



**K. S. SCHOOL OF ENGINEERING AND MANAGEMENT  
BENGALURU - 560109**

**INTERNAL QUALITY ASSURANCE CELL**

Ref. No: KSSEM/IQAC/ MOM /01/2021-22

Date: 1/10/2021

**Minutes of Meeting-1**

**Review of Students Assignment Format and Evaluation**

Dr Vijayalakshmi Akella proposed that the existing student's assignment system needs to be revamped. Instead of giving a set of questions to students and ask them to reproduce from class notes or text books, assignment can be in the form of quiz, open book test, case studies, model making or mini project. The selection of assignment mode should be left to the discretion of concerned faculty with approval from IQAC member and Head of the department.

Prof Vinutha Srikanth suggested that mode of assignments and schedule to be included in the lesson plan and shared with the students.

**Students projects**

Dr Vijayalakshmi Akella suggested that students have to refer at least one research paper from reputed journal and discuss the gap analysis during the review of topic selection in 7<sup>th</sup> Semester itself for project Phase-I.

**Student's involvement in various committees**

Dr Arekal Vijay proposed to include students in college committees and involve them in decision making process. Members have also proposed to form student committees at the college level.

**IQAC coordinator/ members involvement**

Dr Jyothi proposed that during the review of students projects, IQAC coordinators/members may be involved along with HoD's.

Prof Abhishek suggested that internal test question paper to be scrutinized by IQAC coordinators/members before it is sent to HoD's approval. He also highlighted that the reference numbers on the circulars issued by departments as well as committees are not uniform. He proposed that IQAC make a standard format for reference numbers for department circulars.

Sl. No.	Name of the Member	Designation	Category	Signature
1	Dr. K. Rama Narasimha	Principal	Chairperson	<i>K. Rama</i>
2	Dr. Vijayalakshmi Akella	HoD, CE	Member	<i>V. Akella</i>
3	Prof. Vinutha Srikanth	HoD, EEE	Member	<i>V. Srikanth</i>
4	Dr. Arekal Vijay	Prof, CE	Coordinator	<i>A. Vijay</i>
5	Dr Jyothi. P. N	Prof, ME	Member	<i>J. P. N.</i>
6	Prof. Abhishek. M.R	Assoc Prof, ME	Member	<i>A. M. R.</i>
7	Dr Deepa Yogish	Assoc Prof, CSE	Member	<i>D. Yogish</i>
8	Prof. Manu. D. K	Assoc Prof, ECE	Member	<i>M. D. K.</i>
9	Prof. Kusuma. M	Asst Prof, BS&H	Member	<i>K. M.</i>
10	Prof. Vidyashree V	Asst Prof, MBA	Member	<i>V. Vidyashree</i>
11	Mrs. Ambika	Head, Library	Member	<i>A. Ambika</i>
12	Dr. Harish R	T & P Officer	Member	<i>H. R.</i>
13	Mr. Shiva Prakash	PED	Member	<i>S. Prakash</i>

*K. Rama* 4/10/21  
Principal/IQAC Chairperson

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## Minutes of Meeting-2

### Review of Students Assignment Format and Evaluation

Dr Rama Narasimha instructed IQAC team to prepare a format for new Lesson Plan. The selection of assignment mode should be left to the discretion of concerned faculty with approval from IQAC member and Head of the department. The new lesson plan will not be introduced for final year and existing format will continue. Also for first year, since VTU has not finalized syllabus, new lesson plan may be prepared after freezing the syllabus. IQAC members suggested the following for new assignment:

- Quiz, Seminar, Case studies, Mini project, Open book test, Model making, Drawing,
- Role play, Street play, Video presentation, Flip classes, any other activities.

The above activities may also be conducted in group. It was suggested to keep record for all the activities.

Once the format for new lesson plan is approved by the Principal, it may be circulated among departments and faculty has to submit the completed lesson plan by 30<sup>th</sup> October 2021. The new lesson plan may also be displayed in the department notice board for students.

In the event that a faculty finds it difficult to adopt new mode of assignment for a particular subject, he/she may get approval from the HOD and continue with the existing mode of assignment.

The Principal also stressed that the objective of this new mode of assignment is to make learning a students centric approach and IQAC coordinators involvement is crucial for the success.

## Students projects

Dr Vijayalakshmi Akella suggested to submit the list of UG final year projects to IQAC by 5<sup>th</sup> November 2021 and the first phase of project review to be completed by first week of December.

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1	Dr. K. Rama Narasimha	Principal	Chairperson	<i>K. Rama</i>
2	Dr. Vijayalakshmi Akella	HoD, CE	Member	<i>V. Akella</i>
3	Prof. Vinutha Srikanth	HoD, EEE	Member	
4	Dr. Arekal Vijay	Prof, CE	Coordinator	<i>Dr. Arekal</i>
5	Dr Jyothi. P. N	Prof, ME	Member	<i>Jyothi P. N</i>
6	Prof. Abhishek. M.R	Assoc Prof, ME	Member	<i>Abhishek M.R</i>
7	Prof. Manjula B.G	Assoc Prof, EEE	Member	<i>Manjula B.G</i>
8	Prof. Manu. D. K	Assoc Prof, ECE	Member	<i>Manu D.K</i>
9	Prof. Sandhya A Kulkarni	Asst Prof, CSE	Member	<i>Sandhya A Kulkarni</i>
10	Prof. Kusuma. M	Asst Prof, BS&H	Member	<i>Kusuma M</i>
11	Prof. Vidyashree V	Asst Prof, MBA	Member	<i>Vidyashree V</i>
12	Mrs. Ambika	Head, Library	Member	<i>Ambika</i>
13	Dr. Harish R	T & P Officer	Member	<i>Dr. Harish R</i>
14	Mr. Shiva Prakash	PED	Member	<i>Shiva Prakash</i>

*K. Rama*  
Principal/IQAC Chairperson

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**K. S. SCHOOL OF ENGINEERING AND MANAGEMENT  
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**INTERNAL QUALITY ASSURANCE CELL**

Ref. No: KSSEM/IQAC/ MOM /03/2021-22

Date: 27/12/2021

**Minutes of Meeting-3**

**Activities to be conducted for first year undergraduate students**

As VTU has introduced new scheme and syllabus for undergraduate engineering program, IQAC conducted this meeting to discuss Continuous Internal Evaluation (CIE) format,

Dr Vijayalakshmi Akella suggested that the faculty handling first year subjects to go through the new syllabus thoroughly and familiarize themselves with the new scheme and syllabus. The new scheme stipulate 50% weightage for internal evaluation which include, tests, assignments and other activities such as group discussion, seminar and quiz. She also suggested that the faculty to finalize the activities to be conducted and include them in the Lesson Plan. It was suggested to keep record for all the activities.

Since some of the members expressed some doubts with regards to Lesson plan format, activities to be conducted, IQAC proposed to have another meeting on 28<sup>th</sup> December 2021 to finalize the format for new lesson plan. The faculty handling first year subjects were also invited for the meeting.

Sl. No.	Name of the Member	Designation	Category	Signature
1	Dr. K. Rama Narasimha	Principal	Chairperson	<i>K. Rama</i>
2	Dr. Vijayalakshmi Akella	HoD, CE	Member	<i>V. Akella</i>
3	Dr. Arekal Vijay	Prof, CE	Coordinator	<i>V. Arekal</i>
4	Dr Arun Kumar	HoD, EEE	Member	
5	Dr Jyothi. P. N	Prof, ME	Member	
6	Dr. Abhishek. M.R	Assoc Prof, ME	Member	<i>A. M. R.</i>
7	Prof. Manu. D. K	Assoc Prof, ECE	Member	
8	Prof. Sandhya A Kulkarni	Asst Prof, CSE	Member	<i>S. A. K.</i>
9	Prof. Kusuma. M	Asst Prof, BS&H	Member	<i>K. M.</i>
10	Prof. Vidyashree V	Asst Prof, MBA	Member	
11	Mrs. Ambika	Head, Library	Member	<i>A.</i>
12	Dr. Harish R	T & P Officer	Member	
13	Mr. Shiva Prakash	PED	Member	

*K. Rama*  
Principal/IQAC-Chairperson

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**INTERNAL QUALITY ASSURANCE CELL**

Ref. No: KSSEM/IQAC/ MOM /04/2021-22

Date: 28/12/2021

**Minutes of Meeting-4**

**Activities to be conducted for first year undergraduate students**

As VTU has introduced new scheme and syllabus for undergraduate engineering program, IQAC conducted this meeting to discuss Continuous Internal Evaluation (CIE) format,

Dr Vijayalakshmi Akella suggested that the faculty handling first year subjects to go through the new syllabus thoroughly and familiarize themselves with the new scheme and syllabus. The new scheme stipulate 50% weightage for internal evaluation which include, tests, assignments and other activities such as group discussion, seminar and quiz. She also suggested that the faculty to finalize the activities to be conducted and include them in the Lesson Plan. It was suggested to keep record for all the activities.

Since some of the members expressed some doubts with regards to Lesson plan format, activities to be conducted, IQAC proposed to have another meeting on 28<sup>th</sup> December 2021 to finalize the format for new lesson plan. The faculty handling first year subjects were also invited for the meeting.

**AQAR**

The Principal has presented the AQAR report for the academic year 2020-21 and the committee members have approved the same.

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1	Dr. K. Rama Narasimha	Principal	Chairperson	K. Rama Narasimha
2	Dr. Vijayalakshmi Akella	HoD, CE	Member	V. Akella
3	Dr. Arekal Vijay	Prof, CE	Coordinator	V. Arekal
4	Dr Arun Kumar	HoD, EEE	Member	
5	Dr Jyothi. P. N	Prof, ME	Member	J. P. N.
6	Dr. Abhishek. M.R	Assoc Prof, ME	Member	A. M. R.
7	Prof. Manu. D. K	Assoc Prof, ECE	Member	
8	Prof. Sandhya A Kulkarni	Asst Prof, CSE	Member	S. A. K.
9	Prof. Kusuma. M	Asst Prof, BS&H	Member	K. M.
10	Prof. Vidyashree V	Asst Prof, MBA	Member	
11	Mrs. Ambika	Head, Library	Member	A.
12	Dr. Harish R	T & P Officer	Member	
13	Mr. Shiva Prakash	PED	Member	

K. Rama Narasimha  
Principal/IQAC Chairperson

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**INTERNAL QUALITY ASSURANCE CELL**

Ref. No: KSSEM/IQAC/ MOM /05/2021-22

Date: 1/6/2022

**Minutes of Meeting-5**

**Roadmap for AICTE Activities**

Dr Vijayalakshmi Akella suggested that the departments to prepare a roadmap for AICTE activities for undergraduate students so that they fulfil mandatory requirements of VTU to award degrees. Proctors may follow up with students and collect the reports from them.

**Lesson plans for current academic year**

Dr Arekal Vijay requested the department coordinators to collect and check the lesson plans for the current academic year.

**Follow up with Academic and Research Audit**

Academic and research audits were conducted and the report of analysis was submitted to departments. Dr Arekal Vijay requested the coordinators to follow up with the department on the lacuna identified by the audit committee and take appropriate measures to improve quality.

**MOU**

Dr Arekal Vijay suggested the coordinators to keep track of department MOU's and conduct at least one activity in each semester.

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1	Dr. K. Rama Narasimha	Principal	Chairperson	
2	Dr. Vijayalakshmi Akella	HoD, CE	Member	<i>W Akella</i>
3	Dr. Arekal Vijay	Prof, CE	Coordinator	<i>AV</i>
4	Dr Arun Kumar M	HoD, EEE	Member	<i>AKM</i>
5	Dr Jyothi. P. N	Prof, ME	Member	
6	Dr. Abhishek. M.R	Assoc Prof, ME	Member	<i>Abhishek</i>
7	Prof. Manu. D. K	Assoc Prof, ECE	Member	<i>Manu D K</i>
8	Prof. Sandhya A Kulkarni	Asst Prof, CSE	Member	<i>SK</i>
9	Prof. Kusuma. M	Asst Prof, BS&H	Member	<i>KM</i>
10	Prof. Vidyashree V	Asst Prof, MBA	Member	<i>V. Vidyashree</i>
11	Dr. Ambika	Head, Library	Member	<i>Ambika</i>
12	Dr. Harish R	T & P Officer	Member	<i>Harish R</i>
13	Mr. Umesh S	PED	Member	

*W Akella*  
Principal/IQAC Chairperson

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