



Sri Krishna Institute of Technology

(Affiliated to VTU, Belgaum, Approved by AICTE, New Delhi and Recognized by Govt. of Karnataka)
#29, Hesaraghatta Main Road, Chimney Hills, Chikkabanavara Post, Bangalore- 560090

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref no: SKIT/IQAC/M2/2020-2021

Date: 05.10.2020

CIRCULAR

The IQAC meeting is convened on 10th October, 2020 at 12 noon in the Principal Chamber, to ensure the adherence of the various processes to the quality procedures prescribed by the NAAC.

Following is the agenda of the meeting:

1. Review of previous meeting.
2. Teaching and Learning Process
3. Plan of action for the odd semester of 2020-2021.
4. Any other subject with the permission of the chair.

Dr. Savita B. Hosur
Coordinator, IQAC
SKIT
CO-ORDINATOR
Internal Quality Assurance Cell
Sri Krishna Institute of Technology
Bangalore - 560 090.

Dr. A. Manjunatha
Principal & Chairman, IQAC
SKIT
PRINCIPAL
Sri Krishna Institute of Technology
29, Hesaraghatta Main Road,
Chimney Hills, Chikkabanavara (Post)
Bangalore-560 090.

Copy to:
IQAC members





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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 09.10.2020

IQAC Review Meeting- 10th October, 2020

Agenda

Agenda 1: Review of Previous meeting

Agenda 2: Odd Semester (2020-2021) – current status

Agenda 3: Semester action plan

1. Strengthening Proctor System
2. Conducting more number of PTMs
3. Online - Value added Courses
4. Mandatory Industry / Field visits
5. Webinars - Technical talks, Personality & Skill Development sessions / Placement sessions
6. Knowledge Sharing sessions
7. Sports Day
8. College e-Magazine
9. Creating ^{CALM} Anger Free Zone

Agenda 4: Any other subject with the permission of the Chair.



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Minutes of the IQAC core committee held meeting on 10.10.2020

The IQAC meeting was convened on 10.10.2020 at 10.30 am in the Principal Chamber, SKIT. Dr. Savita B. Hosur, Coordinator, IQAC extended welcome to all the members present and requested Dr. A. Manjunatha, Principal and Chairman, IQAC, SKIT to chair the meeting and address the members. The Principal appraised the importance of setting goals for various academic and related activities.

The following members were present for the meeting:

Sl. No.	Name	Designation	Signature
1	Dr. A Manjunatha	Principal & Chairman	
2	Dr. Savita B. Hosur	Coordinator	
3	Mrs. Geetha Megharaj	Member, Dept. of CSE	
4	Ms. Yashaswini R V	Member, Dept. of CV	
5	Mrs. Mythreye N S	Member, Dept. of ECE	
6	Mr. Vinay Kumar	Member, Department of ISE	
7	Mr. Mohammed Ali	Member, Local Community Representative	
8	Mr. Shreyas Karnick	Member, Alumni Representative	
9	Ms. Spurthi B. A.	Member, Student Representative	
10	Mrs. Manjula Shekhar	Member, Senior Administrative Officer	

The agenda points were taken up one by one for the discussion.

1. Review of previous meetings

The conduction of Academic Audit and the conduction of the online classes in the previous semester were discussed in detail. The institute has applied for the NAAC accreditation and is prequalified. The institute is being waiting for the Peer team visit of NAAC, which may be scheduled after the current pandemic situation is under control.



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2. Current status of the Odd sem (2020-2021)

The IQAC has prepared the Calendar of Events and all the activities are executed accordingly.

The Academic audit was done by the team and the reports are handed over to the respective departments. The HOD's were asked to work on the short comes of the files and see that the files are updated and complete.

Also, to look after the effectiveness of the Online Classes, the IQAC team priorily did the Digital Content Verification of the courses of every faculty. Later it was discussed and decided by the team that generalized formats for the PPT's and the course notes must be prepared and the same was circulated with departments.

3. Action plan for the Odd semester (2020-2021)

- a. The online classes are conducted through google meet. It was found that on an average of 60% students are attending the classes. So to improve the attendance and make the students to be regular, it was discussed that certain questionnaires, related to the conducted class, must be shared with the students and should be assessed later by the concerned faculty. Also, it was decided that the assignments must be given differently to different students. And their should be continuous evaluation for each and every student. Also, there was a suggestion that every week a faculty, can conduct the Unit test and evaluate the students. Hence this will certainly help the students in proctoring and after that the PTM's can be conducted in more organized manner. It was suggested that after the 1st IA and before 3rd IA, the parents should be able to visit the institute.
- b. The Proctoring system should be more effective. For system can be centralized and the Parent Teacher Interaction committee can take incharge for its effective functioning.
- c. Online – Value added courses: It was discussed that with the help of MOU's, more number of courses can be framed for the students and the same can be adopted in the curriculum. Currently, it was suggested that the TEQED labs can work on this.
- d. Industry / Field visits: It was seen that, in the previous years there were not much Industry visits from the departments. So, it was suggested by the IQAC that every department should atleast plan One Industry/Field visit for every semester. Since



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currently its pandemic time, so it was decided that after the current situation is stabilized, the departments can work on that.

- e. Conduction of webinars/lectures/Technical talks must be mandatory. In this regard, the help can be taken from the Placement Department. Every department must organize the events, without fail.
- f. Knowledge sharing sessions: The knowledge sharing session improves communication among the staff, intradepartmental and interdepartmental. So, it was decided that on successful completion of attending the webinars/talks, the faculties will be asked to share about the talk they have attended.
- g. The college e-magazine must be prepared for every semester. A team has to be formed to monitor about the process. The students and staff can include any educational articles, success stories, achievements, new announcements, etc.
- h. Creation of "Peace Zone": Making everyone happy, joyful and active learners, the committee thought of creating a "Peace Zone" in the campus. Prof. Yashaswini R V was given incharge of this task.

The meeting concluded with the vote of thanks by Dr. Savita B. Hosur, Coordinator, IQAC to the Chairman and all the IQAC members for their active participation.

Dr. Savita B. Hosur

Coordinator, IQAC

SKIT, Bengaluru

CO-ORDINATOR
Internal Quality Assurance Cell
Sri Krishna Institute of Technology
Bangalore - 560 090.

Dr. A. Manjunatha

Principal & Chairman, IQAC

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