

# 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: 03.01.2022

## CIRCULAR

The Internal Quality Assurance Cell meeting for the Academic year 2021-22 is called on 05.01.2022 at 11.00 am 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. Covid-19 Government order
2. Conduction of online classes and test conduction
3. Time Table
4. Faculty timings and schedule

IQAC Head

IQAC Head

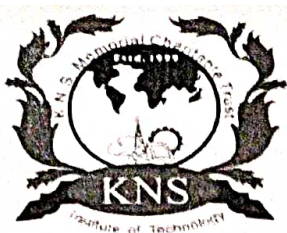
K.N.S Institute of Technology  
Bengaluru-560064

Principal  
Principal

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

Copy to

- 10) All Members of IQAC
- 11) All the Heads of the Departments
- 12) Office File



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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	Dr. Suresh H	Professor & HOD CSE	
4	Mr Nawaz Adil	Associate Professor, ME	
5	Prof. Sudha P.S Reddy	Associate Professor & HOD CV	
6	Prof. Srinivasan	Asst Professor & HOD, Chemistry	
7	Dr Vishwanath	Asst Professor & HOD, Mathematics	
8	Mt Jagadeesh KA	Asst Professor, CVE Dept.	
9	Mr Kantaraju	Asst Professor, ISE Dept.	

**IQAC Head**

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

**Principal**  
**Principal**

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## Minutes of the Meeting

The Principal welcomed all the Members to the meeting.

- Due to Covid-19 and as per Governments order, offline classes were suspended and online mode is adopted.
- The online resources to be utilized and other requirements to conduct online classes was discussed.
- Online classes time table was asked to prepare and the slots was discussed. It was informed to all the members to take the online classes seriously and monitor and see that it is engaged effectively.
- Faculty members are advised to attend college Monday to Friday and Saturday work from home. Online classes to be engaged as per the time table given

**IQAC Head**

**IQAC Head**

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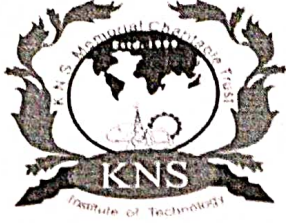
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**Principal**

**Principal**

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## Action Taken Report

The Following Action has been taken for the meeting Conducted on 05.01.2022

S.No.	Points Discussed	Action Taken
1	Covid-19 Government order	<ul style="list-style-type: none"><li>• As per Central and State Government orders</li><li>• Switched to online mode for teaching</li><li>• All Evaluation and assessments planned online</li></ul>
2	Conduction of online classes and test conduction	<ul style="list-style-type: none"><li>• Zoom platform was decided</li><li>• Attendance to be recorded</li><li>• Effectiveness and quality to be ensured , measures were taken</li></ul>
3	Time Table	<ul style="list-style-type: none"><li>• Schedule was prepared to conduct and Coordinators are given the responsibilities.</li><li>• <u>Online theory classes</u></li><li>• <u>Online Lab sessions</u></li><li>• <u>Online IA test</u></li><li>• The Committee stressed to members to maintain quality during online execution</li></ul>
4	Faculty timings and Schedule	<ul style="list-style-type: none"><li>• All staff members were informed to strictly wear mask</li><li>• Monday- Friday work from college and Saturday is work from home till further orders.</li></ul>

*Ajayakumar*

**IQAC Head**

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

*Sujatha*

**Principal**

**Principal**  
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