



**K. S. SCHOOL OF ENGINEERING AND MANAGEMENT
BENGALURU - 560109**

INTERNAL QUALITY ASSURANCE CELL

Ref. No: KSSEM/IQAC/ MOM /01/2023-24

Date: 6/3/2024

Minutes of Meeting-1

Discussion on quality of question paper setting

The committee discussed on the quality of question papers prepared for internal tests. IQAC requested the members to mentor the new faculty on question paper setting and Assignments. The committee was of the view that the K3 level questions must also be included for theory subjects.

Programs/activities for current semester

IQAC Coordinator express that the team members to initiate programs/activities related to quality issues.

Sl. No.	Name of the Member	Designation	Category	Signature
1	Dr. K. Rama Narasimha	Principal	Chairperson	
2	Dr. Vijayalakshmi Akella	HoD, CE	Member	
3	Dr. Arekal Vijay	Prof, CE	Coordinator	
4	Dr Jyothi. P. N	Prof, ME	Member	
5	Dr. Abhishek. M.R	Assoc Prof, ME	Member	
6	Dr. Manu. D. K	Assoc Prof, ECE	Member	
8	Prof. Sougandhika, Narayan	Asst Prof, CSE	Member	
9	Prof. Pavana H	Asst Prof, AI & DS	Member	
10	Prof. Jayashree. L K	Asst Prof, CS & BS	Member	
11	Prof. Rashmi. M	Asst Prof, AS&H	Member	
12	Dr Kokila Kulakarni	Asst Prof, MBA	Member	
13	Dr. Ambika	Head, Library	Member	
14	Dr. Harish R	T & P Officer	Member	
15	Mr. Umesh S	PED	Member	

Principal/IQAC Chairperson



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INTERNAL QUALITY ASSURANCE CELL

Ref. No: KSSEM/IQAC/ MOM /02/2023-24

Date: 9/5/2024

Minutes of Meeting-2

Discussion on VTU scheme and syllabus - 2022

The IQAC Coordinator suggested that the faculty members to refer to the VTU scheme and syllabus-2022 before preparing the academic documents, question papers and scheme and solution. As the Bloom's level and scheme of evaluation differ for each subject in the new syllabus, faculty were advised to strictly adhere to the syllabus requirements. At least one sub question in each main question should be set at the highest Blooms level as prescribed by the syllabus.

MBA Question Paper format

Principal suggested to revise the MBA question paper format as per accreditation requirements.

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3	Dr. Arekal Vijay	Prof, CE	Coordinator	
4	Dr Jyothi. P. N	Prof, ME	Member	
5	Dr. Abhishek. M.R	Assoc Prof, ME	Member	
6	Dr. Manu. D. K	Assoc Prof, ECE	Member	
8	Prof. Sougandhika	Asst Prof, CSE	Member	
9	Prof. Pavana H	Asst Prof, AI & DS	Member	
10	Prof. Jayashree. L K	Asst Prof, CS & BS	Member	
11	Prof. Rashmi. M	Asst Prof, AS&H	Member	
12	Dr Kokila Kulakarni	Asst Prof, MBA	Member	
13	Dr. Ambika	Head, Library	Member	
14	Dr. Harish R	T & P Officer	Member	
15	Mr. Umesh S	PED	Member	

Principal/IQAC Chairperson

cc to
CE
CSE
ECE
CS&BS
ME
AI &DS
MBA
BS



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INTERNAL QUALITY ASSURANCE CELL

Ref. No: KSSEM/IQAC/ MOM /03/2023-24

Date: 23/7/2024

Minutes of Meeting-3

- **Heritage Club**

NAAC has circulated a mail dated 18/7/2024 with reference to instructions received from University Grants Commission (UGC) regarding the SPIC MACAY (Society for the Promotion of Indian Classical Music and Culture amongst Youth), an organization working for promotion of value and heritage education in all the educational institutions with the overall aim of providing holistic awareness among the youth. National Education Policy-2020 aims to transform India's education system and also emphasizes on the Indian Knowledge System, Indian Values, Art and culture for creating awareness amongst students about our rich heritage. Hence, for promoting such activities, students/faculty be motivated to join SPIC MACAY programs.

In this regard, KSSEM has become member of the SPIC MACAY organization and appointed Prof Harshavardhan J R, Department of CSE as the coordinator. Department cultural coordinators are requested to assist Prof Harshavardhan to conduct relevant programs and disseminate the information among faculty and students.

- **Idea club**

IQAC Coordinator urged the team to encourage faculty and students to make use of the resources and facilities available from Research and Innovation Foundation (KSRIF) for research, FDP, projects and entrepreneurship.

- VTU scheme and syllabus - 2022

The IQAC Coordinator suggested that the faculty members to refer to and the VTU scheme and syllabus-2022 before finalising the Internal Assessment marks. For some of the subjects, new scheme recommends three internal assessment tests. In such cases, faculty are advised to take average of the three internal tests marks.

Sl. No.	Name of the Member	Designation	Category	Signature
1	Dr. K. Rama Narasimha	Principal	Chairperson	<i>[Signature]</i>
2	Dr. Vijayalakshmi Akella	HoD, CE	Member	<i>[Signature]</i>
3	Dr. Arekal Vijay	Prof, CE	Coordinator	<i>[Signature]</i>
4	Dr Jyothi. P. N	Prof, ME	Member	<i>[Signature]</i>
5	Dr. Abhishek. M.R	Assoc Prof, ME	Member	<i>[Signature]</i>
6	Dr. Manu. D. K	Assoc Prof, ECE	Member	<i>[Signature]</i>
8	Prof. Sougandhika <i>Narayana</i>	Asst Prof, CSE	Member	<i>[Signature]</i>
9	Prof. Pavana H	Asst Prof, AI & DS	Member	<i>[Signature]</i>
10	Prof. Jayashree. L K	Asst Prof, CS & BS	Member	<i>[Signature]</i>
11	Prof. <i>Ashwini . E</i>	Asst Prof, AS&H	Member	<i>[Signature]</i>
12	Dr <i>Arunachal: K.L</i>	Asst Prof, MBA	Member	<i>[Signature]</i>
13	Dr. Ambika	Head, Library	Member	
14	Dr. Harish R	T & P Officer	Member	
15	Mr. Umesh S	PED	Member	

[Signature] 23/7/24
Principal/IQAC Chairperson

cc to

CE

CSE *[Signature]*

ECE *[Signature]*

CS&BS *[Signature]*

ME *[Signature]*

AI & DS *[Signature]*

MBA *[Signature]*

BS *[Signature]*