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**Udyambag, Belagavi - 590 008**



**MINUTES OF MEETING of IQAC**

<b>Venue</b>	Sir M.V. Seminar Hall	<b>Date of meeting</b>	18/07/2020
		<b>Time</b>	10.30 am
<b>Subject/Agenda</b>	<ol style="list-style-type: none"><li>1. IQAC composition as per revised guidelines</li><li>2. Objective and functions of IQAC</li><li>3. To do list for academic year 2020-21</li></ol>		

1.	IQAC coordinator welcomed the faculty members of the revised IQAC team.
2.	The objective and the function of IQAC was presented and discussed.
3.	To do list for the academic year 2020-21 was presented to the members.
4.	The members suggested to have Quality Circle. This will help to check the processes and the outcome of the processes.
5.	Based on the institute Calendar of events, the department Calendar of events could be prepared.
6.	Flipped classes could be conducted which could help online class content delivery.
7.	Curriculum of reputed University and institute could be referred before framing the UG curricular of 2021-22 scheme.
8.	Professional training could be arranged to improve the online presentation skills.
9.	A committee will be formed which will look into the preparedness for NBA for the eligible program.
10.	Task force committee will look into the activities of NAAC in addition to NIRF.
11.	Next IQAC meeting is scheduled on Friday, 24.07.2020 at 3.00 pm

  
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**MINUTES OF MEETING OF IQAC**

Venue	Sir M.V. Seminar Hall	Date of meeting	24/07/2020
		Time	10.30 am
Subject/Agenda	1.SEE for final year UG and PG 2.Fast track classes, labs and Fast track SEE 3.Administration and Academic Audit (AAA) for 2019-20 : Internal and External 4.Preparation and Submission of Annual Quality Assurance Report (AQAR) for 2019-20 5.Report of Student Satisfaction Survey for 2019-20 6.CO-OP attainment calculation method (Reference : Webinar conducted by Dhi) 7.Any other matter with permission of chair		

1.	<p>Controller of examination informed the members that :</p> <ul style="list-style-type: none"><li>As it is not mandatory that conducting of SEE should be human proctored, AI proctored platform is being tried.</li><li>If a student logs in and sees the Question paper, it would be considered as PRESENT for the examination and will be considered as attempt.</li><li>Re-registered students will be permitted to write the examination (SEE) along with the regular final year UG/PG students.</li><li>Question paper for the regular student will have open choice (answer any five full questions out of ten) but the Question paper for the re-registered and Fast track will be regular paper (As per the scheme).</li><li>Regular students of present intermediate semester UG &amp; PG will be promoted to higher semester as per the guideline of University. It is their first attempt.</li><li>Re-registered and Fast track students result (SGPA &amp; CGPA) will be based on the CIE and SEE.</li><li>Vertical progression of the students to next academic year (i.e. 2020-21) will be as per the University circular dated 23-07-2020.</li><li>Final year SEE time table is being prepared. There is no gap between the courses. Offline examination will also been conducted for the students, who desire to write it in the college.</li></ul>
2.	<p>Controller of examination informed the members that :</p> <ul style="list-style-type: none"><li>List of students having the Fast track course is mailed to the HODs.</li><li>Tentative dates for conduct examination of SEE and Fast track.<ul style="list-style-type: none"><li>Final year project viva voce – 17<sup>th</sup> - 21<sup>st</sup> August, 2020.</li><li>Theory examination for 8<sup>th</sup> sem BE (Swap students), 4<sup>th</sup> sem MBA, 4<sup>th</sup> sem M.Tech and Re-registered students – 24<sup>th</sup> August, 2020.</li><li>Fast track classes – 1<sup>st</sup> - 25<sup>th</sup> August, 2020.</li><li>Fast track lab conduction – 5<sup>th</sup> - 12<sup>th</sup> August, 2020.</li><li>Lab examination for regular Fast track, Re-registered student – 17<sup>th</sup> – 21<sup>st</sup> August, 2020 (Flexibility in the date and time if overlapping with project viva).</li><li>Fast track theory examination – 8<sup>th</sup> September, 2020 onward.</li><li>Honors/Minor examination – September, 2020 end.</li></ul></li></ul> <p>The above details are tentative and this <del>will</del> will be finalized after discussion with HODs.</p>

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3.	<p>The members were informed that academic audit is conducted every year. External audit was planned for 2018-19 but could not be conducted.</p> <p>The internal academic audit will be conducted in August/September-2020 and external in September-2020.</p> <p>The proforma was presented and the same is mailed to all the members for their inputs.</p>
4.	<p>AQAR 2019-20 is submitted to NAAC. From last year the submission has been online. The online proforma was presented. It was also informed that committees will be formed for filling the criteria wise details for 2019-20 AQAR. The committee list will be mailed to the members.</p>
5.	<p>Student satisfaction survey was conducted and the report was presented. Outcome of the survey will be discussed and action plan improvements will be prepared.</p>
6.	<p>The members were requested to go through the CO-PO attainment calculation. It will be discussed in the next meeting to finalize the methodology.</p>

  
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**ACTION TAKEN REPORT ON IQAC MEETING 24.07.2020**

Sl. No.	Agenda	Action Taken
1.	SEE for final year UG and PG	SEE for final year UG and PG for conducted successfully in online mode.
2.	Fast track classes, labs and Fast track SEE	The fast track classes were conducted in the Month of Octotober-2020 and the examination in the Month of November-2020. The classes and examination were conducted in online mode.
3.	Administration and Academic Audit (AAA) for 2019-20 : Internal and External	Academic and Administrative Audit is planned The schedule is being prepared.
4.	Preparation and Submission of Annual Quality Assurance Report (AQAR) for 2019-20	AQAR has to be submitted through online mode. The committee are being formed.
5.	Report of Student Satisfaction Survey for 2019-20	Report of Student Satisfaction Survey was presented. The feedback given by the student is satisfactory. However, there were few suggestion regarding the Wi-Fi facility and experiential learning. The Internet facility is upgraded. Few Departments have initiated integrated courses to provide the project based learning to the student.
6.	CO-OP attainment calculation method (Reference : Webinar conducted by Dhi)	The CO-PO attainment calculation method is under discussion.

  
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**MINUTES OF MEETING OF IQAC**

Venue	Online	Date of meeting	10.08.2020
		Time	11.30 am
Subject/Agenda	<ol style="list-style-type: none"><li>1. Committee for completing AQAR 2019-20. PFA the tentative committee list for AQAR form filling.</li><li>2. Internal and External academic and administrative audit: schedule and format</li><li>3. Discussion about proceeding in HOD meeting regarding the online class conducting for next sem</li><li>4. External members on IQAC</li><li>5. Any other point with permission of the chair.</li></ol>		

1.	AQAR 2019-20 has to be submitted to NAAC. The committee for completing the AQAR is		
	Criteria no.		Institute IQAC member
	Criterion – I	Curricular Aspects	Dean Academics
	Criterion – II	Teaching, Learning and Evaluation	Dr. P.M.Kulkarni
	Criterion – III	Research, Consultancy and Extension	Dr. S.R.Mangalwede Dr. Kiran Tangod Dr. S.H.Kulkarni Mr. A.V.Deshpane
	Criterion – IV	Infrastructure and Learning Resources	Dean Academics
	Criterion – V	Student Support and Progression	Dr. V.G.Mutalikdesai Dr. R.M.Kulkarni Mr. Anilkumar Nakkala
	Criterion – VI	Governance, Leadership and Management	Dean Academics
	Criterion – VII	Innovational Values and Best Practices	Dr.V V Desai Ms. Geeta Sambrekar Ms. Vijaylaxmi C. Patil
It is planned to conduct review meeting in first and second week of September-2020. The word format for AQAR will be made to IQAC coordinator.			

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2.	It is proposed to conduct the Academic Audit for 2019-20 in the month of September-2020. The committee and the schedule will be mailed to the Department IQAC coordinator. IQAC coordinator is requested to inform the HODs.
3.	The details regarding the conduct of the classes which was discussed in the HODs meeting was appraised to the members.
4.	Members are requested to send the names to be nominated as external members on IQAC. The nomination has to be made for the following categories –  (i) One nominee from local society (ii) One nominee from alumni (iii) One nominee from employer (iv) One nominee from industrialist (v) One nominee from parent / Stake holder
5.	It was discuss that proper back drop has to be provided in each classroom where the online classes will be conducted.

Date: 25.08.2020

  
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**ACTION TAKEN REPORT ON IQAC MEETING 10.08.2020**

Sl. No.	Agenda	Action Taken
1.	Committee for completing AQAR 2019-20. PFA the tentative committee list for AQAR form filling.	Committees are formed.
2.	Internal and External academic and administrative audit: schedule and format	Academic and Administrative Audit was conducted on 18-09-2020. Report is sent to UGC.
3.	Discussion about proceeding in HOD meeting regarding the online class conducting for next sem	Few training was conducted for the online teaching and use of Google classroom. Gadget required for the online class are procured.
4.	External members on IQAC	The External members on IQAC are nominated.

  
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**MINUTES OF MEETING OF IQAC**

Venue	Sir M.V. Seminar Hall	Date of meeting	25/11/2020
		Time	3.00 pm
Subject/Agenda	<ol style="list-style-type: none"><li>1. AQAR Submission</li><li>2. Finalization of CO-PO attainment method</li><li>3. Freshers' Welcome function for UG and PG</li><li>4. Induction program for the 1<sup>st</sup> year UG students</li><li>5. Planning of conduct of 1<sup>st</sup> year UG and PG classes</li></ol>		

1.	The AQAR filled on the NAAC portal was presented to the members. Few suggestions regarding web link for Program Outcome, faculty details were incorporated.
2.	The method of calculations for CO-PO attainment was discussed. It is finalized to adopt the first method. Provision for entering the target value (Rubrics for CO-OP) by faculty members has to be made in DHI software. COE is requested to inform about this to DHI for incorporating in the software.
3.	The commencement of first year will be done after receiving the guidelines from the University. Freshers' Welcome function is conducted every year for first year UG & PG students. Freshers' Welcome function will be conducted this year through the online mode.
4.	As per the Guidelines of the AICTE and VTU, Induction program has to be conducted for first year B.E. students. Tentative schedule for duration of one week is prepared and the same was presented. Dean Student Affairs and first year Co-ordinator is requested to plan the activities.
5.	The first year UG & PG classes will commence after receiving the guidelines from University. It is proposed to conduct the classes online. The duration of each class will be 45 minutes. The tentative time table of first year B.E was presented to the members. The same will be communicated to HODs.

Date: 01.12.2020

  
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**ACTION TAKEN REPORT ON IQAC MEETING 25.11.2020**

Sl. No.	Agenda	Action Taken
1.	AQAR Submission	AQAR submitted NAAC portal on 15-12-2020
2.	Finalization of CO-PO attainment method	Finalization of CO-PO attainment was done. The same informed to the LMS coordinator.
3.	Freshers' Welcome function for UG and PG	"Freshers' Welcome" function was conducted through online mode.
4.	Induction program for the 1 <sup>st</sup> year UG students	Induction program was conducted through online mode. As per the direction of the University 2 <sup>nd</sup> phase Induction program was conducted during 2 <sup>nd</sup> semester.
5.	Planning of conduct of 1 <sup>st</sup> year UG and PG classes	Ist year UG & PG classes were started as per the University Guidelines. Classes started on 21-12-2020.

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**MINUTES OF MEETING OF IQAC**

Venue	Online	Date of meeting	05.07.2021
		Time	12.30pm
Subject/Agenda	<ol style="list-style-type: none"><li>1. Constituting IQAC as per statutes of autonomous colleges under VTU</li><li>2. AICTE 360°</li><li>3. PG Regulations</li></ol>		

1.	<p>The members were informed about the new autonomous statutes received from the university. As per the statutes, IQAC has to be constituted for monitoring the academic activities. It was informed to members that the constitution of IQAC suggested by VTU varies slightly from the UGC. The constitution was presented.</p> <p>The members opined that a sub group from existing IQAC could be formed as per the requirements of VTU. The members are requested to send the nomination one each from R&amp;D, Industry and IIT / NIT. The names would be forwarded to the university for the nomination by the university. The proforma for nominating the names will be mailed by IQAC coordinator. All other details regarding the IQAC were discussed.</p>
2.	<p>The members were informed about the MoU between AICTE and Smart Cookie for capturing 360° feed back of the faculty members and facilities. It was decided to contact Smart Cookies for further details. It was suggested to have online meeting to clarify the doubts and the process.</p>
3.	<p>New PG regulations for M.Tech, MBA and MCA are received from VTU. As per the notification, these norms were applicable to autonomous also. There were queries regarding the evaluation process mentioned in the regulation. Hence, it was decided to approach University to get the clarification.</p>

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**MINUTES OF MEETING OF IQAC (Online)**

<b>Venue</b>	<b>Meeting venue for offline : Sir M.V. Seminar hall</b> <b>Online meeting link : meet.google.com/hwj-xybs-hwo</b>	<b>Date of meeting</b>	26.08.2021
		<b>Time</b>	11.30 am
<b>Subject/Agenda</b>	1)Review of activities plan and status 2)Content of curriculum as per NEP-2020 3)Constitution of BOS, Academic Council and Governing Body 4)Accreditation Status 5)Approval of submitting application to NAAC 6)Any other matter		

1.	IQAC coordinator presented the list of the activity planed for the academic year 2019-20 and the activities conducted as per the plan. Members appreciated the progress and efforts put for the execution of activities.
2.	The members were informed that as per Government of Karnataka and VTU, NEP-2020 will be implemented from the academic year 2021-22. The content of the draft curriculum was informed. The new curriculum will focus on Multi disciplinary courses, Courses on liberal arts, Blended learning skill enhancement. The total credit to be earned for the award of degree is reduced from 175 to 160. Members expressed their happiness that NEP-2020 is being implemented from the academic year 2021-22. They mentioned that the curriculum content is good. It was suggested to offer courses related to Financial Management, Human Resources Management, Project Management etc also.
3.	The members were informed that new Academic Bodies are being constituted as per the guidelines of UGC and VTU. The University nominee for the Governing Body and Academic Council are received. The nominee for BoS is yet to be received from the University.
4.	The members were informed that the NBA accreditation was valid upto 30.06.2021. The institute has submitted the prequalifier for five UG programs and SAR for the two M.Tech program. Response from NBA is awaited. Regarding NAAC, the validity of NAAC is till December-2021, the action plan is being prepared for submitting IIQA and SSR. Members advised to make the proper preparation for the NBA visit.
5.	Members were requested for approving the submission of application for NAAC accreditation The proposal was approved.

Date: 30.08.2021

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