SRI KRISHNA INSTITUTE OF TECHNOLOGY

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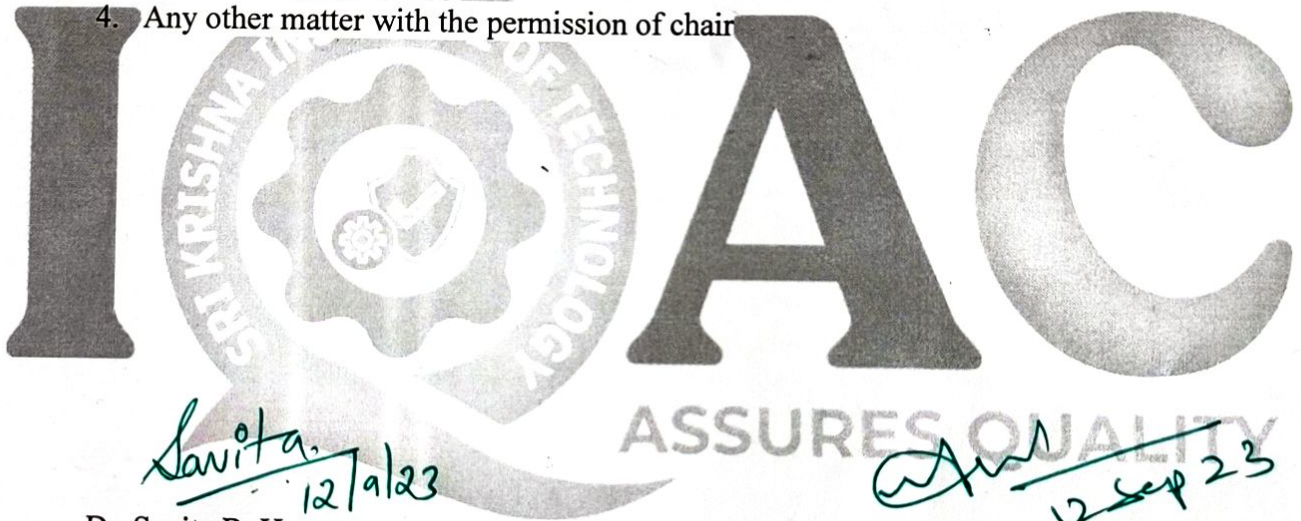
Internal Quality Assurance Cell (IQAC)

Ref no: SKIT/IQAC/ M1/2023-24   Date: 12.09.2023

CIRCULAR

The IQAC meeting is convened on 15ᵗʰ September 2023 at 3:15 pm in the IQAC Board Room, to ensure the adherence of the various processes to the quality procedures prescribed by the IQAC.

Following is the agenda of the meeting:

1. Course handouts
2. IQAC files
3. Event Conduction
4. Any other matter with the permission of chair

Dr. Savita B. Hosur   Dr. Mahesha K

Head, IQAC   Principal & Chairman, IQAC

SKIT   SKIT

Minutes of the IQAC meeting

The above agenda topics were discussed in the IQAC meeting held on 15th September 2023 in the IQAC Board Room from 3.15 pm to 4.30 pm.

The following members were present for the meeting

Sl. No.	Name	Designation
1.	Dr. Savita B. Hosur	Head, IQAC
2.	Mr. Imran Ulla Khan	Member, Dept. of CSE
3.	Mr. Manjunath V	Member, Dept. of CV
4.	Mr. Veerabhadra Swamy	Member, Department of BS
5.	Mrs. Veena M Naik	Member, Department of ISE

Agenda of the meeting

1. Course handout
2. IQAC files
3. Event Conduction
4. Any other matter with the permission of Chair

1. Course handout

- All the Heads of Departments (HODs) are required to share the Program Specific Outcomes (PSOs) of their respective departments with the HOD of Basic Sciences to ensure alignment and coordination across departments, to prepare the first year course handouts.

- Assessment methods should be properly planned according to the scheme of the respective subjects, ensuring consistency and adherence to the curriculum guidelines.

- Only Part-A of the course handout, which includes the course overview, syllabus, and key instructions, should be shared with the students at the beginning of the semester for their reference.

- Part-B of the course handout, which includes assessment results, must be filled and updated after the end semester, once the results are available

- For Part-B course handout CO-PO-PSO attainment target must extracted from CO-PO mapping and Attained target taken from attainment report.

- Gap Analysis should be conducted when the ratio of Attained to Target for CO-PO-PSO is less than the set threshold percentage.

2. IQAC files

- Discussion was held on the revision of IQAC file templates to ensure uniformity and compliance with the latest requirements.

- A detailed discussion was conducted on updating the authentication process for IQAC-related documents.

- It was decided that the authentication requirements will vary based on the type of file, ensuring that the appropriate authorities sign off on relevant documents.

3. Event Conductions

- Before conducting any event, a formal circular should be sent to all departments and students, providing detailed information about the event, including objectives, outcomes and schedule.

- Every event must be conducted with the formal approval from IQAC, to ensure it aligns with quality standards and Institutional goals.

- After the event a detailed report must be submitted to the IQAC

- All supporting documents, including photos, participant lists, and feedback forms, should be compiled and filed.

Dr. Savita B. Hosur
Head, IQAC
SKIT, Bengaluru

Dr. Mahesha K
Principal & Chairman, IQAC
SKIT, Bengaluru