



Ref no: SKIT/IQAC/ M2 /2023-2024

Date: 07.02.2024

CIRCULAR

The IQAC meeting is convened on 7th February 2024 at 3:00 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. DAC meeting
2. Admin Audit
3. Any other matters



Savita

Dr. Savita B. Hosur
Head, IQAC
SKIT

[Signature]
07 Feb 24

Dr. Mahesha K
Principal & Chairman, IQAC
SKIT



Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC meeting

The above agenda topics were discussed in the IQAC meeting held on 7th February 2024 in the IQAC Board Room from 3.00 pm to 4.30 pm.

The following members were present for the meeting

Sl. No.	Name	Designation
1.	Dr. Mahesha K	Principal & Chairman
2.	Ms. Rakshitha V	Member, Management Representative
3.	Dr. Savita B. Hosur	Head, IQAC
4.	Mr. Imran Ulla Khan	Member, Dept. of CSE
5.	Mrs. Prema C	Member, Department of AIML
6.	Mr. Veerabhadra Swamy	Member, Department of BS
7.	Mrs. Ragini Krishna	Member, Department of ISE
8.	Mr. Pramod S N	Member, Dept. of ME
9.	Mrs. Ramya Gowda	I/c. Member, Dept. of CV
10.	Mrs. Chaitra A S	Member, Dept. of ECE
11.	Mrs. Archana Holakal	Member, Dept. of Admin

Agenda of the meeting

1. DAC meeting
2. Admin Audit
3. Any other matter with the permission of the chair

➤ Meeting started by welcoming Prof. Ragini Krishna our new IQAC member from ISE department. Prof. Ramya will be representing the Civil Department as Prof. Manjunath is on medical leave



Internal Quality Assurance Cell (IQAC)

1. DAC meeting

- Observation on Bloom's Taxonomy Levels, Course Outcomes (Cos) and Assessment Methods - Bloom's Taxonomy levels, COs and assessment methods must be checked thoroughly to ensure that they are aligned with the intended Learning objectives and Program Outcomes
- Tentative COE for the even semester will be shared and the finalized COE will be circulated on approval. The Departments must strictly adhere to the timelines for smooth conduct of academic and examination related activities

2. IQAC Audit

- Check list for audit is shared with all the HOD's.
- Faculty target status & department target status needs to be checked. The template is shared.
- Instructed all the IQAC members to go through the checklist and verify the documents
- On completion of the audit, the report must be signed by all the auditing team as well as the respective HoD and on the same day the report must be submitted to the Principal.
- The Principal suggested adding placement training details in the department target checklist, including training date.
- Publication date needs to be checked so that there is no duplication on authors
- **Lab:** Experiment conducted must be strictly as planned during DAC.
- **Attendance register:** Slow & Advanced learners, assessment evaluation, PPT of seminars or mini project report must be checked.
- AICTE Activity Points file must be included as File no: 47, in the IQAC file list.
- In File 35, Event conduction - Add coordinator name next to event.
- Collect report on committee events respective IQAC members before going to IQAC Audit
- **Guidelines on FDP & workshop:** Note number of hours / days on FDP / event conduction.
- Last 3 years Alumni records should be maintained.
- Through check must be done on the number of tests conducted and marks allotted in the blue books.


Dr. Savita B. Hosur

Head, IQAC

SKIT, Bengaluru


Dr. Mahesha K

Principal & Chairman, IQAC

SKIT, Bengaluru