



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref no: SKIT/IQAC/M5/2020-2021

Date: 30.04.2021

CIRCULAR

The IQAC meeting is convened on 4th May 2021 at 11 am in virtual mode (Google meet), 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. Improvising Soft skills / Communication skills for placement Training
3. Metrics for proctoring.
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





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

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Minutes of the IQAC meeting held on 04.05.2021

The IQAC meeting was convened on 04.05.2021 at 11 am in virtual mode through Google meet, 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
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	Mrs. Archana Holakal	Member, Associate Administrator

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

1. Review of previous meetings

The conduction of Academic Audit and the online classes for the previous semester were discussed in detail.

2. Improvising Soft skills / Communication skills for placement Training

- To frame the syllabus for general English which will be helpful for placement training has discussed with Prof. Lakshmi.
- The views of Prof Lakshmi about English classes have taken to improve the skills of the students such as Class monitoring and improving the attendance.
- Technical English I, II has to be continued for I year students.




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3. Metrics for proctoring:

- a) Metrics for proctoring prepared by the chief proctor Coordinator Dr. Puttaraju and was placed for discussion in IQAC.
- b) Discussions on the deliverables.
 - i) Proctor meetings
 - ii) Advanced/ Average/ Slow learners
 - iii) Monitoring
 - iv) Parent- teacher Relationship
 - v) Identification of talents.

c) It is also decided that all the metrics has to be prepared based on the outcome.

The meeting concluded with the vote of thanks by Mr. Vinay Kumar, Member, Department of ISE to the Chairman and all the IQAC members for their active participation.


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

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Internal Quality Assurance Cell
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