

30/07/2025

An IQAC meeting was held for all IQAC members on 30/07/2025 at 3:00 PM in ECE Seminar hall to discuss following agenda.

Agenda :

1. Roles and responsibilities of the IQAC member.
2. Objectives and Roadmap for the upcoming academic year.
3. Planning of quality initiatives and awareness programs.
4. IQAC documents.
5. Internship, Seminar and NSS Report.
6. Mini and major project.
7. Conduction of laboratory.
8. Report of AQC audit.
9. Time table.
10. Any other agenda with the permission of the chair.

Signature of attendees :

1. Kavya MP

2. Neetha PM

3. Shilpa KC

4. Arpitha JC

5. Kanya HV

6. Dr. Jyothi G.H

7. Dr. Shashikumar

8. Dr. Chethan. LS

9. Rajkavendra. K

10. Manjumaatha. G

11. Prasad bapat

12. Mr. Sunil Bedre

(Online)

Shilpa KC
30/07/2025

Arpitha JC
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Kanya HV
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Rajkavendra. K
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Manjumaatha. G
30/07/2025

Prasad bapat
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Sunil Bedre
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12. Rakesh M
13. Ajay CP
14. Dr. Sanjay K.S
20. Dr. Prasanna Kumar H P
21. Dr. G.M. Sudharshan
22. Dr. Sangeet D.R
24. Proja K. Gouda
25. Dr. R. SEKAR

Dr. N. N. N.
Ajay CP 30/07/25

30/07/25

P-6

20.7.25

Dr. Sangeet D.R

20/7/25

Proja K. Gouda

Dr. R. SEKAR

Minutes of Meeting held on 30/07/2025

Dr. Om Prakash Yadav, IQAC Coordinator, commenced the meeting by extending a warm welcome to all the IQAC members. Following were the key points discussed.

1. The main objective of the IQAC is to develop a robust system for both academic and administrative process, and to ensure continuous quality enhancement by promoting a culture of quality and implementing best practices across the institution.
2. IQAC aims to streamline academic and administrative process, conduct awareness programs, maintain records, and review student progress through structured documentation and audits. It also coordinates internal and external audits, support accreditation processes and ensures regular review meetings with documented outcomes.

3. All IQAC members were introduced and a warm welcome was extended to each of them.
4. The roadmap for the academic year 2025-26 was briefed, and the Principal suggested aligning it with the objectives defined by the IQAC.
5.
 - Regarding MIS data collection, it was informed that data will be collected on a monthly basis, and event related reports must be attached accordingly.
 - The Principal emphasized the need to analyse events conducted in the previous academic year by various departments, and instructed the IQAC to take appropriate actions to improve quality and enhance placement outcomes.
 - It was also highlighted by IQAC coordinator that few departments not provided data on time in previous academic year 2024-25. In this regard Principal suggested to follow up the same and inform him in case of disobedience.
6. Dr. Sudharshan, Principal, IAMS, suggested that reports for any departmental events should be submitted within 24 hours of the event. He also emphasized that events should align with placement requirements and the IQAC must be kept in loop for all such activities.
7. The principal and vice principal emphasized the need to ensure the accuracy of data submitted by departments and suggested

conducting random audits to verify & validate the information with the help of IQAC members.

8. Dr. Om Prakash Yadav, highlighted the availability of various standard templates in the shared drive and requested all departments to use these templates uniformly for documentation purpose.

9. It was suggested that version ^(Revision) numbers should be included whenever documents are updated to ensure proper tracking and control. Additionally the IQAC was advised to standardise Seminar, NSS, and internship report formats to maintain uniformity across all departments.

10. Regarding the AMC audit, it was reported that the process went smoothly; however, it was recommended that files be verified through random checks. Additionally, training for auditors was suggested to enhance the quality and effectiveness of the audit process.

11. The Principal suggested convening a meeting with non-accredited departments & PG programs to communicate the importance of standardizing documentation inline with IQAC Guidelines.

The Principal instructed to submit the report on extent of report submission to IQAC for the assessment year 2024-25 and requested the IQAC coordinator to send reminder email with a deadline of a week.

12. The timetable should include all subjects as per the prescribed scheme, including NSS & Yoga. Any changes made to the timetable must be communicated to the IQAC and Principal's office.

13. With respect to laboratory sessions, it was emphasized the 2 faculty members must engage the lab for full duration of 2 hours without any compromise. Late arrivals and early departure are strictly discouraged and the use of mobile phones is prohibited in both theory classes & laboratory sessions.

14. The Principal also requested Dr. R Sekar to conduct a session for all faculty regarding effective handling of laboratory sessions.

The IQAC coordinator - expressed his gratitude to all the members for their suggestions and contribution.

Compiled by

Mrs. Lanya MP
IQAC member

Dr. Om Prakash Yadav

IQAC coordinator

Dr. Sekar

Vice Principal

Dr. Suman D

Principal