



K.S. INSTITUTE OF TECHNOLOGY

No.14, Raghuvanahalli, Kanakapura Main Road, Bangalore - 560109

06-04-2019

Circular

IQAC MEETING 5

This is to inform that meeting will be held for all the members of IQAC as per the following details.

Venue : Old Board room

Date : 08.04.2019

Time : 04:00 PM

The agenda for the meeting are:

- 5.1 Confirmation of previous minutes of meeting.
- 5.2 Preparedness of the documents for the NAAC Inspection.
- 5.3 Evaluation of IQAC file
- 5.4 Any other issues with the permission of the chair.

Copy to:

All Members:

[Handwritten signature]
6.4.2019

Principal

PRINCIPAL

**K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109**



K.S. INSTITUTE OF TECHNOLOGY

No.14, Raghuvanahalli, Kanakapura Main Road, Bangalore - 560109

08-04-2019

MINUTES OF THE MEETING 5

A meeting of all the members of IQAC was convened on 08th April 2019 at 04:00PM, old board room, KSIT Bangalore.

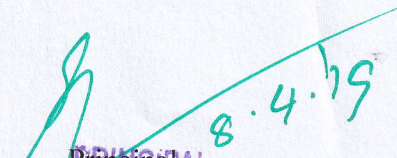
Following members attended the meeting:

Sl.No	Name	Members	Signature
1	Dr. T.V. Govinda Raju	Chair Person	
2	Dr.K.V.A.Balaji	Management Representative	
3	Dr.Dayanand R B	Chief Coordinator/Director	
4	Dr.D.R.Swamy	External Member	
5	Mr.Keshvan Y V	Administrative officer	
6	Dr. Rekha Venkatapur	Member	
7	Dr. P.N. Sudha	Member	
8	Dr. K. Rama Narasimha	Member	
9	Dr. Chanda V Reddy	Member	
10	Dr. Jaya Kumar K R	Member	
11	Dr. Bharathi V	Member	
12	Mr.Pradeep K R	Dept.Coordinator	
13	Mr.Praveen A	Dept.Coordinator	
14	Mrs.Sreesudha N	Dept.Coordinator	
15	Mrs.Devika B	Dept.Coordinator	
16	Mr.Veerappaji.B.Shivanna	Industry	
17	Mr.N.G.Raju	Industry	
18	Mrs.Swathi K	Alumni	
19	Mr.Vinay	Alumni	
20	Junaid Khan	Student Coordinator	
21	Akshatha Shenoy U	Student Coordinator	
22	Mr. Murthy K N A	Parent Coordinator	
23	Mr. Javeed Pasha	Parent Coordinator	

1. Confirmation of previous minutes of meeting.
2. Quarterly meeting of IQAC need to be conducted with all the members present and agenda of Meeting must be more specific on academic, research, facilities etc
3. Professional body member to be added in the composition of IQAC preferably ISTE.
4. Maintenance of Academic Audit Manual.
5. Gate to gate audit need to be maintained at department and college level.
6. Fix target for each level, to be evaluated further
7. Faculty diary to be introduced.
8. Each faculty should have pre-defined objective and their achievements should be evaluated further.

Y.V. KESAVAN
SR. MAR

9. Faculty Empowerment program need to be connected every semester and internship for faculty need to be made mandatory.
10. Qualitative and quantitative Appraisal has to been done every year.
11. Maintenance of Suggestion Box in each Department and complete tracking process has to be assigned to a faculty.
12. System to handle grievance.
13. Combination of different levels of bloom's taxonomy should be included in the question paper.


Principal
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109



K.S. INSTITUTE OF TECHNOLOGY

No.14, Raghuvanahalli, Kanakapura Main Road, Bangalore - 560109

09-11-2018

IQAC MEETING 4

This is to inform that meeting will be held for all the members of IQAC as per the following details.

Venue : Old Board room

Date : 12.11.2018

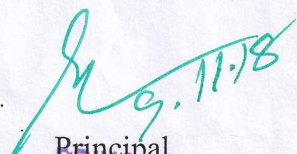
Time : 10:00 am

The agenda for the meeting are:

- 4.1 Confirmation of previous minutes of meeting.
- 4.2 Discussion on Proposal Writing for Funded Projects
- 4.3 Discussion on Mentoring System.

Copy to:

All Members:


Principal
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109

3. Discussion on Mentoring System.

Discussed to improve the quality of Mentoring system. Current implementation of the system and its benefits are discussed

It is decided that next meeting will be scheduled in 2nd week of August 2018. Meeting ended with Principal Dr. T.V. Govinda Raju thanking the members.

Dr. T.V. Govinda Raju
19.12.18
Principal
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 105



K.S. INSTITUTE OF TECHNOLOGY

No.14, Raghuvanahalli, Kanakapura Main Road, Bangalore – 560109

ACTION TAKEN REPORT

Sl.No.	Subject/Issue	Outcome of discussion	Responsibility
1	Discussion on Proposal Writing for Funded Projects.	The information regarding different funding agencies has circulated among faculty members.	Principal, HODs and Research Coordinator
2	Discussion on Mentoring System.	<p>The mentoring system was explained and gave some recommendations to improve the existing system.</p> <p>Mentor book for a student is to be maintained for all the four years and to be closed at the course completion.</p>	Principal HODs and Mentors

[Handwritten Signature]
27.12.18

Principal

K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109



K.S. INSTITUTE OF TECHNOLOGY

No.14, Raghuvanahalli, Kanakapura Main Road, Bangalore - 560109

01-08-2018

IQAC MEETING 3

This is to inform that meeting will be held for all the members of IQAC as per the following details.

Venue : Old Board room

Date : 03.08.2018

Time : 10:00 am

The agenda for the meeting are:

- 3.1 Confirmation of previous minutes of meeting.
- 3.2 Improvement in teaching and learning activities.
- 3.3 Discussion on improving the performance of academic and administrative activities.

Copy to:

All Members:

Principal

PRINCIPAL
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109



K.S. INSTITUTE OF TECHNOLOGY

No.14, Raghuvanahalli, Kanakapura Main Road, Bangalore - 560109

03-08-2018

MINUTES OF THE MEETING 3

A meeting of all the members of IQAC was convened on 3rd August 2018 at 10:00am, old board room, KSIT Bangalore.

Following members attended the meeting:

Sl.No	Name	Members	Signature
1	Dr. T.V. Govinda Raju	Chair Person	
2	Dr.K.V.A.Balaji	Management Representative	
3	Dr.Dayananda R B	Chief Coordinator/Director	
4	Dr.D.R.Swamy	External Member	
5	Mr.Keshvan Y V	Administrative officer	
6	Dr. Rekha Venkatapur	Member	
7	Dr. P.N. Sudha	Member	
8	Dr. K. Rama Narasimha	Member	
9	Prof. Chanda V Reddy	Member	
10	Dr. Jaya Kumar K R	Member	
11	Dr. Bharathi V	Member	
12	Mr.Pradeep K R	Dept.Coordinator	
13	Mr.Praveen A	Dept.Coordinator	
14	Mrs.Sreesudha N	Dept.Coordinator	
15	Mrs.Devika B	Dept.Coordinator	
16	Mr.Veerappaji.B.Shivanna	Industry	
17	Mr.N.G.Raju	Industry	
18	Mrs.Swathi K	Alumni	
19	Mr.Vinay	Alumni	
20	Junaid Khan	Student Coordinator	
21	Akshatha Shenoy U	Student Coordinator	
22	Mr. Murthy K N A	Parent Coordinator	
23	Mr. Javeed Pasha	Parent Coordinator	

1. Confirmation of previous minutes of meeting.

The minutes of the previous meeting was read, confirmed and recorded.

2. Improvement in teaching and learning activities.

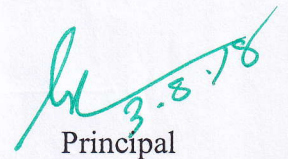
- Monitoring of course files, lecture Schedules, course plans of faculty.
- Conduction of Seminars, Quiz Programs in class rooms. (pedagogy techniques)
- Arrangement of technical talks by eminent personalities.

3. Discussion on improving the performance of academic and administrative activities.

Coordinator discussed the action plan ensuring timely, efficient and progressive performance of academics. Suggestions were given by the committee members to overcome the weaknesses.

- Various industries/companies need to be contacted for internship/projects opportunities for students.
- Assessing the quality parameters and providing required suggestions for the improvement.
(Question paper pattern, publications, Time tables formats, Event formats)
- Encouraging R&D and Consultancy.
- Arrangement of seminars / workshops, FDPs on emerging technologies for faculty.

It is decided that next meeting will be scheduled in 2nd week of November 2018. Meeting ended with Principal Dr. T.V. Govinda Raju thanking the members.


Principal

PRINCIPAL
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109

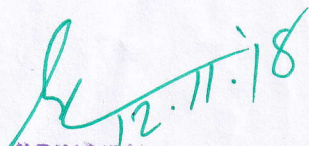


K.S. INSTITUTE OF TECHNOLOGY

No.14, Raghuvanahalli, Kanakapura Main Road, Bangalore – 560109

ACTION TAKEN REPORT

Sl.No.	Subject/Issue	Outcome of discussion	Responsibility
1	<p>Improvement in teaching and learning activities.</p> <ul style="list-style-type: none">• Conduction of Seminars, Quiz Programs in class rooms.• Arrangement of technical talks by eminent personalities.• CO-PO writing	<p>Exhaustive Question Bank for all the subjects is provided for each student.</p> <p>Updating of course files is done.</p> <p>As per discussion conducted seminars and quiz programs for each subject.</p> <p>Technical talks by eminent personalities have been arranged on emerging technologies.</p> <p>Discussion on CO-PO writing has been done to the faculties by their respective HOD's.</p>	Principal ,HOD's and all Faculties
2	Discussion on improving the performance of academic and administrative activities.	<p>Various companies have been contacted for the sake of students' internships/projects.</p> <p>Make sure MOUs are functional</p>	Principal HODs and IQAC coordinator


Principal
K.S. INSTITUTE OF TECHNOLOGY
BENGALURU - 560 109