

KNS Institute of Technology

Hegde Nagar -Kogilu Road, Thirumenahalli, Yelahanka Hobli, Bangalore - 560064
Ph: 8565494 website: www.knsit.com, e-mail: info@knsit.com

Date: 23.12.2021

CIRCULAR

The Internal Quality Assurance Cell meeting for the Academic year 2021-22 is called on 24.12.2021 at 11.00 pm in the IQAC Cell. All IQAC Members are requested to participate for the meeting without fail. The Agenda of the meeting is as follows.

1. Students Registration in university Portal
2. IA test held consolidated statement
3. Effectiveness of the classes specially first year
4. Fee Collection from students
5. Any other

IQAC Head

IQAC Head

**K.N.S Institute of Technology
Bengaluru-560064**

Copy to

- 13) All Members of IQAC
- 14) All the Heads of the Departments
- 15) Office File

**Principal
Principal**

**K.N.S Institute of Technology
Thirumenahalli, Yelahanka
Bengaluru-560064**



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Members Present

Sl.No	Name of the Member	Designation	Signature
1	Dr. S.M.Prakash	Principal, KNSIT	
2	Dr.Aijaz Ali Khan	Professor & HOD ECE, IQAC Coordinator	
3	Mr Kantaraju	Asst Professor & HOD ISE	
4	Dr. Suresh H	Professor & HOD CSE	
5	Dr. Adil Ahmed	Associate Professor & HOD ME	
6	Prof. Jagadeesh KA	Assistant Professor CV	

IQAC Head

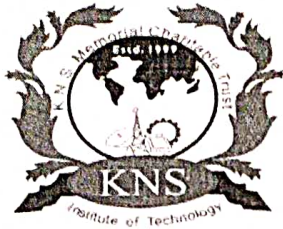
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Minutes of the Meeting

The Principal welcomed all the Members to the meeting.

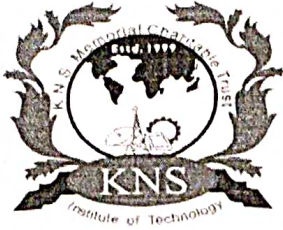
- As per university guidelines students must register in the online portal providing information about the courses and codes failing which hall ticket will not be generated.
- HOD's are asked to prepare and submit the Inter Test consolidated report and analyze the performance of students
- Members were informed to monitor the classes and inform subject teachers to prepare and plan well for their classes to be effective
- It was informed to all the members to follow up for tuition fee collection from the students in their respective departments on a priority basis
- Members raised the concern of some students not regularly attending the classes.

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Action Taken Report

The Following Action has been taken for the meeting Conducted on 24.12.2021

S.No.	Points Discussed	Action Taken
1	Students Registration in university Portal	<ul style="list-style-type: none">• Allotted time and date for the completion• Saturday and Sunday as its important to be completed• Application form after registration sent to students for any corrections
2	IA test held consolidated statement	<ul style="list-style-type: none">• Date to be submitted on or before 31.12.2021• Parents teachers meet was conducted• Weak and less performance students were mentored
3	Effectiveness of the classes specially first year	<ul style="list-style-type: none">• Timings of the classes engaged by faculty was monitored by the coordinator• Lesson plan and register and diary is checked to monitor
4	Fee Collection from students	<ul style="list-style-type: none">• As its post covid-19, students were not paying college tuition fee. Hence we put circulars and made coordinators to monitor and inform parents
5	Other	<ul style="list-style-type: none">• It was decided to inform the parents on a regular basis for addressing the issue of few students absence for classes• Mentors counseled the students

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