



K.S. INSTITUTE OF TECHNOLOGY

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

31-01-2018

IQAC MEETING 1

This is to inform that IQAC meeting will be held for all Department HOD's, as per the following details.

Venue : Old Board room.

Date : 01.02.2018

Time : 3:00 pm

The agenda for the meeting are:

- 1.1 Discussion on Establishment of IQAC cell.
- 1.2 Discussion on Roles and Responsibilities of IQAC members.
- 1.3 To set goals and objectives of IQAC cell.


Principal

Copy to:

All HOD's:



K.S. INSTITUTE OF TECHNOLOGY

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

01-02-2018

MINUTES OF THE MEETING

A meeting of all the Department HOD's was convened on 1st February 2018 at 3.00 pm, old board room, KSIT Bangalore.

Sl.No	Name	Members	Signature
1	Dr. T.V. Govinda Raju	Principal	
2	Dr. K. Rama Narasimha	HOD ME	K. Rama Narasimha
3	Dr. Jaya Kumar. K. R.	HOD BS&H	Jaya Kumar
4	Dr. P.N. Sudha	HOD ECE	P.N. Sudha
5	Dr. Rekha Venkatapur	HOD CSE	Rekha Venkatapur
6	Prof. Chanda V Reddy	HOD TCE	Chanda V Reddy
7	Dr. Bharathi V	HOD Library	Bharathi V
8	Dr. Dayananda R B	Professor. CSE	Dayananda R B

1. Discussion on Establishment of IQAC cell

Principal discussed importance of establishment of IQAC cell in the Institute and it is decided that new IQAC cell will be established in the Institute.

Principal suggested to form the cell with parents, employers, alimonies, students and senior faculties

2. Discussion on Roles and Responsibilities of IQAC members


Principal discussed roles and responsibilities and benefits of IQAC. He emphasized on benchmarking with reputed institute for academic excellence. He also suggested to visit nearby institute to know their work culture for improvement in the existing system.

Dr. Dayananda R B was chosen to be the chief Coordinator for IQAC. One faculty chosen as a IQAC coordinator from each Department.

3. To set goals and objectives for IQAC cell.

The main goals and objectives of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution.

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


Principal 1.2.18



K.S. INSTITUTE OF TECHNOLOGY

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15-2-2018

IQAC MEETING 2

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 : 16.02.2018

Time : 12:20 pm

The agenda for the meeting are:

- 2.1 Confirmation of previous minutes of meeting.
- 2.2 Discussion about academic audit in each department.
- 2.3 Discussion on test question paper pattern.
- 2.4 Discussions on conducting workshops/FDPs/Conferences/Technical talks
- 2.5 Quality Initiatives in Teaching and Learning process


Principal

Copy to:

All Members:



K.S. INSTITUTE OF TECHNOLOGY

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

16-02-2018

MINUTES OF THE MEETING 2

A meeting of all the members of IQAC was convened on 16th February 2018 at 12.20 pm, old board room, KSIT Bangalore.

Following members attended the meeting:

Sl.No	Name	Members	Signature
1	Dr. T.V. Govinda Raju	Principal	
2	Dr.K.V.A.Balaji	CEO and Mgt. representative	
3	Dr.Dayanand R B	Professor and IQAC coordinator	
4	Dr.D.R.Swamy	Dean Research, JSSIT	
5	Mr.Keshvan Y.V.	Sr. Manager	
6	Dr. Rekha Venkatapur	HOD CSE	
7	Dr. P.N. Sudha	HOD ECE	
8	Dr. K. Rama Narasimha	HOD ME	
9	Prof. Chanda V Reddy	HOD TCE	
10	Dr. Jaya Kumar K.R.	HOD BS&H	
11	Dr. Bharathi V	HOD Library	
12	Mr.Pradeep K R	Asst.Professor,CSE Dept	
13	Mr.Praveen A	Asst.Professor,ECE Dept	
14	Mrs.Sreesudha N	Asst.Professor,ME Dept	
15	Mrs.Devika B	Asst.Professor,TCE Dept	
16	Mr.Veerappaji.B.Shivanna	HR,Mindtree	
17	Mr.N.G.Raju	Head,Talent Acquisition	
18	Mrs.Swathi K	Alumni	
19	Mr.Vinay	Alumni	
20	Junaid Khan	Student	
21	Akshatha Shenoy U	Student	
22	Mr. Murthy K N A	Parent	
23	Mr. Veerabhadre Gowda	Parent	

1. Confirmation of previous minutes of meeting.

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

2. Discussion of academic audit in each department.

Discussion happened to conduct inter department audit on various activities.

Internal audit committee is framed in KSIT to check academic related files across all the departments. Two senior faculty members are selected from each department for Audit execution. Instructions are delivered to

all the committee members with key indicators for seamless implementation of the audit .Auditors provided the audit findings in a pre-defined template. Consolidated reports are submitted for each department and for each individual faculty. Consolidated audit reports are timely submitted to the Principal for his perusal.

3. Discussion on test question paper pattern.

Setting two sets of question papers for each subject for every internal assessment, out which one paper is selected by the Principal. The questions are framed by following the Blooms Taxonomy and indicated by course outcomes and Bloom's level. Question bank is given for each module in each subject. Students are provided with the Assignment questions with respective key before every internal assessment test. Challenging questions from different university examinations are collected and provided to the toppers to answer.

- Discussion happened to set question paper by applying CO level for each question
- Discussion happened to conduct centralized test in the institute.

4. Discussions on conducting workshops/FDPs/Conferences/Technical talks

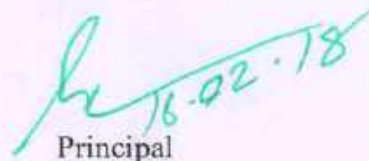
Discussion happened to conduct various technical events in the department in order to encourage students and faculty members. Common Templates need to be prepared to conduct events.

5. Quality Initiatives in Teaching and Learning process

Class Committee Meeting (CCM) is periodically done for the improvement of the teaching learning process. Arrangement of special classes for weak students. SWOC analysis is carried out at institution level and department level and reports were generated. Research review meeting (RRM) are regularly conducted for the Research scholars who are registered under KSIT Research center to monitor the research work progress.

- The institute/department encourages the students and faculty to utilize the advanced research laboratories, library, computer center and software tools for carrying out their academic/research projects.
- The college invites eminent professors and reputed researchers to share their experiences with faculty which enhance the research culture in the campus.

It is decided that next meeting will be scheduled on 1st week of August 2018. Meeting ended with Principal Dr. T.V. Govinda Raju thanking the members.


Principal



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ACTION TAKEN REPORT

Sl.No.	Subject/Issue	Outcome of discussion	Responsibility
1	Discussions on conducting workshops/FDPs/Conferences/Technical talks	<p>It is instructed to all the HOD's to conduct workshops and other events in association with IQAC.</p> <p>IQAC to provide common templates to conduct all the events in the institution</p>	HOD's and IQAC Coordinators
2	Discussion on test question paper pattern. <ul style="list-style-type: none">Discussed to mention the bloom's level of the question and its CO's (Course outcomes).	<p>Centralized test has been implemented.</p> <p>Two Question paper has been set for each subject carrying total of 30 marks for all semesters. Questions are set based on CO and considering bloom's level.</p> <p>Level of the question and its CO's are mentioned in the question paper.</p>	Principal HOD's and Test coordinator
3	Discussion of academic audit on various activities in each department.	<p>Auditing has been done in each department by assigning senior faculty members from other departments</p>	Principal, HOD's and Chief Academic coordinator
4	Quality Initiatives in Teaching and Learning process	<p>Class committee Meeting (CCM), Research review meeting (RRM) and SWOC analysis are to be carried out at institution level and department level.</p>	Principal HOD's Research coordinator, Academic coordinator, IQAC coordinator


Principal



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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.


Principal

Copy to:

All Members:



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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	Principal	
2	Dr.K.V.A.Balaji	CEO	
3	Dr.Dayanand R B	Professor	
4	Dr.D.R.Swamy	Dean Research, JSSIT	
5	Mr.Keshvan Y.v.	Sr. Manager	
6	Dr. Rekha Venkatapur	HOD CSE	
7	Dr. P.N. Sudha	HOD ECE	
8	Dr. K. Rama Narasimha	HOD ME	
9	Prof. Chanda V Reddy	HOD TCE	
10	Dr. Jaya Kumar K-R.	HOD BS&H	
11	Dr. Bharathi V	HOD Library	
12	Mr.Pradeep K R	Asst.Professor,CSE Dept	
13	Mr.Praveen A	Asst.Professor,ECE Dept	
14	Mrs.Sreesudha N	Asst.Professor,ME Dept	
15	Mrs.Devika B	Asst.Professor,TCE Dept	
16	Mr.Veerappaji.B.Shivanna	Campus Recruitment Lead,Mindtree	
17	Mr.N.G.Raju	Head,Talent Acquisition	
18	Mrs.Swathi K	Alumni	
19	Mr.Vinay	Alumni	
20	Junaid Khan	Student	
21	Akshatha Shenoy U	Student	
22	Mr. Murthy K N A	Parent	
23	Mr. Veerabhadre Gowda	Parent	

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



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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



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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.


Principal

Copy to:

All Members:



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12-11-2018

MINUTES OF THE MEETING 4

A meeting of all the members of IQAC was convened on 12th November 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	Principal	
2	Dr.K.V.A.Balaji	CEO	
3	Dr.Dayanand R B	Professor	
4	Dr.D.R.Swamy	Dean Research, JSSIT	
5	Mr.Keshvan Y.V.	Sr Manager	
6	Dr. Rekha Venkatapur	HOD CSE	
7	Dr. P.N. Sudha	HOD ECE	
8	Dr. K. Rama Narasimha	HOD ME	
9	Prof. Chanda V Reddy	HOD TCE	
10	Dr. Jaya Kumar K.R.	HOD BS&H	
11	Dr. Bharathi V	HOD Library	
12	Mr.Pradeep K R	Asst.Professor,CSE Dept	
13	Mr.Praveen A	Asst.Professor,ECE Dept	
14	Mrs.Sreesudha N	Asst.Professor,ME Dept	
15	Mrs.Devika B	Asst.Professor,TCE Dept	
16	Mr.Veerappaji.B.Shivanna	HR,Mindtree	
17	Mr.N.G.Raju	Head,Talent Acquisition	
18	Mrs.Swathi K	Alumni	
19	Mr.Vinay	Alumni	
20	Junaid Khan	Student	
21	Akshatha Shenoy U	Student	
22	Mr. Murthy K N A	Parent	
23	Mr. Veerabhadre Gowda	Parent	

1. Confirmation of previous minutes of meeting.

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

2. Discussion on Proposal Writing for Funded Projects.

Discussion happened to encourage faculty to apply for different funding agencies. Identification of suitable funding agencies also has been discussed

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.


Principal

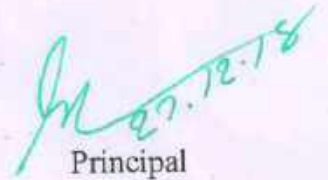


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ACTION TAKEN REPORT

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.	The mentoring system was explained and gave some recommendations to improve the existing system. Mentor book for a student is to be maintained for all the four years and to be closed at the course completion.	Principal HODs and Mentors


Principal



K. S. Institute of Technology - BENGALURU
DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
ACADEMIC AUDIT FACULTY REPORT

Auditor Name: M. Umashankar / Nagaprasad K S
Name of the Faculty Handling: Dr. P.N Sudha

Date of Audit: 19/3/2018

SL.No	Course Code/Title & Lab code/ Title	Sem/Year/Section	Strength noticed during auditing	Weakness noticed during auditing	Suggestion for improvements
1	15EC43 / Control Systems	IV / II / A Sec	'Teaching pedagogy' of having extra notes	-	Requested for more number of pouches in course file
2	15EC651 / Cellular Mobile Communication	VI / III / A & B	Each student writing separate topics has been mentioned in 'content beyond syllabus'	Faculty is unable to have 'VTU QP' bcs this course is introduced in VTU for first time.	


Signature of the Auditor


Signature of the Chief Academic Coordinator


Signature of the Principal

ECE



KSIT-BENGALURU

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
ACADEMIC AUDIT

Auditor Name: M. Umashankar / Nagaprasad K S

Date of Audit: 19/3/2018

Sl.No.	Name of the staff	Sem. & Sec.	Subject Name	Status of updating Attendance book Up to 1 st internal ^s	Course file Contents*	Laboratory status	Verification of students class notes	Additional remarks
1	Dr. Benjamin Joseph A	II Sem & D Sec	Basic Electronics	Updated	All items available	-		
2	Dr. P.N Sudha	IV Sem & A Sec	Control Systems	Updated	All items available		Done	
		VI Sem A & B Sec	Cellular Mobile Communication	Updated	All items available		Done	
3	Mrs. Veda. B	VI Sem & B Sec	Computer Communication Networks	Updated	All items available		Done	
		VI Sem A & B Sec	Power Electronics	Updated	All items available		Done	
		VI Sem & B Sec	Computer Networks Lab	Updated	All the six contents checked			

The Institution of Engineers (India)



is pleased to inform that
the following Engineering course(s) being conducted by

K S Institute of Technology Visvesvaraya Technological University Belagavi

have been accredited by IEI

- Electronics & Communication Engineering**
- Computer Science and Engineering**
- Mechanical Engineering**

[Signature]
SECRETARY & DIRECTOR GENERAL