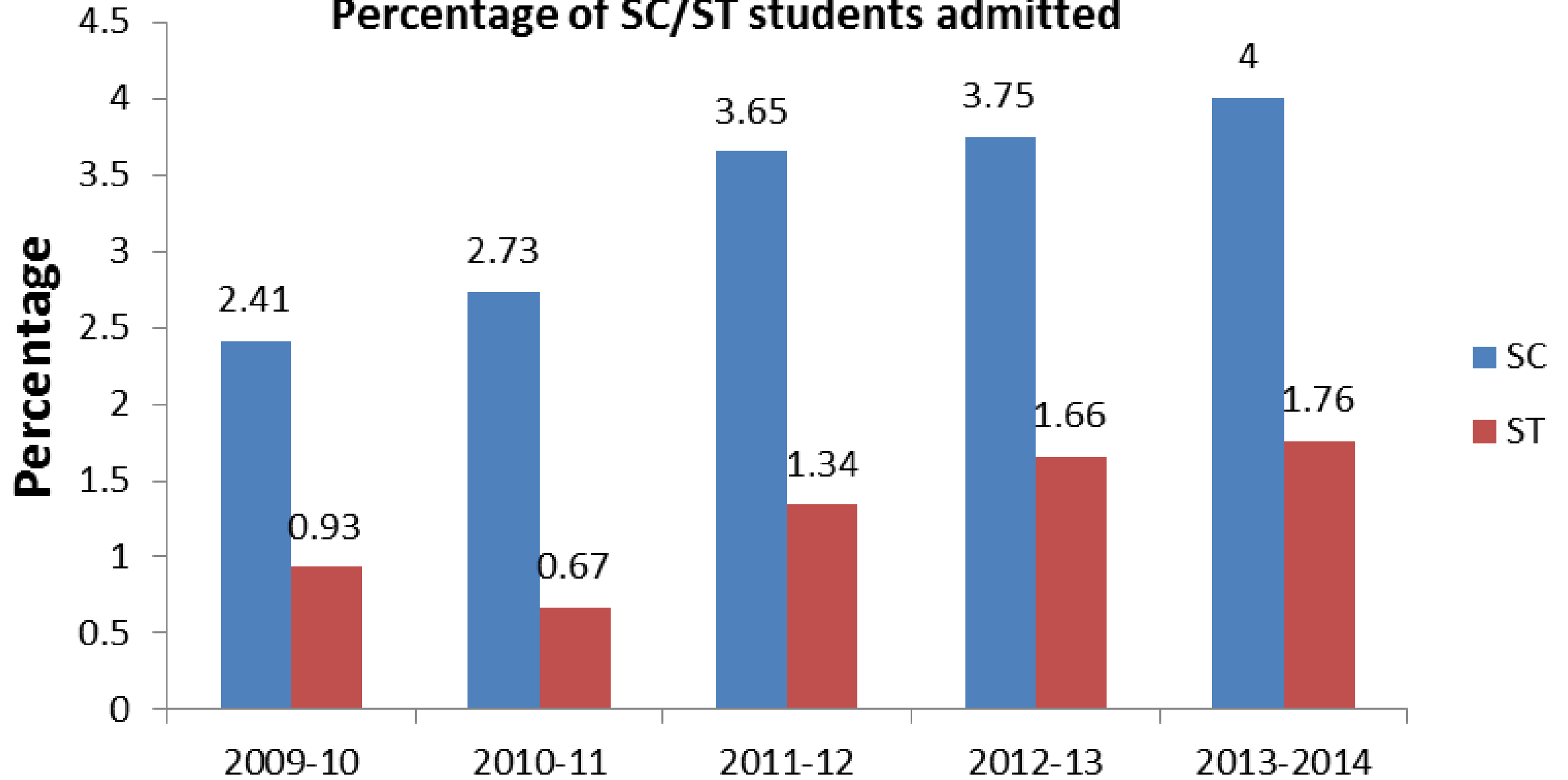
Number of students

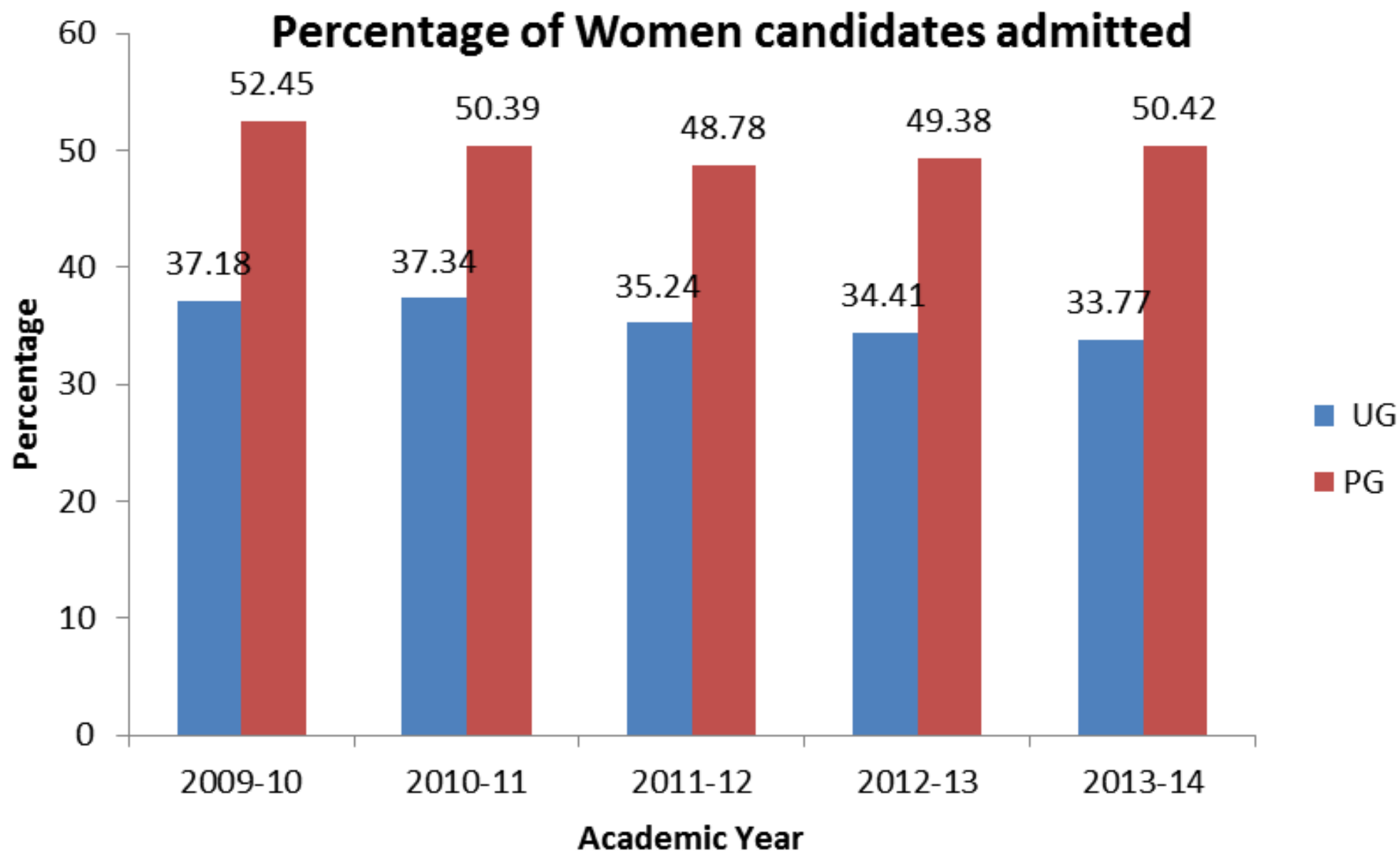


STUDENT STRENGTH - PG

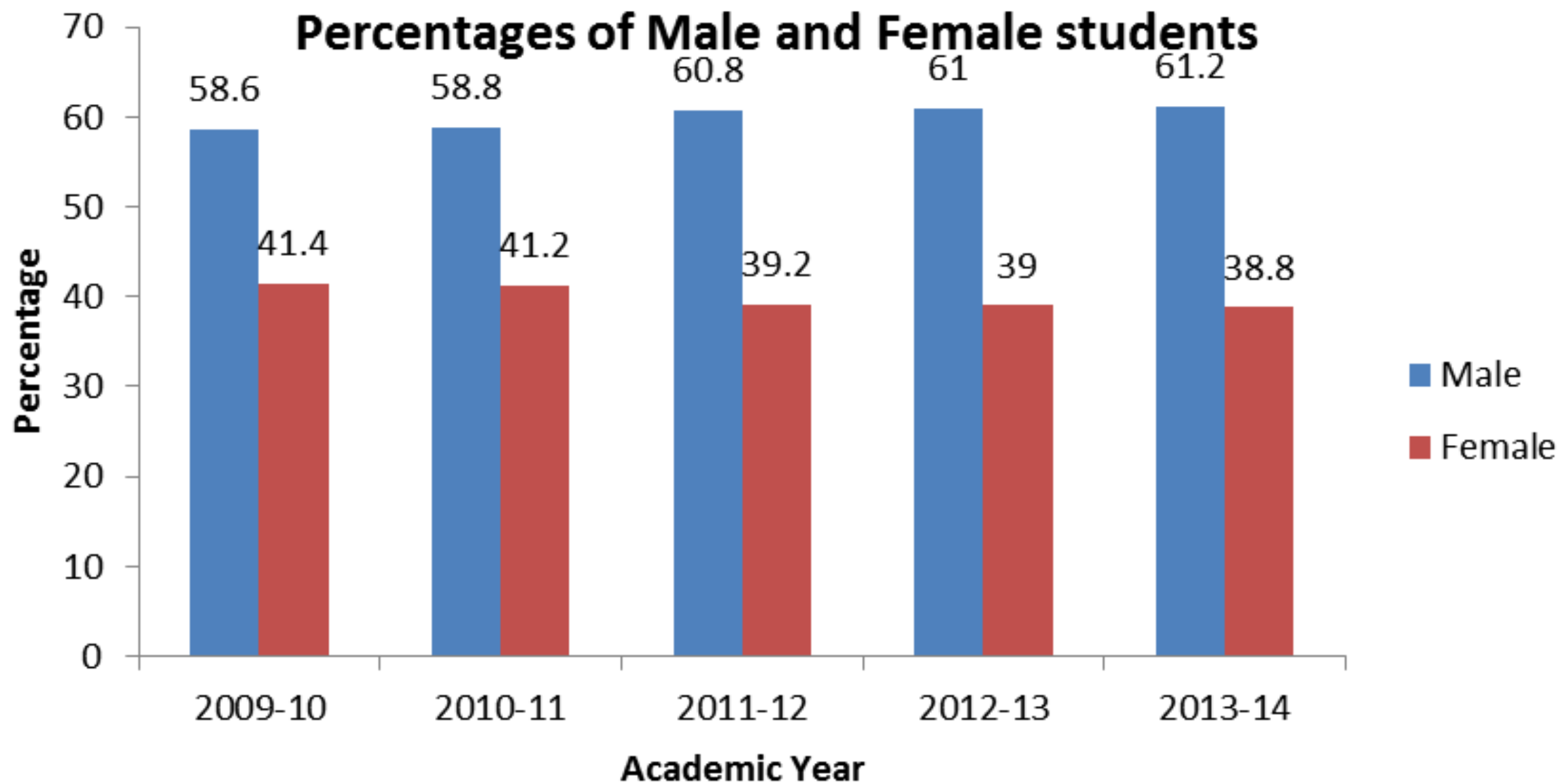


**Percentage of SC/ST students admitted**

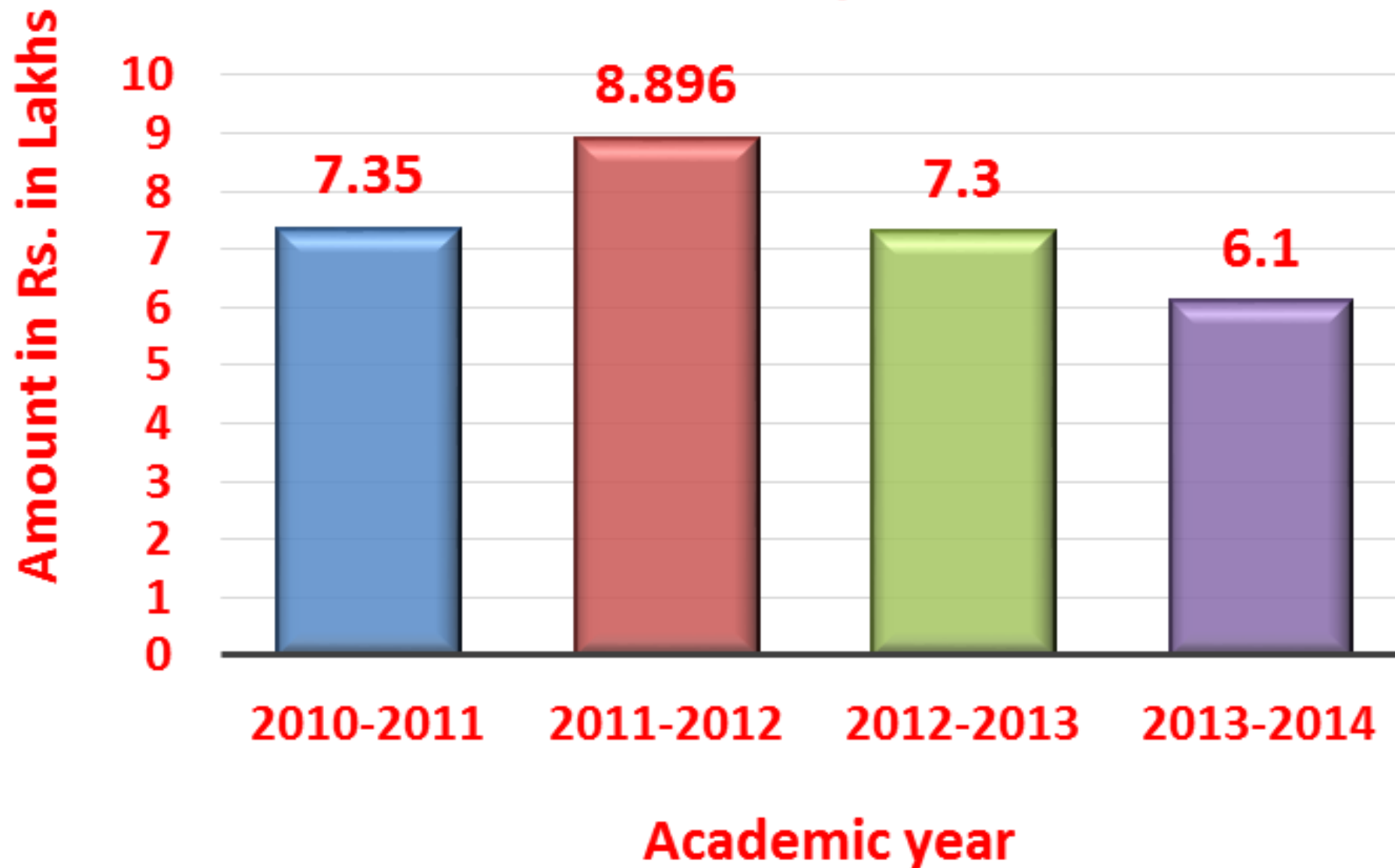




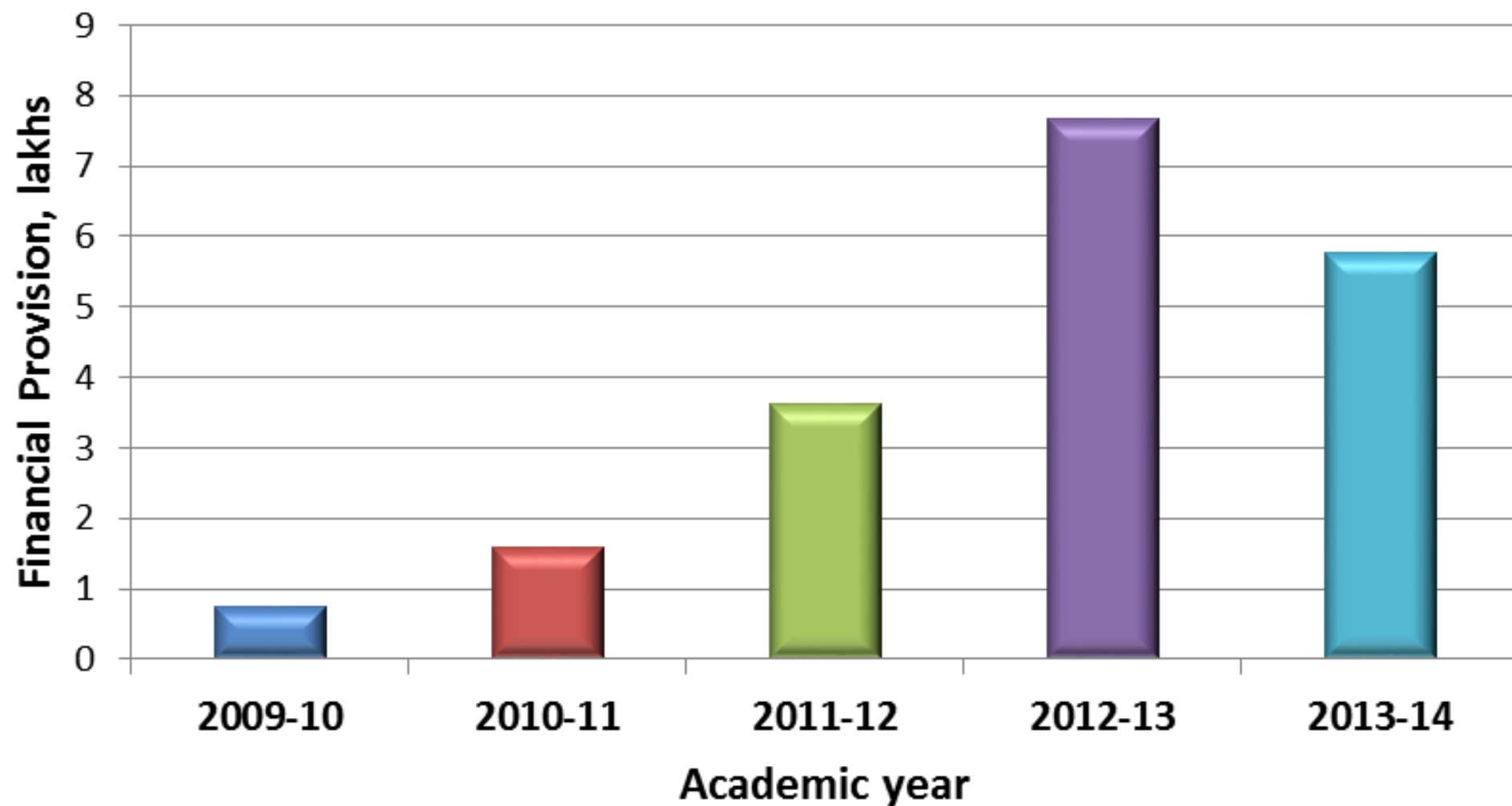
## Percentages of Male and Female students



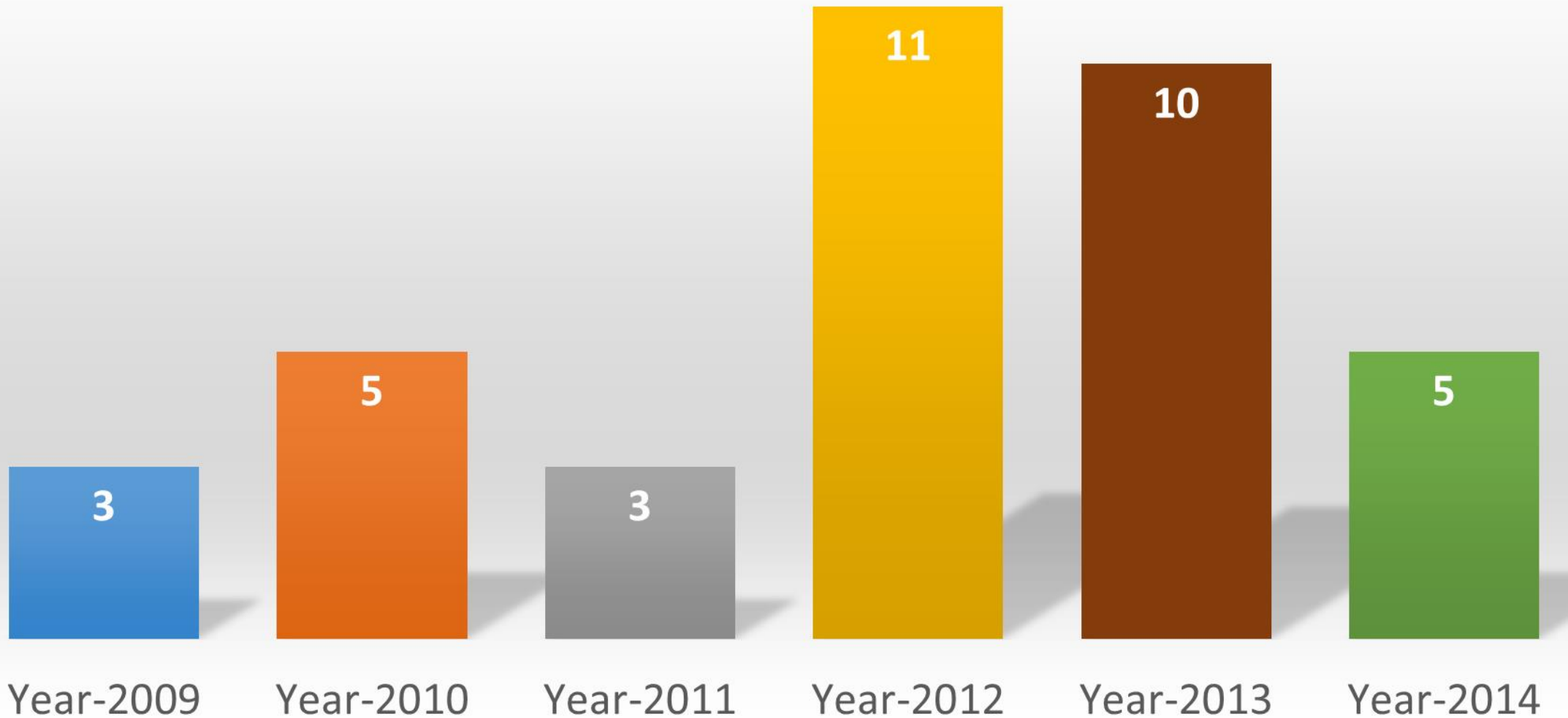
## Seed Money, Rs in Lakhs.



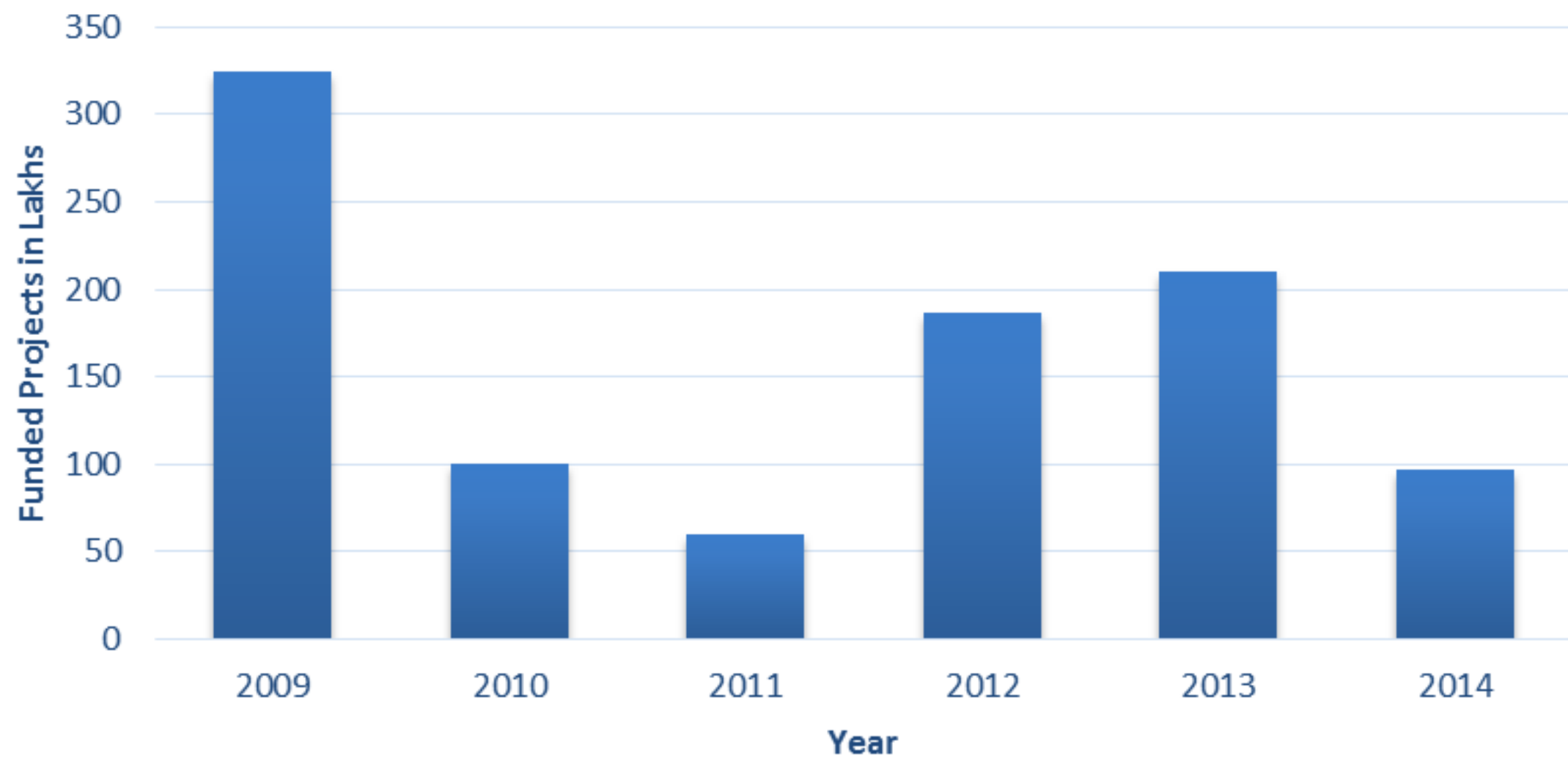
## Financial Provisions for Students' Research Projects, lakhs



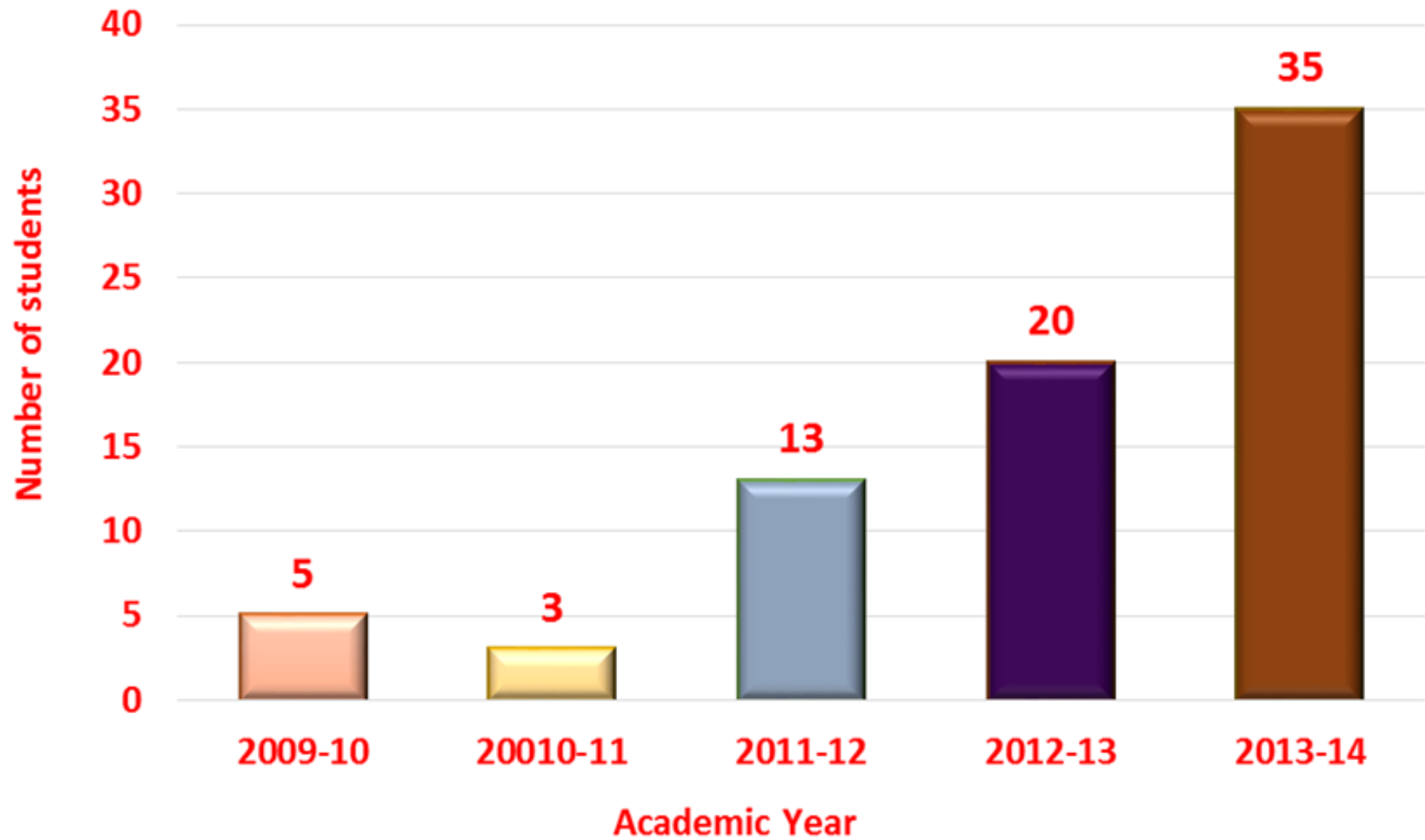
## Number of Major Research Projects

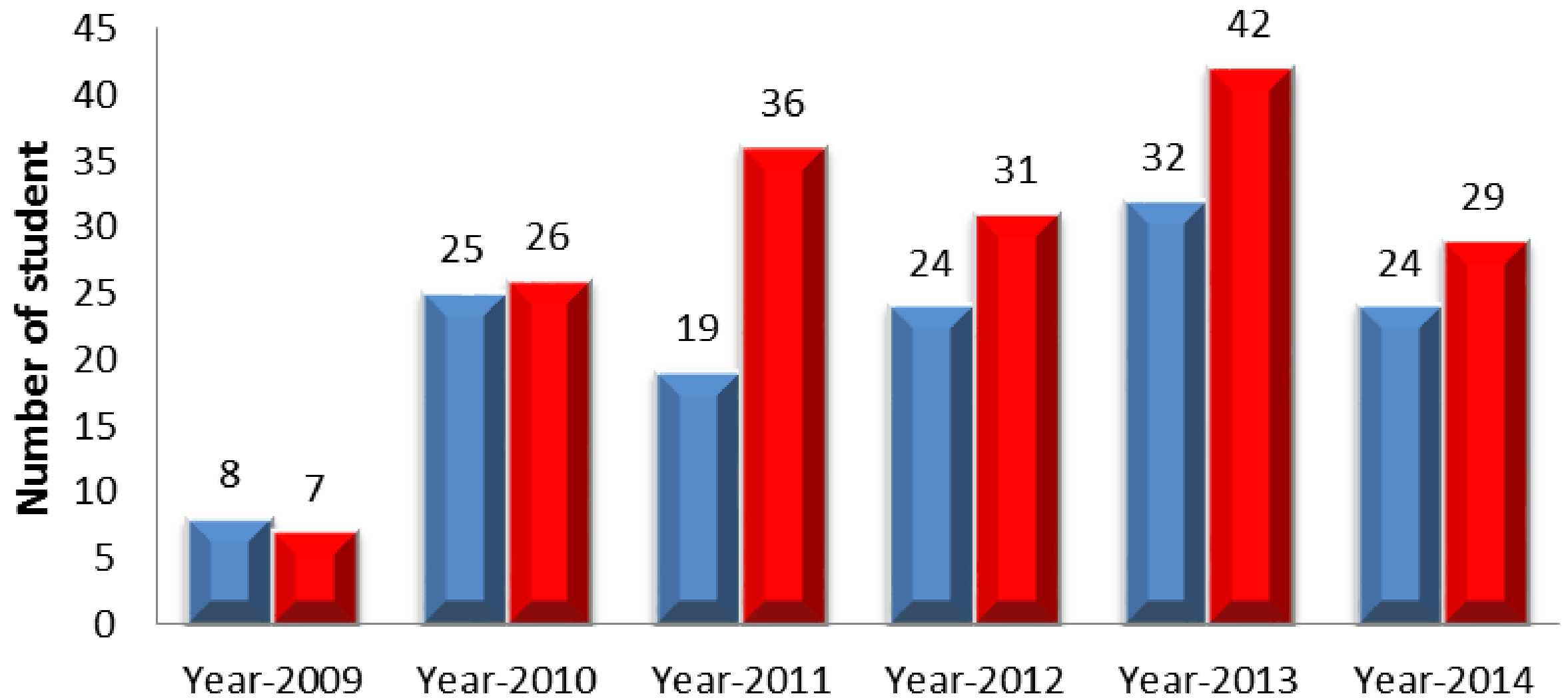


## Major Research Projects, Lakhs.



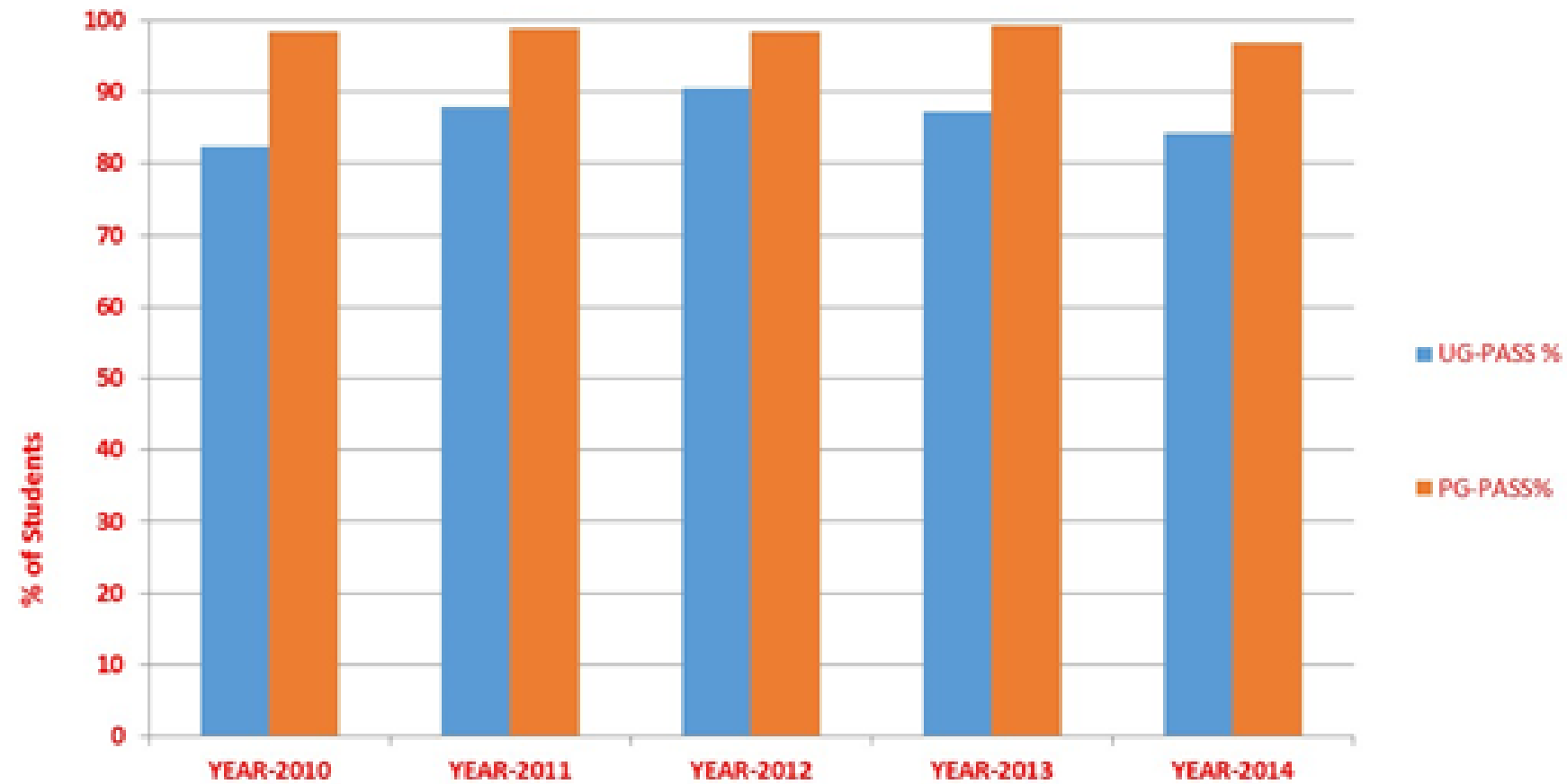
## Ph.D awarded



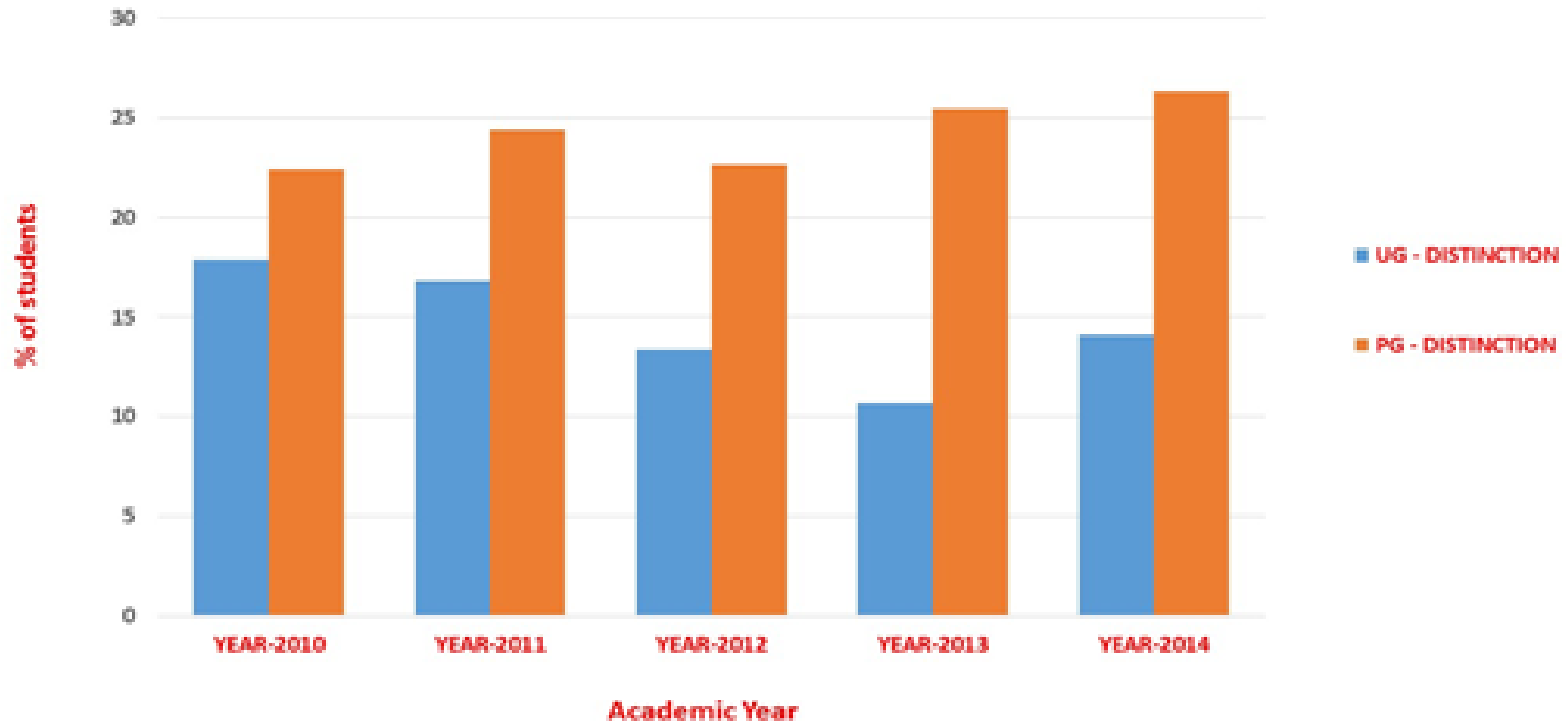


■ List of Indian Students who did Internship in abroad

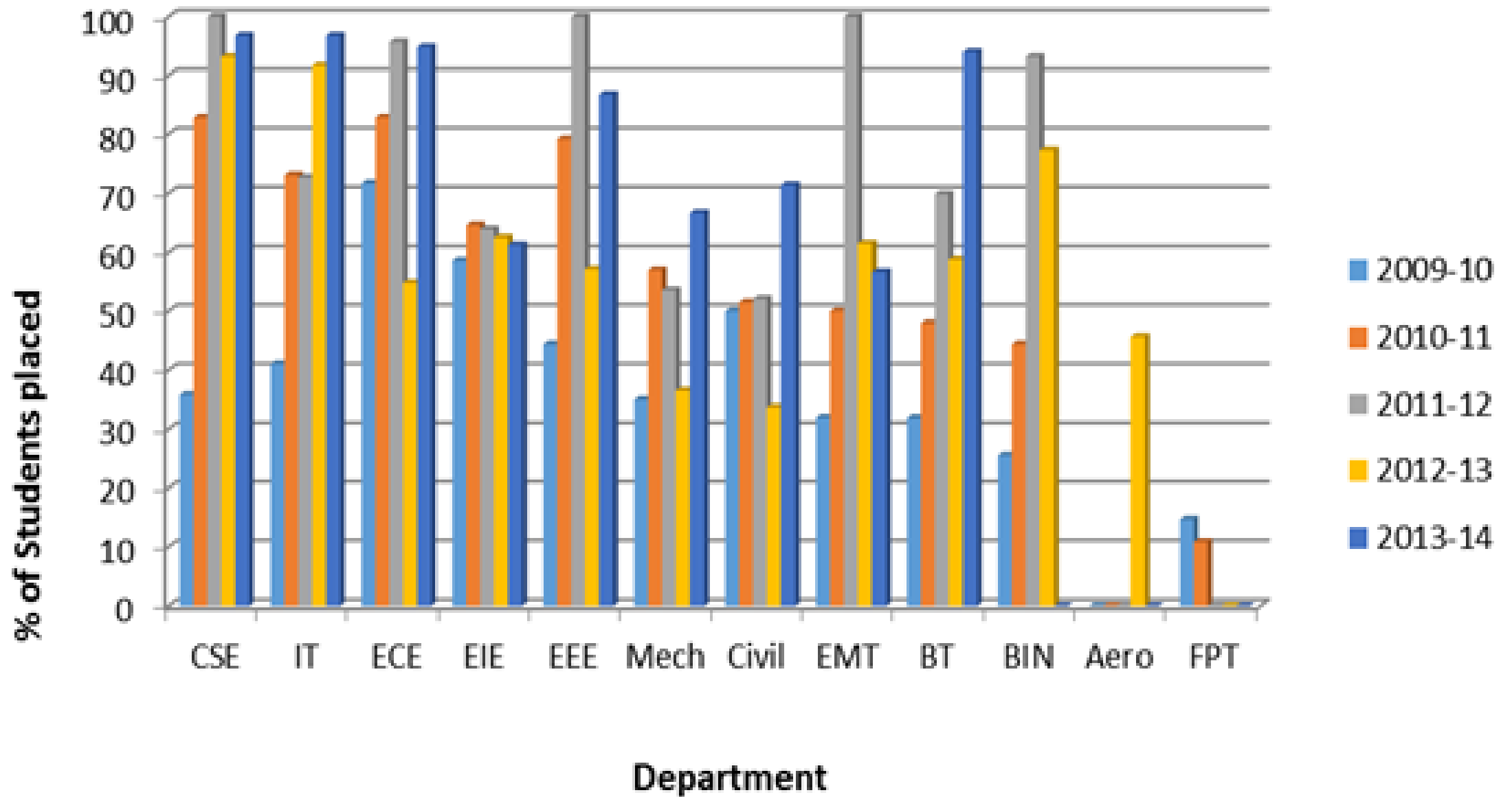
■ List of Foreign students who did Internship at KITS.



**Programme-wise Completion Rate**



Percentage of Students who passed out I Class with Distinction



# Updates on the preparations for receiving NAAC Peer Team

Internal Quality Assurance Cell (IQAC)

# Preparations completed

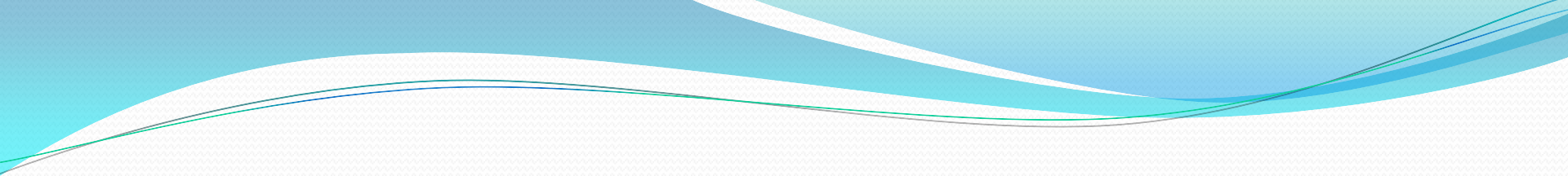
| March 2014 | <ul style="list-style-type: none"><li>• Members of Inter –Department Inspection Team (IDIT) Inspected departments and give reports to IQAC.</li><li>• Boards showing Vision , Mission of KITS and Student Charter are installed.</li><li>• Recommendations of Gender Audit and Green Audits received.</li></ul> |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 2014 | <ul style="list-style-type: none"><li>• Training sessions conducted for Faculty, Non Teaching staff and students.</li><li>• Posters / Boards showing research works, facilities displayed</li><li>• Direction Boards, road signs at road junctions are fixed.</li></ul>                                         |

# Preparations completed

|           |                                                                                                                                                                                                                                                                                                                        |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| May 2014  | <ul style="list-style-type: none"><li>• Visit of Internal Core Team visit to ensure preparedness of Schools / Departments</li><li>• IQAC has completed compilation of evidences for Criteria I to VII 225 sections and 41 appendices</li></ul>                                                                         |
| June 2014 | <ul style="list-style-type: none"><li>• Committees responsible for Gender Audit and Green Audit conducted another audit to find the recommendations that are implemented.</li><li>• A book of Appendices comprising 178 (41 + 137) Appendices along with evidences in hard copy / soft copy prepared by IQAC</li></ul> |

# Preparations to be completed

|           |                                                                                                                                                                                                                                                                                   |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 2014 | <ul style="list-style-type: none"><li>• NAAC mock Committee visit using external members<ul style="list-style-type: none"><li>• 30<sup>th</sup> June 2014</li></ul></li><li>• Training to faculty members<ul style="list-style-type: none"><li>• 27 June 2014</li></ul></li></ul> |
| July 2014 | <ul style="list-style-type: none"><li>• NAAC mock Committee visit – Phase II<ul style="list-style-type: none"><li>• 10-12 July 2014</li></ul></li></ul>                                                                                                                           |



THANK YOU



**EXCERPTS FROM  
SUGGESTIONS  
GIVEN BY EXTERNAL  
RESEARCH  
AUDITORS**

# EXCERPTS FROM SUGGESTIONS

- ◉ Publish in reputed Journals with high impact factors and indexed in databases like SCOPUS
- ◉ The Scholars can be asked to write a review paper after completing literature survey to gain confidence
- ◉ New folder type red book may be designed by the University
- ◉ Conduct DC meetings every semester regardless of the progress made
- ◉ Self study of course work to be avoided. Regular classes can be conducted during week ends or through summer/winter breaks

# EXCERPTS FROM SUGGESTIONS

- ◉ Comprehensive examination is to be made compulsory
- ◉ In-breeding to be avoided
- ◉ Candidates not having progress for more than 2 semesters and with dues is more than a semester are to be reviewed seriously
- ◉ Regular Ph.D Scholars to be given scholarship

## Suggestion from IQAC:

*CoE may be asked to revise the Ph.D regulations incorporating these suggestions and place it in the next Academic Council for approval*

**Thank You**

**EXCERPTS FROM SUGGESTIONS  
GIVEN BY EXTERNAL ACADEMIC  
AUDITORS**



# Quality Assessments

- Case studies in emerging applications to be incorporated
  - One day visit to industries and the knowledge gained during the visit can be considered
  - I B.Tech level assignment questions may include computer simulation, design oriented questions and should be different from usual examination / test question
- 



# Quality Assessments

- Hand written assignments are preferable
  - Assignments seem to be more monotonous: more options such as literature survey, mini projects could be attempted
  - Compulsory seminar using recent journal papers related to the subjects can be given
  - Group Discussions, quiz and mini projects can be included
- 



# Question papers/Answer scripts

- Blooms Taxonomy can be applied while framing questions
  - Quality of PG questions to be improved
  - Faculty members have to write comments for wrong answers
  - Test papers/answer papers should be discussed in the class after the corrections are made
- 

Thank you

## Annexure 5

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**Karunya UNIVERSITY**  
(Karunya Institute of Technology and Sciences)

Declared as Deemed-to-be-University under Section-3 of the UGC Act, 1956



**Dr.J.Jannet Vennila, Ph.D**

Chairperson - Gender Audit Committee

Director i/c - School of Biotechnology & Health Sciences

19<sup>th</sup> June 2014

### REPORT ON GENDER AUDIT II

Based on the recommendations given through first audit, the following activities of improvement have been carried out by the University between 1/2/2014 to 1/6/2014.

**1. Women empowerment programs**

One Women empowerment program has been organized (As part of Women's day celebrations, a Motivational talk on "Uniqueness of woman hood" by Mrs. Hashy Timothy was organized on 8<sup>th</sup> March 2014).

**2. Infrastructure facilities provided to Women**

Women Care room with bed, sofa, wash basin, first aid box has been set up in School of Civil engineering block and School of Biotechnology & Health Sciences block to take care of women.

**3. Career advancement**

Two Women have been promoted as Directors of the Schools (School of electrical sciences and School of Biotechnology & Health Sciences) and three women have been sanctioned sabbatical leave for higher studies.

  
**Dr. J. JANNET VENNILA**  
Chairperson - Gender Audit

## Annexure 6

### KARUNYA UNIVERSITY, COIMBATORE KARUNYA INSTITUTE OF TECHNOLOGY & SCIENCES

#### 2<sup>ND</sup> GREEN AUDIT REPORT ON 24 JUNE 2014

#### MEMBERS PRESENT:

1. Mr. A JOE PAULSON, Dy Chief Engineer
2. Dr. A IMMANUEL SELVAKUMAR, HOD – EEE,
3. Dr. M. SEKAR, HoD – MECHANICAL ENGINEERING,
4. Dr. JIBU THOMAS, Asst Prof (SG) – SBT & HS,
5. Mr. S REEVES – Electrical Engineer

#### 1. STUDY OF ATR OF PREVIOUS AUDIT REPORT:

- a. Members were informed of the decision taken for replacement of Cu chokes of tubelights to electronic choked tubelights during replacement only;
- b. WATER HARVESTING PITS: It is recommended by the Audit Team that atleast 5 water harvesting pits can be taken up every year in buildings where there is no water harvesting pits;

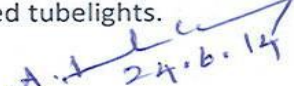
#### 2. RECOMMENDATIONS FOR CARBON SEQUESTRATION:

- a. Count of exact number of trees to be done immediately to confirm the count;
- b. Adding minor vegetation;
- c. It is suggested to avoid further plantation of Eucalyptus trees and *delhi mullu*;
- d. Increase evergreen trees like neem, poonga trees in the University and Hostel campus.

#### 3. OTHER RECOMMENDATIONS:

- a. Complete ban on use of polythene bags, plastic cups, disposable plates (thermocouple or alumina coated) within University and Hostel campus;
- b. It is proposed to start BEE – HIVING within the University under the banner of DECE to promote bio – diversity;
- c. Awareness posters on energy & savings and banning on usage of plastic products to be placed in prominent areas (SAMPLES ATTACHED);
- d. It is proposed to formulate University Environmental Policy;
- e. It is proposed to use 5 star rated electrical equipments only (certified by BEE);
- f. Use of paper for communication to be minimized;
- g. It is proposed to replace street lights to timer based tubelights.

  
Mr. A JOE PAULSON, Dy Chief Engineer

  
Dr. A IMMANUEL SELVAKUMAR, HOD – EEE,

  
Dr. M. SEKAR, HoD – MECHANICAL ENGINEERING

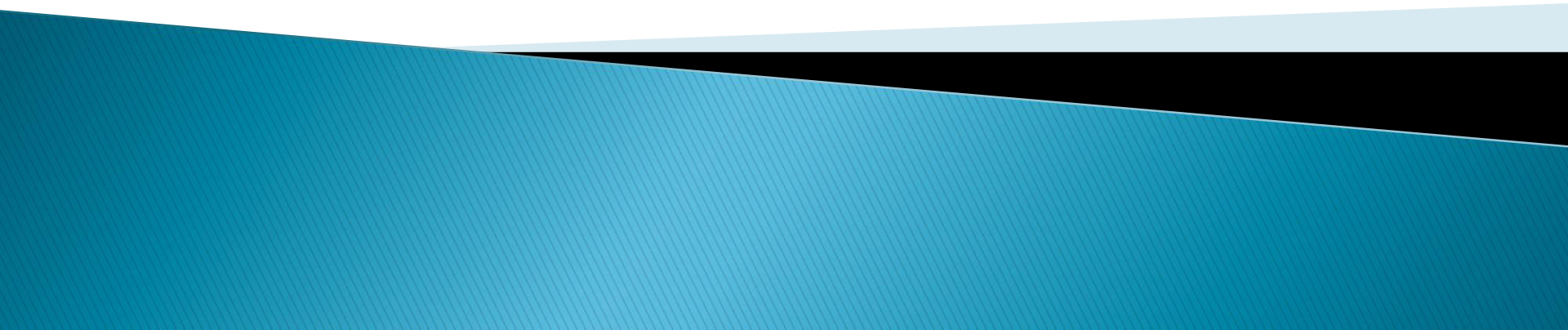
  
Dr. JIBU THOMAS, Asst Prof (SG) – SBT & HS,

  
Mr. S REEVES – Electrical Engineer

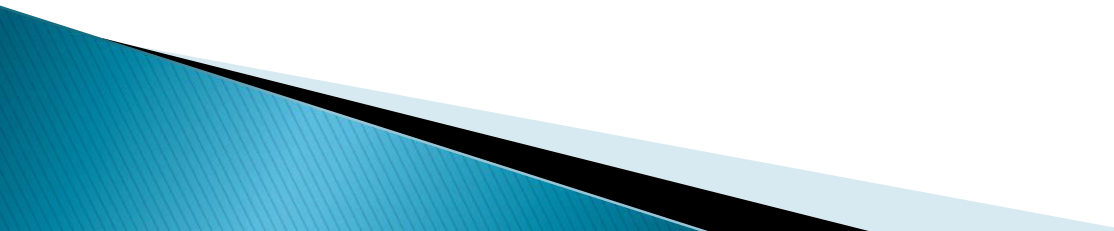
# Activities carried out by IQAC during the last 3 months

Internal Quality Assurance Cell (IQAC)

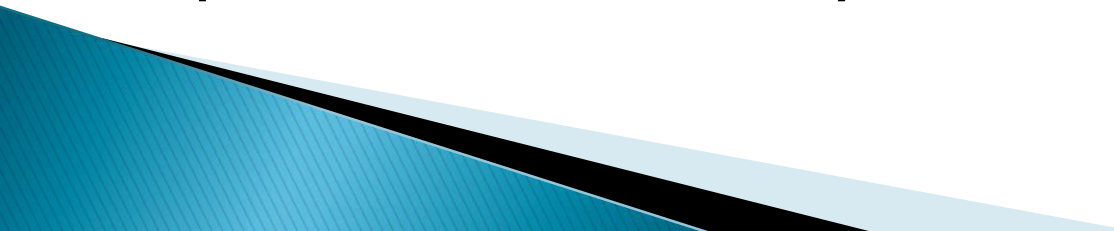
25 June 2014



# Activities of IQAC

- ▶ Prepared Schools Academic Departments, Central Departments, common facilities, Hostels and Staff for receiving NAAC Peer Team
  - ▶ Identified the Best Researcher from each department by circulating criteria for selection
  - ▶ Arranged IQAC files and evidences to be presented to NAAC Pear Team.
  - ▶ Collected Research Audit Reports and Action Taken reports from CoE
- 

# Activities of IQAC

- ▶ Collected Academic Audit reports from Schools and Departments and analyzed.
  - ▶ Analyzed last 5 year data to find the areas in which the University has grown
  - ▶ Identified members of NAAC mock committee and coordinated with them and arranged mock visits
  - ▶ Coordinated the design of posters, display boards, sign boards and direction boards.
  - ▶ Preparing 'Addendum to NAAC SSR' for the period from 1<sup>st</sup> July 2013 to 30<sup>th</sup> June 2014.
- 

THANK YOU