Ref: VKIT/IQAC/2022-23/ 5 2   Date: 01/07/2022

Internal Quality Assurance Centre (IQAC)
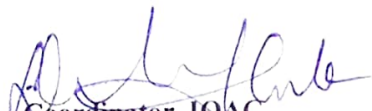
CIRCULAR

All IQAC members are requested to attend the quarterly meeting to be held on 4th July, 2022.

Venue: Boardroom
Time: 10:00 AM

Agenda:

1. Reading and recordings of minutes of the meeting held on 4/4/2022

2. Orientation Programme for higher semesters

3. Academic calendar for the academic year 2022-2023.

4. Number of students undertaking field work/ internships / student projects.

5. Staff Recruitment

6. Planning for NSS Activities

7. Results Analysis and Remedial Classes

8. Feedback system

9. Scholarship awareness

Coordinator, IQAC

Principal and Chairperson IQAC

Ref: VKIT/IQAC/2022-23/ 53

Date: 04/07/2022

Internal Quality Assurance Centre (IQAC)

Minute of Meeting held on 4th July, 2022

Members Present:

S.No	Name of the Member	Designation	Signature
1	Dr.S Padmanabha	Principal & IQAC Chairman	
2	Dr.D V Chandrashekhar	Vice Principal & IQAC Coordinator	
3	Sri K Syamaraju	M C Member, JES & Chairman, GC, VKIT	— Ab —
4	Smt. Vanajaskhi P	Associate Professor, Dept. of CSE	
5	Dr. Manjunatha	Assistant Professor, Dept. of ME	for Manjunatha R
6	Dr. Vidya A	Professor & HOD Dept. of CSE	
7	Dr.H G Bheemanna	Professor of Chemistry	
8	Dr. C S Shashikumar	Associate Professor, Dept. of CIVIL	
9	Dr. Shaila K	Placement Officer and NAAC Coordinator	
10	Dr.Bhagyalakshmi N	Professor & HOD Dept. of ECE	
11	Dr. Bharathraj D	Associate Professor, Dept. of ISE & HOD	
12	Manasa Chandra	Psychologist Alumni (9844880116)	— Present —
13	Lavanya G K	Student Member III CSE (1VK21CS036)	Lavanya

Agenda:

1. Reading and recordings of minutes of the meeting held on 4/4/2022
2. Orientation Programme for higher semesters
3. Academic calendar for the academic year 2022-2023.
4. Number of students undertaking field work/ internships / student projects.
5. Staff Recruitment
6. Planning for NSS Activities
7. Results Analysis and Remedial Classes
8. Feedback system
9. Scholarship Awareness

Minutes

Chairperson greeted the members of IQAC for the quarterly meeting held on 4th July 2022.

The chairperson initiated discussion on the following items of the agenda

Agenda 1: Review and approval of minutes from the previous meeting.
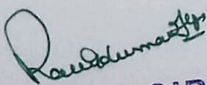
Agenda 2: Chairman discussed with committee members to present Orientation Program for Higher Semesters. Planning and implementation to facilitate a smooth transition and empower students with essential information. Discussion on program content, including academic expectations, available resources, and support services.

Agenda 3: Chairman discussed Academic calendar for Academic Year 2022-2023 and instructed Coordinator to prepare academic calendar, outlining key milestones, examination schedules, and significant events. Alignment of the academic calendar with institutional goals and requirements.

Agenda 4: Coordinator discussed with all heads about the student projects/internship and allocation of the same to the staff.

Agenda 5: Chairman discussed about the staff Recruitment with committee members particularly circuit branches CSE/ISE/AI&ML/EC. All heads are requested to the Chairman to enhance financial benefits at least these branches candidates so that we can attract good staffs.

Agenda 6: Chairman discussed with committee members about NSS Activities. Outline plans for National Service Scheme (NSS) activities, emphasizing community engagement and social impact. Detailed discussion on identification of projects, and enhancement of the institution's contribution to societal well-being.

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Agenda 7: Chairman suggested provide results Analysis of students and remedial Classes time table.

Agenda 8: The committee discussed and finalized the implementation of a comprehensive feedback system to gather input and insights from stakeholders for continuous quality enhancement.

Agenda 9: The chairman emphasized the dissemination of information to all HODs regarding scholarships offered by government bodies and NGOs, aiming to raise awareness among students for their benefit.

Coordinator, IQAC

Principal and Chairperson IQAC

Principal
VIVEKANANDA INSTITUTE OF TECHNOLOGY
Bangalore - 560 074

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Ref: VKIT/IQAC/2022-23/ 54   Date: 01/09/2022

Internal Quality Assurance Centre (IQAC)

CIRCULAR

All IQAC members are requested to attend the quarterly meeting to be held on 5th September, 2022.

Venue: Boardroom
Time: 10:00 AM

Agenda:

1. Reading and recordings of minutes of the meeting held on 4/7/2022

2. Inaugural cum Induction Program for 1 Year Students

3. Allocation of IIC Activity

4. Conduction of graduation day

5. Faculty Ph.D. registration

Coordinator, IQAC   Principal and Chairperson IQAC

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Ref: VKIT/IQAC/2022-23/ 55   Date: 05/09/2022

Internal Quality Assurance Centre (IQAC)

Minute of Meeting held on 5th September, 2022

Members Present:

S.No	Name of the Member	Designation	Signature
1	Dr.S Padmanabha	Principal & IQAC Chairman	
2	Dr.D V Chandrashekhar	Vice Principal & IQAC Coordinator	
3	Sri K Syamaraju	M C Member, JES & Chairman, GC, VKIT	
4	Smt. Vanajaskhi P	Associate Professor, Dept. of CSE	
5	Dr. Manjunatha	Assistant Professor, Dept. of ME	
6	Dr. Vidya A	Professor & HOD Dept. of CSE	
7	Dr.H G Bheemanna	Professor of Chemistry	
8	Dr. C S Shashikumar	Associate Professor, Dept. of CIVIL	
9	Dr. Shaila K	Placement Officer and NAAC Coordinator	
10	Dr.Bhagyalakshmi N	Professor & HOD Dept. of ECE	
11	Dr. Bharathraj D	Associate Professor, Dept. of ISE & HOD	
12	Manasa Chandra	Psychologist Alumni (9844880116)	
13	Lavanya G K	Student Member II CSE (1VK21CS036)	

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Gudimavu Kumbalgodu
BENGALURU

Agenda:
1. Reading and recordings of minutes of the meeting held on 4/7/2022
2. Inaugural cum Induction Program for I Year Students
3. Allocation of IIC Activity
4. Conduction of graduation day
5. Faculty Ph.D. registration

Minutes

Chairperson greeted the members of IQAC for the quarterly meeting held on 05/09/2022 and initiated discussion on the following items of the agenda

Agenda 1: Review and approval of minutes from the previous meeting, ensuring accurate documentation of decisions and discussions.

Agenda 2: Chairman discussed with committee members to inaugural cum Induction Program for I Year Students - Planning and coordination among the staff and senior students for the same to provide a warm welcome and essential information.

- Development of engaging, content covering, academic calendar, academic expectations, campus facilities, and support services.

Agenda 3: Chairman discussed on allocation of IIC Activity with committee members. Identifying and planning activities that empower innovation and entrepreneurship among students and staffs. Defining clear roles and responsibilities for effective execution of IIC initiatives.

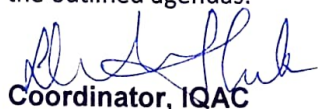**Agenda 4:** Chairman discussed about conduction of Graduation Day with committee members.

- Planning and coordination for the successful conduction of the graduation day ceremony.

- Discussion on the program agenda, guest speakers, and overall logistics.

- Ensuring a memorable and seamless experience for graduating students and their families.

Agenda 5: The committee discussed and finalized procedures and criteria for faculty Ph.D. enrolments, outlining eligibility requirements, supervision guidelines, and the application process.

As the meeting concludes, each committee member is expected to leave with a clear understanding of their assigned tasks and a shared commitment to the successful execution of the outlined agendas.

Coordinator, IQAC

Principal and Chairperson IQAC
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Ref: VKIT/IQAC/2022-23/ 56

Date: 02/01/2023

Internal Quality Assurance Centre (IQAC)

CIRCULAR

All IQAC members are requested to attend the quarterly meeting to be held on 4th Jan, 2023.
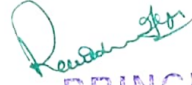
Venue: Boardroom
Time: 10:00 AM

Agenda:

1. Reading and recordings of minutes of the meeting held on the 05/09/2022

2. To motivate the students to enrol for MOOCs, SWAYAM,

3. Placement Activities

4. Alumni Meet

Coordinator, IQAC

Principal and Chairperson IQAC

Principal
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Bangalore - 560 074

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Ref: VKIT/IQAC/2022-23/ 57

Date: 04/01/2023

Internal Quality Assurance Centre (IQAC)

Minute of Meeting held on 4th Jan, 2023

Members Present:

S.No	Name of the Member	Designation	Signature
1	Dr.S Padmanabha	Principal & IQAC Chairman	
2	Dr.D V Chandrashekhar	Vice Principal & IQAC Coordinator	
3	Sri K Syamaraju	M C Member, JES & Chairman, GC, VKIT	— Present —
4	Dr. Vanajaskhi P	Associate Professor, Dept. of ISE & HOD	
5	Dr. Manjunatha	Assistant Professor, Dept. of ME	for Manjunatha
6	Dr. Vidya A	Professor & HOD Dept. of CSE	
7	Dr.H G Bheemanna	Professor of Chemistry	
8	Dr. C S Shashikumar	Associate Professor, Dept. of CIVIL	
9	Dr. Shaila k	Placement Officer and NAAC Coordinator	
10	Dr.Bhagyalakshmi N	Professor & HOD Dept. of ECE	
11	Manasa Chandra	Psychologist Alumni (9844880116)	
12	Lavanya G K	Student Member II CSE (1VK21CS036)	

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BENGALURU 560 074.

Agenda:

1. Reading and recordings of minutes of the meeting held on the 5/9/2022
2. To motivate the students to enrol for MOOCs, SWAYAM,
3. Placement Activities
4. Alumni Meet

Minutes

Chairperson greeted the members of IQAC for the quarterly meeting held on 4/01/2023

The chairperson initiated discussion on the following items of the agenda

Agenda 1: The committee reviewed and approve the minutes of the previous meeting held on 5/9/2022.
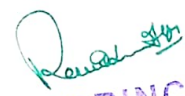
Agenda 2: The committee emphasized the importance of motivating students and staffs to enrol in MOOCs, SWAYAM, NPTEL courses, and discussed number of certificate/value-added courses available

Agenda.3: The committee discussed and strategized upcoming placement activities, including employer engagements, skill enhancement programs, and student preparations for future placements.

Agenda 4: The committee outlined plans and discussed logistics for the upcoming alumni meet, including event activities, invitations, and ways to engage alumni for networking and collaboration opportunities, aiming to foster stronger connections with the institution.

Coordinator, IQAC

Principal and Chairperson IQAC
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Bangalore - 560 074

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Ref: VKIT/IQAC/2022-23/ 58   Date: 04/04/2023

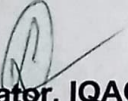## Internal Quality Assurance Centre (IQAC)

CIRCULAR

All IQAC members are requested to attend the quarterly meeting to be held on 6ᵗʰ April, 2023.
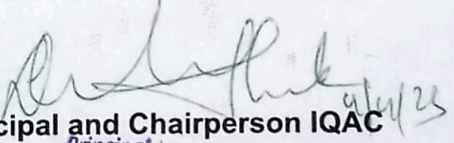
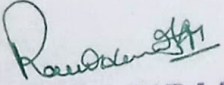Venue: Boardroom
Time: 10:00 AM

Agenda:

1. Reading and recordings of minutes of the meeting held on 04/01/2023

2. Plan of Action for the academic year 2023-24

3. Formation of NAAC Coordinators

4. Proposal for submission of NAAC-IIAQ

Coordinator, IQAC

Principal and Chairperson IQAC
Principal
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Ref: VKIT/IQAC/2022-23/ ५९   Date: 06/04/2023

Internal Quality Assurance Centre (IQAC)

Minute of Meeting held on 6th April, 2023

Members Present:

S.No	Name of the Member	Designation	Signature
1	Dr.D V Chandrashekhar	Principal & IQAC Coordinator	
2	Sri K Syamaraju	M C Member, JES & Chairman, GC, VKIT	Present
3	Dr. Vanajaskhi P	Associate Professor, Dept. of ISE & HOD	
4	Dr. Manjunatha	Assistant Professor and Head Dept. of ME	Ab
5	Dr. Vidya A	Professor & HOD Dept. of CSE	
6	Dr.Bhagyalakshmi N	Professor & HOD Dept. of ECE	
7	Dr.H G Bheemanna	Professor of Chemistry	
8	Mr. T S Hariesh	Assistant Professor and Head Dept. of CE	Siddaraju.N
9	Dr. Shaila k	Placement Officer and NAAC Coordinator	Shaila.k
10	Manasa Chandra	Psychologist Alumni (9844880116)	Present
11	Lavanya G K	Student Member II CSE (1VK21CS036)	Lavanya

Agenda:

1. Reading and recordings of minutes of the meeting held on 04/01/2023
2. Plan of Action for the academic year 2023-24
3. Formation of NAAC Coordinators
4. Proposal for submission of NAAC-IIAQ

Minutes

Chairperson greeted the members of IQAC for the quarterly meeting held on 04/04/2023.

The chairperson initiated discussion on the following items of the agenda

Agenda 1: The committee approved the minutes of the previous meeting.

Agenda.2: The committee extensively discussed and formulated a detailed Plan of Action, encompassing academic, administrative, and extracurricular initiatives aimed at enhancing the institution's overall development for the academic year 2023-24. This plan includes strategies for curriculum enhancements, faculty development, student support services, and community engagement activities, among other key focus areas.

Agenda .3: The meeting formalized the establishment of NAAC Coordinators, assigning roles and responsibilities to oversee and manage the institution's accreditation-related tasks.

Agenda.4: The committee discussed and finalized the proposal for the submission of NAAC's Institutional Information for Quality Assessment (IIQA) in preparation for accreditation.

As the meeting concludes, each committee member is expected to leave with a clear understanding of their responsibilities and a shared commitment to steering the institution towards academic success in the coming academic year.

Coordinator, IQAC

Principal and Chairperson IQAC

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