Minute of IQAC meeting held on 16.8.2019

1. Conduct of IA test of 15 marks and test duration for 2018-19 batch and

2. Conduct of Quiz/Seminar/course activity

The CIE pattern proposed for 2018-19 was discussed and finally it was decided that the complete CIE will be conducted for 100 marks having marks split as following:

IA test 1	30 marks
IA test 2	30 marks
Assignment 1	10 marks
Assignment 2	10 marks
Quiz/Seminar/Course activity	20 marks
Total	100 marks

   a. Provision for entering the marks individually for each component mentioned above will be made in the software.

   b. 100 marks will be reduced to 50 marks for the final grading.

   c. IA test paper will have two parts, Part-A and Part-B. Part-A of 5 marks having objective questions and Part-B of 25 marks will have the description type questions. The duration of the test will be 1 hour and 15 minutes. No choice in Part-A and Choice in Part-B.

   d. Two separate assignments each of 10 marks. Assignments questions should focus on checking the understanding and application of the concepts (L2 and L3) and not the remembering skill (L1). Hence, it shall consist of derivations, unsolved problems and analysis of case studies (L2, L3 and L4).

   e. As IA test paper contains the objective questions, only Seminar or Course project will be conducted for 20 marks in each course. Students themselves can form the batches each consisting of 2 to 4 students. Students will have the option of selecting either seminar related to the respective course or course project. Faculty members can also announce the list of seminar topics and course projects. It will be evaluated for 20 marks by the concerned faculty member or team of faculty members teaching that course.

3. Quiz for 5ᵗʰ/7ᵗʰ semester BE students

Quiz shall be conducted as per the standard format presently practiced.

4.CP marks for 5ᵗʰ/7ᵗʰ semester students

Class Performance marks will be based on the Seminar or Course Project. Students themselves can form the batches each consisting of 2 to 4 students. Students will have the option of selecting either seminar related to the respective course or course project. Faculty members can announce the list of seminar topics and course projects. It be evaluated for 10 marks by the concerned faculty member or team of faculty members teaching that course.

5. Attendance requirement for IA test

It was proposed that atleast 60% of attendance could be made compulsory for attending the IA test of respective course. As minimum 75% is the requirement before condonation, it was suggested to have 75% attendance. However, the implementation should be uniform.

6. Observations of the autonomous visit by VTU

IQAC members suggested that the

• COs and PEOs to be defined properly.

• Proper mention and mapping of the POs with COs in the syllabus copy, IA test paper and SEE question paper.

• Mentioning of the department, course title, course code, duration, notes on the IA test paper.

• Improving the quality of IA test and SEE question paper. As mentioned above for assignments, the question paper should focus on checking the understanding and application of the concepts (L2, L3 and L4 level) and not much on the remembering skill (L1 level).

   HODs, faculty members and department IQAC members are requested to note the same.

7. Undertaking regarding Swapping of the semester to be signed by the student and faculty was presented

It was suggested to mail the same to the departments and the concerned students shall be informed about the same.

PRINCIPAL
Karnatak Law Society's
Gogte Institute of Technology
Udyambag, BELAGAVI - 590 008.

KLS, Gogte Institute of Technology
Udyambag, Belagavi - 590 008

Subject/Agenda	Action taken report of IQAC meeting minutes dated 16.08.2019

Sl.No/ Point No.	
1 & 2	The CIE evaluation pattern for 2018-19 batch was conducted as per the discussion held in the meeting.
3.	Quiz for 5 – 7 semester was conducted in the format practice earlier.
4.	CP marks was awarded based on performance of the students and seminar and course project.
5.	The attendance criteria for IA test was adopted.
6.	As discussed in the IQAC meeting, the observations made by VTU were taken care while framing the syllabus and setting the question paper.
7.	Thirteen students of CSE department and One student of Mechanical department availed the facility of swapping of semester courses. Students expressed that this facility helped them to apply the knowledge for the projects in the industry.

IQAC Coordinator

PRINCIPAL

Minutes of the IQAC Meeting held on 15.10.2019

1.Mixing of Questions for SEE :

It was decided that the mixing of question paper will be continued. It was discussed that it is the responsible of the faculty member to submit the question paper correct in all the aspects i.e. Course content, OBE levels, marks and only External Security of question paper will be conducted.

2.Quality of SEE question paper :

The verification of the IA test question paper done by IQAC, Mechanical department was appreciated. It is requested that such activity should be taken up in all the departments. The verification of IA test question paper is just not limited to checking the levels (based on the words) but the content of the question paper and the solution expected from the students. This process would help to improve the quality of SEE question paper. The SEE question paper should focus more on problem solving and analysis rather than just remembering and reproducing the answer.

3.Valuation of scripts :

The valuation of answer script will not be division wise but will be done by any faculty expert in that course.

4.Special IA test for 1st and 3rd sem students who have missed one of the IA tests and attendance is more than 75% :
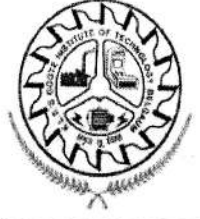
Special IA test for 1st and 3rd sem students who have missed 1st IA test will be conducted on 10th, 11th and 12th Nov, 2019. The students who have already submitted the medical certificate, represented college in sports, Co-curricular / extracurricular etc will only be eligible for this. Also, such students should have attendance more than 75% compulsory excluding the days of leave.

PRINCIPAL
PRINCIPAL
Karnatak Law Society's
Gogte Institute of Technology
Udyambag, BELAGAVI - 590 008.

KLS, Gogte Institute of Technology
Udyambag, Belagavi - 590 008

Subject/Agenda	Action taken report of IQAC meeting minutes dated 15.10.2019

Sl.No/ Point No.	
1.	Question paper submitted by the faculty members in accordance with the points discussed.
2.	The CIE Question paper were verified by the IQAC members for its quality.
3.	The valuation of scripts was done as per discussion in IQAC meeting.
4.	Special IA test was given to the students who had missed the first IA test due to the Medical reason, participation in Sports and representing college in various competitions.

IQAC Coordinator

PRINCIPAL
PRINCIPAL
Karnatak Law Society's
Gogte Institute of Technology
Udyambag, BELAGAVI - 590 008.

Minutes of meeting held on 16.01.2020

1. Group for filling the NAAC AQAR for 2018-19 was discussed.

Criteria no.	Institute IQAC member	Dept. IQAC member
I	Dean Acad	
II	Dean Acad, COE	
III	Dr.G S Manjunath, Dr. R M Kulkarni	CV, Chem, Phy, Maths
IV	Prof. S G Kulkarni, Dr. S F Rodd	EE, ISE
V	Dr.V V Desai, Prof. N R Tadkodkar	EC, B.Arch., MCA
VI	Dr. V.S.Majali, Dr.P M Kulkarni	MBA, ME, AE
VII	Dean Admin, Dr.M M Math	CSE

2. AQAR format was presented to the members and the content of the AQAR was discussed.

3. The members were requested to contact the departments for the required information and complete the report.

4. Next meeting is scheduled on 27th Jan 2020 @ 3 pm to discuss the status of the report.

PRINCIPAL
PRINCIPAL
Karnatak Law Society's
Gogte Institute of Technology
Udyambag, BELAGAVI - 590 008

	KLS, Gogte Institute of Technology Udyambag, Belagavi - 590 008	

Subject/Agenda	Action taken report of IQAC meeting minutes dated 16.01.2020

Sl.No/ Point No.	
1.	The committee for preparing and submission of AQAR was formed. The AQAR submitted to NAAC.

IQAC Coordinator

PRINCIPAL