

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

Internal Quality Assurance Cell (IQAC)

Since its inception, the Internal Quality Assurance Cell (IQAC) of KIAMS, Harihar has been working on developing quality and monitoring performance indicators for the institution. The IQAC has been instrumental in bringing a sensible, reliable change in all the respect. Through its regular meetings, the IQAC screens, appraise and suggests to the various departments on the progress made and on action plan. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

In the previous year, the IQAC has successfully revised the Vision, Mission, Goals and the strategic plans. In addition, has aligned the core values of the Institute to be absorbed into each of its activities.

Strength, Weakness, Opportunity and Threats (SWOT)

Institutional Strength

KIAMS, Harihar is known nationally for its strengths viz., "Quality and Excellence in Education" in the training of Management students and professionals. This has been possible because of our strengths like

1. Dynamic and visionary leadership provided by the authorities and officers of the KIAMS Good governance driven by the expertise and wisdom of eminent personalities serving on the Board of Management, Academic Council, Finance committee, Planning, and Monitoring Board and other authorities Academic excellence as exemplified by excellent human resource, infrastructure, and contemporary curriculum
2. Members of Faculty who are illustrious, committed and from across the country.
3. Student diversity that serves as the melting pot of cultures Research excellence that is exemplified by the PI-driven.
4. Nationally and internationally funded research, publications,
5. Infrastructure excellence that meets the academic, research, residential, extension, and student support needs financial sustainability and administrative autonomy that supports the continued growth of the KIAMS.
6. Distinguished leaders in academics, research, and policy as Adjunct and Visiting faculty nationally.
7. Health needs and supporting the teaching, training, Staff and Students of KIAMS utmost care is taken.

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

Institutional Weakness

Limited scope for diversification and starting of programs in other disciplines due to the prevailing conditions.

Not being able to offer joint degrees with the national and international collaborating universities and research organizations.

Limited National funding available for private organizations for nurturing advanced research.

Restrictions on the increase of the International diversity of the students and faculty to compete globally for international rankings.

Institutional Opportunity

KIAMS Harihar and its leadership enjoy a strong relationship with the industry and is leveraging the same towards realizing the objectives and characteristics expected of the higher education institution.

KIAMS, Harihar is respected for its quality of education and the leadership role it continues to play in the higher education space.

Globally the Higher education is becoming expensive and more so in the developed countries.

In this scenario, the student's world over are looking towards other countries where they can pursue education at affordable costs.

The limiting factor is the positioning of the Indian education system globally. In this environment, the Institute continues to position itself as a respected education provider and attract students to the institution.

This provides a position of advantage to KIAMS Harihar to progress aggressively in its various initiatives with regard to the establishment of innovative programs and is now building stronger international collaborations.

The strong alumni base of the KIAMS, Harihar and the sponsoring society would be leveraged to attract the alumni to contribute to the institution towards excellence and help in the journey of being listed in the top 100 institutions in India

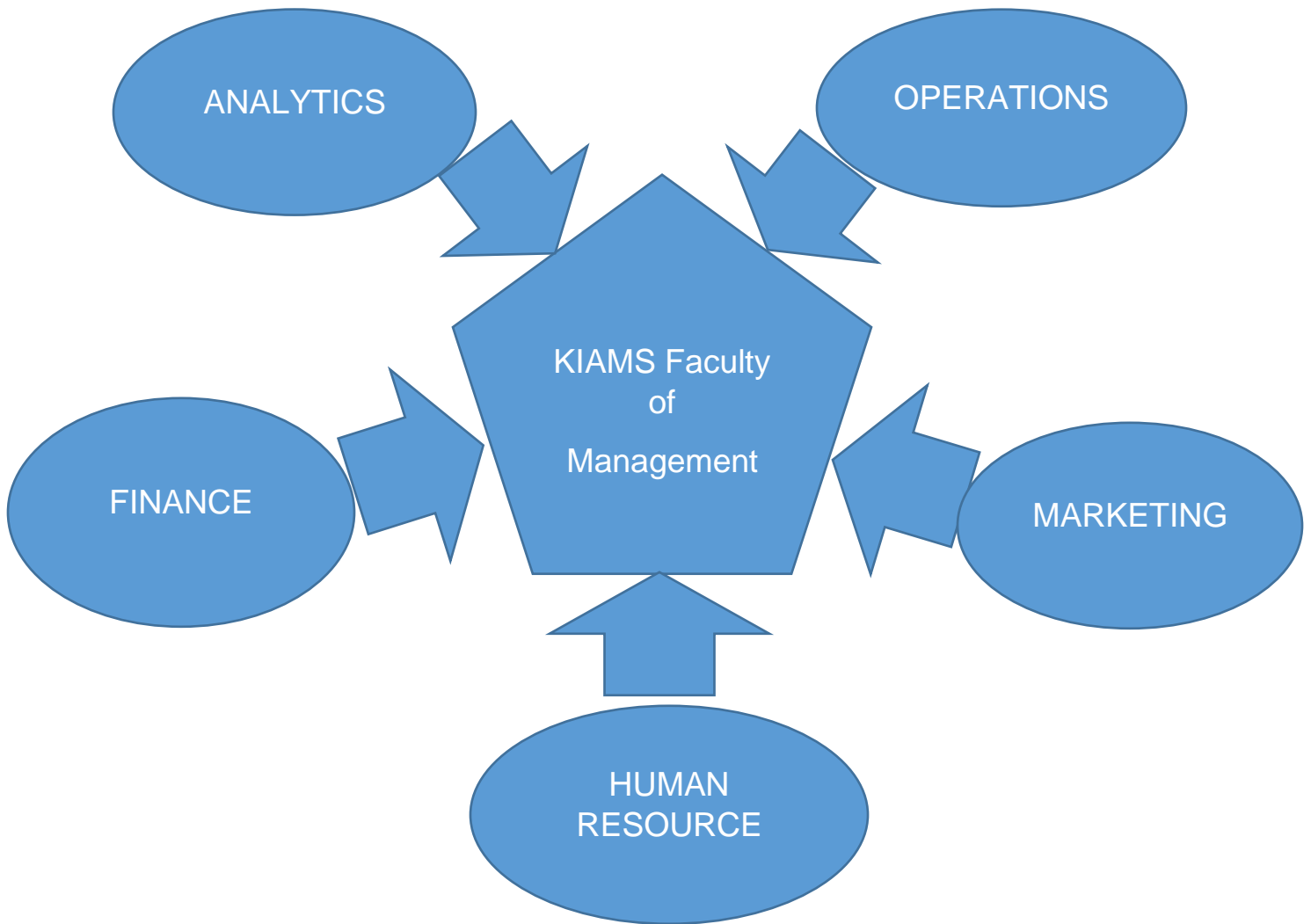
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Yantrapur, Harihar - 577601

Institutional Threats

Creating a network that will not turn away the meritorious students, especially from the weaker sections of the society, from accessing education due to the non-affordability to pay the costs of education.

Ensuring the quality of Academic faculty – By attracting distinguished faculty who are willing to take an academic career path. Not being able to pursue cutting-edge research due to limited resource.

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601



KIAMS is driven by its Vision and Mission, which aims at emerging as one of the most respected Institution of Higher Education Nationally.

Vision is *“To provide Society a Centre of Learning that excels in Management Education and Professional Development”*.

As an Institute / As a member of the Institute	To the Society and all stake holders
The Institute need to be the landmark in the town, city where it is situated.	The stakeholders of KIAMS should feel proud to have such an Institute in the Society.
The Society, Citizens of the said town or City should feel proud to have such an Institute.	

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

<p>The other Institutes should Collaborating with us for</p> <ol style="list-style-type: none">1. Research2. Publications3. FDP4. Collaborating to receive Quality educations to its students.5.	
<p>The Industries nearby also to be addressed by the Institute for</p> <ol style="list-style-type: none">1. MDP2. Marketing, Training needs3. New product launching4. consultancy	
<p>The Institute has to explore our students and alumna to the needs of the Society</p>	

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

Internal Quality Assurance Cell

Minutes of the IQAC meeting and action taken report

Year – 2016-17

The first meeting of IQAC of KIAMS was called on 12th December 2016 in the Director's chamber to discuss the following.

SI No.	Items discussed	Action taken	Responsibility
1.	Appointing the IQAC Committee <ul style="list-style-type: none"> • Dr. CN Narayana • Dr. VS Pai • Prof. Chetan GK • Prof. Rachana Sharma • Prof. Nagaraj BV • Prof. Mahesh Revankar 	Committee was formed on the same day.	
2.	Duties & Responsibilities of IQAC <ul style="list-style-type: none"> • To maintain quality standards in all the departments teaching, examination, evaluating the students. • To initiate, plan and supervise various activities which are necessary to increase the quality of education imparted in the institution • To supervise the quality work at all departments like admission, placement, administration etc. • To act as nodal agency of the Institute for coordinating quality related activities including good practices 	As suggested by the members present, any addition to this can be made time to time.	Prof. Mahesh Revankar
3.	Inviting the NBA process experts to share their experience to the faculty and staff of KIAMS.		Prof. Mahesh Revankar
4.	To form the subcommittee to support the NBA process.	1. Admission 2. Placement 3. Examination 4. PGDM Coordination 5. Library 6. SC/ST	Prof. Mahesh Revankar

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

		7. Anti-Sexual Harassment 8. Hostel & Mess 9. Disposal	
5.	100% Attendance of the students expected. 10% absent per subject allowed for any sickness etc with prior approval from the concerned faculty. If absenteeism is more than 10% not allowed to appear the end term exam.		Faculty Council & PGDM Coordinator
6.	The current system of normalization of marks has been scrapped. The new system will be introduced and communicated.		Faculty Council & PGDM Coordinator
7.	PGDM I & II need to be handled by separate coordinators in Pune.	Two coordinators were nominated on each campus	<u>At Harihar</u> Ms. Veena M Mr. Yuvaraj <u>At Pune</u> Ms. Amita Kulkarni Ms. Meenakshi
8.	The regular faculty and the visiting faculty need to be informed to submit the question papers to PGDM office, the same need to be scrutinized by Board of Examiners (BOE).		PGDM Coordinators
9.	Form the Examination Cell to conduct all exams.	It was decided by the committee that Ms. Veena will be heading the examination cell supported by Mr. Yuvaraj	
10.	To honor the toppers of PGDM Course stream wise like Marketing, HR, Finance and Operations was suggested along with overall toppers and also circulate this among the student community.		Director
11.	The members of faculty were informed about the course file, which includes the <ul style="list-style-type: none"> • Vision, Mission statement • Course Curriculum • Course Plan 		Director

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

	<ul style="list-style-type: none"> • Weekly Class Schedule • Attendance Sheet • Samples of internal assignments • Statement of Marks for the same • Term / Semester end question papers • Statement of Marks • Course Feedback 		
12	The IQAC Committee discussed on the reports of Mess Committee, to consider the feedback of students on the menu, hygiene in the kitchen, dining hall and the hygiene and health checkup of the cooks and the mess employees. To instruct the canteen vendor about the special menu during the festivals and on special occasions. The pest control activities and fumigation in the kitchen, dining hall and the entire campus was also discussed.	Pest Control activities were suggested on weekly and monthly basis	Head Admin
13	The IQAC Committee reviewed the reports of SC/ST Committee and informed the respective coordinator to handle the matters arising in the said committee to their level if in case through the Ombudsman.		Head Admin
14	The IQAC Committee reviewed the reports of Hostel Committee and advised the respective coordinator to take initiation on energy saving approaches like replacement of the bulbs, tubes, CFL to LED in phase wise manner.		Head Admin
15	The IQAC Committee informed the Admission Committee to decide on dropping of the advertisement agencies and all the other online media agencies who are not giving proper support and services to our admission process. The year wise admission policies and process manual, document retention policy, process flow of GD/PI of every year need to be developed and maintained in the admission section along with Admission Register of students batch wise and the Diploma issue register batch wise.		Admission In-charge / Director

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

16	The IQAC Committee reviewed the placement report submitted by the Placement Coordinator and informed the coordinator to maintain the list of companies came on campus, total number of companies attended for placement activities. It was also informed to maintain the list of companies sector wise, the number of students placed in each sector batch wise.		Placement In-charge / Director
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Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

The second meeting of the IQAC of KIAMS was held on 17th May 2017 at 11 am in the Director's Chamber. The following points were discussed and the action report of the previous meeting was narrated to the committee.

SI No.	Items discussed	Action taken	Responsibility
1.	To finalize the action plan for further progress on NBA process.	A meeting was called of all the faculty and staff members and updated about the ongoing NBA process	Director / Prof. Mahesh Revankar
2.	De-centralization of authorities like <ol style="list-style-type: none"> a. Admission details to be submitted by Admission Department, Mr. Gururaj and Mr. KT Nagaraj b. Placement / Industry Interaction / Alumni details to be submitted by Mr. Rajesh Dixit c. Library details to be submitted by Dr. Danappa d. PGDM details to be submitted by Ms. Veena and Mr. Yuvaraj e. MDP / Consultancy / FDP details to be submitted by Prof. Vinay Bhushan f. Anti-Sexual Harassment committee details by Prof. Gita Madhuri g. Infrastructure / Vehicle / Security / House Keeping details to be submitted by Mr. N Parameshwarappa in association with Mr. Raghavendra 		Director / Head Admin
3.	Suggestions were given by faculty, industry experts, alumni and well wishers of KIAMS that the Vision statement of KIAMS need to be modified. Accordingly Director instructed to discuss this as an agenda point in the coming faculty council meeting.	Discussed in the faculty council	Director
4.	The reconstitution of IQAC committee	Dr. DN Murthy is introduced	Director

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

		as new member to IQAC	
5.	As decided in the first IQAC meeting the NBA process experts Dr. Umakant Kulkarni, HOD of Computer Science Department and Dr. Kiran Shinde, HOD of Mechanical Department of SDM Engineering College, Dharwad were invited to conduct the workshop for all staff and faculty of KIAMS. The date and time of the said workshop will be decided by them and intimated to us.	Accordingly, the request letter was sent to the Principal, Dr. SB Vanakudre of SDM Engineering College & Technology, Dharwad on 28 th June 2017 to depute the above said resource people on 30 th of June and 1 st of July 2017 to conduct the workshop.	Head Admin
6.	The IQAC Committee informed the Admission Coordinator to maintain the details of a. GD/PI b. Travel Plan c. Admission Prospectus, leaflets, brochures to the GD/PI and other admission promotion events.		Admission In-charge

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

The third IQAC meeting of KIAMS was held on 13th June 2017 at 3 pm in the Director's chamber to

Sl No.	Items discussed	Action taken	Responsibility
1.	Review and follow up the items discussed in first two meetings	The respective committees were informed to maintain the documents related to their committee and review periodically.	All
2.	SBI Scholar Loan. To provide the education loan facility to the students who are joining KIAMS for PGDM Course. In this scholar loan KIAMS, Harihar is put in second category of SBI Scholar Loan that is up to 20 lakhs without collateral security.	The necessary meeting were held and the required documents were submitted to the LHO SBI Bangalore	Head Admin
3.	The committee gave its approval for the above point.		Director
4.	The committee also reviewed the financial support to the students and consolidates the scholarship details of the students.		Director

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

The next IQAC meeting was held on 18th September 2017 at 10 am in the Director's chamber to transact the following.

SI No.	Items discussed	Action taken	Responsibility
1.	<p style="text-align: center;">The IQAC Committee is revamped, accordingly the members are</p> <ul style="list-style-type: none"> • Dr. VS Pai • Prof. Chetan GK • Prof Vinay Bushan • Prof. Mahesh Revankar 		
1.	Prepare the post accreditation information as per the guidelines of NBA Process Hand Book.		All
2.	The report was prepared based on the information collected and advised the coordinator to seek the advice of the experts during their visit to conduct workshop at KIAMS, Harihar.		Head Admin
3.	Committee also advised to the respective process owners to keep the details of their respective departments ready and seek the advice of the experts during their visit to KIAMS for conduct of workshop.		All Coordinators
4.	The committee took a review of the Student Hand Book, Blue Book, Code of Conduct and Community Norms which are handed over to the students who seek admission for PGDM course and the same is explained to the students during the introduction session conducted to all the admitted students during the Orientation Programme.	Discussed and finalized in the faculty council	Director / PGDM Faculty Coordinator
5.	Committee also reviewed the draft of Anti Sexual Harassment Policy of KIAMS. Advised the coordinator to seek advice and guidelines from the Legal Practitioner and put before the committee the modified version of the draft in the next meeting.	Various meetings were organized with legal practitioners and taken their advice	Head Admin
6.	The IQAC Committee reviewed the placement report submitted by the Placement Coordinator. It was brought to the notice of the committee that the		Placement In-charge / Director

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

	KIAMS Alumni Association (Samanvay) is registered in Pune with a Charity Commissioner.		
7.	The IQAC Committee advised to the Placement Coordinator to monitor all the alumni activities and maintain the photographs, reports and the feedback of alumni's.		Placement In-charge / Director

The next IQAC meeting was held on 18th December 2017 at 2 pm in the Director's chamber to transact the following.

SI No.	Items discussed	Action taken	Responsibility
1.	The committee reviewed the minutes of previous meeting and the NBA process activity in the campus.		All
2.	The committee decided to review the Vision statement of KIAMS, it was felt that the present vision statement is too generic so it was decided to revise / rework the Vision statement.		Director / Head Admin
3.	The committee suggested to take part in the NIRF ranking.		Head Admin
4.	The committee suggested to conduct the workshops and seminars to the PGDM students on Personality Development and cracking the interviews by inviting the experts from the industry. By conducting of such activities, students' performance in the placement process will be enhanced and students can be placed in better positions, companies with higher salary.		Placement In-charge / Director
5.	The committee informed Library Coordinator to <ul style="list-style-type: none"> • Maintain the inventory of Library Books (reference & text), Journals etc. • Dispose the old books which are of older edition, the newspapers and periodicals after taking the approval from Disposal Committee. • Suggested to have the online materials for management 		Librarian

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

	education through EBSCO, J-Gate, Ace Analyser and Harvard cases.		
6.	The committee informed the Hostel In-charge to replace the old mattresses by procuring the new one, to maintain the hostel occupancy register, inventory in the each room allocated to the admitted PGDM Students.		Head Admin / Hostel Committee In-charge
7.	The committee suggested to design the format for pre-medical checkup, medical history to be submitted by all the admitted PGDM Students before joining the course along with other testimonials submitted to the admission department.		Head Admin / Campus Doctor
8.	The committee also suggested to provide the first aid kit box along with the description of the medicine and its side effect in three places.		Head Admin
9.	The committee also informed the Sports Coordinator to provide all the sports equipment's and to keep the sports ground neat and clean.		Head Admin
10.	The committee advised to the PGDM office to design and modify the existing process of students Internship for three months called as Business Immersion.		PGDM Faculty Coordinator
11.	Decided to inform all the members of faculty to maintain and review their course files.		Director

Kirloskar Institute of Advanced Management Studies
Yantrapur, Harihar - 577601

The next IQAC meeting was held on 6th February 2018 at 2 pm in the Director's chamber.

Sl No.	Items discussed	Action taken	Responsibility
1.	The committee reviewed the minutes of previous meeting and the NBA process activity in the campus.		All
2.	Passing eligibility of students in internal as well as final examinations was discussed and informed the same to the faculty council.		PGDM Faculty Coordinator / Exam In-charge
3.	The fee to be charged for issue of duplicate PGDM certificate / marks sheet / grade card.		PGDM Coordinators