SRI KRISHNA INSTITUTE OF TECHNOLOGY

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#29, Chimney Hills, Hesaraghatta Main Road, Chikkabanavara Post, Bengaluru 560090

Internal Quality Assurance Cell (IQAC)
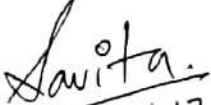
Ref no: SKIT/IQAC/ M1/2022-23

Date: 17.06.2022

CIRCULAR

The IQAC meeting is convened on 29th June, 2022 at 3:30 noon in the IQAC Office, to ensure the adherence of the various processes to the quality procedures prescribed by the IQAC.

Following is the agenda of the meeting:

1. Review on CSR activity.
2. Conduction of workshop for non teaching staff.
3. Graduation day.
4. Conduction of workshop for teaching staff.
5. Sanitary vending machine.
6. Quality of Projects.
7. Disciplinary action

Dr. Savita B. Hosur
Head, IQAC
SKIT

Dr. Mahesha K
Principal & Chairman, IQAC
SKIT

Copy to:
IQAC members

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Internal Quality Assurance Cell (IQAC)

Discussion:

1. Review of previous meetings

   All coordinators discussed about the previous meeting updation.

2. Review on CSR activity: CSR activity – a visit to "Jawaharlal Nehru Planetarium" for was successfully completed and Mr. Imran, Coordinator of the event shared his experience.

3. Workshop for non teaching staff on **Microsoft Word & Microsoft Excel** will be conducted by IQAC in the month of July. Mr. Imran Ulla Khan will be the resource person for the same.

4. Graduation day is scheduled on 29-07-2022. All the departments are requested to conduct the 8th sem exams till 28-06-2022.

5. Ms. Rakshitha, Associate Director, gave suggestion to conduct workshop for teaching staff on **Moodle**, which is an open source learning platform. Mr. Imran came up with an idea of conducting workshop on **Autocrat (generation of e-certificates)** for the faculty.

6. Ms. Rakshitha told to create one spread sheet for all the events that will be held in SKIT, to keep track of all the activities held by all departments.

7. Reports of Tech fest, Sports day, SKIT-PL, Yuvan-2022 and Alumni meet-2022 need to be filed and maintained in IQAC office.

8. Women's Cell was requested to organize a informative session for all female students regarding sanitary destroyer machine.

9. Discussed to prepare one format that to be submitted to department HOD's soon after the IQAC Audit.

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Internal Quality Assurance Cell (IQAC)

Minutes of the IQAC meeting held on 29.06.2022

The IQAC meeting was convened on 29.06.2022 at 3:30 pm in the IQAC Office, SKIT. Dr. Savita B. Hosur, Head, IQAC extended welcome to all the members present and requested Dr. Mahesha K, 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. Mahesha K	Principal & Chairman
2	Dr. Savita B. Hosur	Coordinator
3	Dr. J. Divya Lakshmi	Member, Dept. of ECE
4	Mr Imran Ulla khan	Member, Dept. of CSE
5	Mr. Avinash S	Member, Dept. of EEE
6	Mr. Pramod S N	Member, Dept. of ME
7	Mrs C Prema	Member, Dept. of AI & ML
8	Mrs. Veena M Naik	Member, Department of ISE
9	Mr. Shreyas Karnick	Member, Alumni Representative
10	Ms. Spurthi B. A.	Member, Student Representative
11	Mrs. Archana Holakal	Member, Associate Administrator

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

1. Review on CSR activity.
2. Conduction of workshop for non teaching staff.
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Internal Quality Assurance Cell (IQAC)

10. Discussed to inform all departments regarding quality projects to be carried out by final year students from next academic year, i.e. for 2022-2023.

11. Discussed and decided to take some Disciplinary actions very strictly in college premises.

The meeting concluded with the vote of thanks by Mr. Avinash S, Member, IQAC to the Chairman and all the IQAC members for their active participation.

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

Dr. Mahesha K
Principal & Chairman, IQAC
SKIT, Bengaluru