



KOSHY'S

INSTITUTE OF MANAGEMENT STUDIES

NAAC Accredited & ISO 9001 2015 Certified

Internal Quality Assurance Cell Proceedings

Ref No:KIMS/IQAC/MOM/01/2021-22

Minutes of the meeting of the Committee held on 22.06.2021 at 12.00 noon in the office of Board room with regard to conduct of Academic and Administrative Audit of the College (AAA) for the College's Assessment & Accreditation by NAAC.

At the outset, the Academic Director welcomed all the members of IQAC committee. The Director, Academic Affairs briefed the members about the requirement of Academic and Administrative Audit (AAA), of the College. He also emphasized the time bound nature of this exercise. The member was informed that a policy for Academic and Administrative Audit of the College had been approved in the meeting of IQAC held on May 4, 2021. The Director has nominated the panel of three external experts for each faculty for conducting the academic audit and four experts for conducting administrative audit of the College.

As per AAA policy, a committee of the faculty and 1 external expert (nominated by the Director) will conduct the academic audit of the departments of the respective faculty. A committee of 2-3 external experts will conduct the administrative audit of the College.

After detailed deliberations the following decisions were taken in the meeting:

1. The Director, IQAC will provide the guidelines for academic audit to the faculties. The list of the experts nominated by the Director will also be provided by the Coordinator, IQAC
2. The Coordinator of IQAC will circulate the guidelines for academic audit to the departments/institutes of their respective faculties and collect the information as per guidelines.
3. The Coordinate of IQAC will contact the experts and prepare the schedule of the academic audit of the departments/institutes of their respective faculties. A copy of the schedule will be provided to the Chairpersons/Principals/HOD of departments well in advance.
4. The department-wise report of the academic audit will be prepared and signed by the committee members. The committee may write its observations about the activities of the department like publications, collaborations, sponsored projects, awards/ recognition received by faculty etc, and give its suggestions for the academic growth of the department.


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5. The department-wise report of the academic audit (in soft as well as hard copy) will be submitted to the office of IQAC/NAAC steering committee latest by July 20, 2021 positively.
6. The Coordinator of IQAC will circulate the guidelines of administrative audit to all the Departments of the College and collect the information as per guidelines.
7. The duration of the schedule for administrative audit may be of 2 to 3 working days.
8. The Departments heads will give a presentation before the committee (for administrative audit) particularly about the improvement made in the functioning of Departments during last five years.
9. The Departments-wise report of the administrative audit (in soft as well as hard copy) will be submitted to the office of IQAC/NAAC steering committee latest by July 20, 2021 positively.

IQAC MEETING

Date: 22.06.2021

Time: 12.00pm

Venue: Board Room

SL.NO	Name of Attendees	Signature
1.	Dr Prakash Nayak	
2.	Dr. Gopi G	
3.	Dr. Jagadeesh Babu M K	
4.	Dr. Sudarkodi P	
5.	Ms. Sandhya S	
6.	Prof. Amala sen	
7.	Ms. Smitha Biji	
8.	Mr.Suresh N V	
9.	Mr.Kethan	
10.	Ms Umamaheshwari	

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