Minutes of

1st Internal Quality Assurance Cell Meeting

KLE Technological University

(Established under Karnataka Act No.22, 2013)
Hubballi, Karnataka

June 15th, 2017

The following are the minutes of the Internal Quality Assurance Cell Meeting of KLE Technological University, Hubballi which was held on 15th June, 2017 at 3.30pm at the Senate Hall of the university.

Members were Present.

Sl. No	Name	Designation	Position
1.	Dr Ashok Shettar	Vice Chancellor	Chairman
2.	Sri. M V Karmari	MD-Karnataka Conveyors (P) Ltd	Member
3.	Sri. Vinay Javali	MP-Auto Reconditioning	Member
4.	Prof B L Desai	Registrar	Member
5.	Dr P G Tewari	Dean Academic	Member
6.	Dr Uma K Mudenagudi	Dean R & D	Member
7.	Prof P R Patil	Head- Department of MCA	Member
8.	Dr. S V Patil	Coodinator- School of Magt Studies & Research	
9.	Dr Sanjay Kotabagi	Dean-Students Welfare, Head of Humanities Dept	Director-IQAC, Member Secretary

Members who sought leave of absence:

Sl.No	Name	Designation	Position
1	Dr B B Kottursheettar	Coodinator- School of Mechanical Engineering	Member
2	Dr Gopal Joshi	Coodinator- School of Mechanical Engineering	Invitee
3	Dr. Nalini Iyer	Coodinator- School of Electronics & Communication Engineering	Member
4	Dr Meena Maralappanavar	Coodinator- School of Computer Science & Engineering	Member

Agenda

Sl No	Particulars
IQAC 1.1	To read and confirm the objectives, Goals and Basic functions of Internal Quality Assurance Cell (IQAC) of KLE Technological University
IQAC 1.2	To discuss and approve the Quality Assurance System Model
IQAC 1.3	To review the KPI's set for the various parameters and check the extend of achievements
IQAC 1.4	Any other subject with the permission of the Chair

IQAC 1.1	To read and confirm the Objectives, Goals and Basic functions of Internal Quality Assurance Cell (IQAC) of KLE Technological University Resolutions: Read and confirmed the objectives, Goals and Basic functions of Internal Quality Assurance Cell (IQAC) of KLE Technological University **Refer annexure 1-** *objectives, Goals and Basic functions of Internal Quality Assurance Cell (IQAC) of KLE Technological University*
IQAC 1.2	To discuss and approve the Quality Assurance System Model Resolutions: Read and confirmed the basic model of Quality Assurance which will be part of IQAC at KLE Technological University **Refer annexure 2-** *Quality Assurance Model*
IQAC 1.3	To review the KPI's set for the various parameters and check the extend of achievements Resolutions: Reviewed and confirmed the KPI's set for the various functional objectives. **Decisions Taken: it has been resolved to Monitor the KPI defined on students' success at the schools and department levels for better monitoring.**

ANNEXURE 1

The Internal Quality Assurance Cell (IQAC) at KLE Technological University (KLE Tech) is meant for:

- **Planning, Guiding and Monitoring Quality Assurance and Quality Enhancement** activities of the university
- **Channelize** and **Systematize** the efforts and measures of the University towards academic excellence
- Work out **Strategies** to remove deficiencies and enhance quality

Goals:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Basic Functions

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

d) Dissemination of information on various quality parameters of higher education

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

f) Documentation of the various programmes/activities leading to quality improvement

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement

b) Ensure internalization of the quality culture

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices

c) Provide a sound basis for decision-making to improve institutional functioning

d) Act as a dynamic system for quality changes in HEIs

e) Build an organised methodology of documentation and internal communication.

ANNEXURE 2

Quality Assurance System Model @ KLE Tech

The Quality Assurance System defines the quality framework for KLE Technological University's Quality Management System practices. A unique Quality Management System practiced from the inception has its relevance with the present university model & this quality management system is mapped in line with the UGC guidelines which is applicable to all the programs and process-groups within KLE Tech. Quality Assurance System is conceived as a mechanism to build and ensure a quality culture at the institutional level. It acts as a driving force for ushering in quality by working out strategies.

The quality framework is composed of the following;

1. Vision
2. Quality Policy, Quality objectives

Based on the concepts of Quality, Process Management, and Continuous Process Improvement, KLE Tech has adopted a closed-loop model for the Quality Assurance System (QAS). This model interlinks the major organizational processes and, their measurement, monitoring and analysis to achieve planned results and continual improvement and hence enhancing student satisfaction.

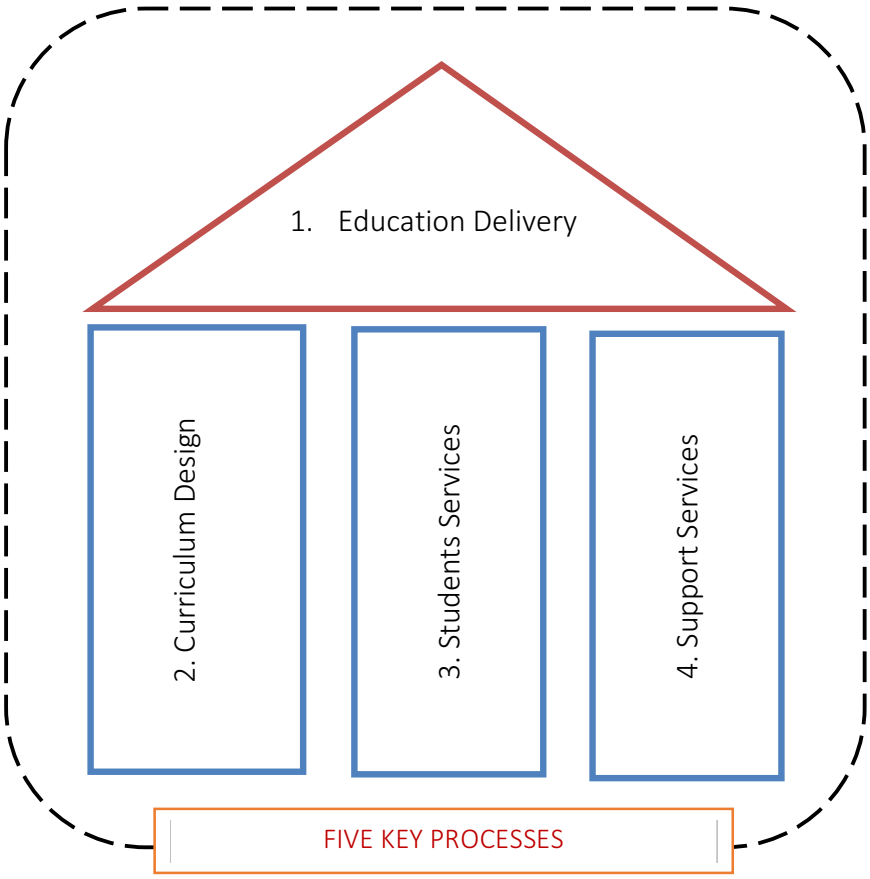
KLE Tech has identified key process areas, which are of paramount importance in achieving organizational effectiveness in delivering its services, and connects them to quality objectives set forth. Under each key process area, sub processes have been identified at institutional level and unit levels.

The KLE Tech-QAS model applies to 5 key process areas:

1. Education Delivery
2. Curriculum Design and Development
3. Student Services

4. Support Services

5. Quality Management



5. Quality Management

Vision

KLE Technological University will be a national leader in Higher Education – recognized globally for innovative culture, outstanding student experience, research excellence and social impact.

Mission

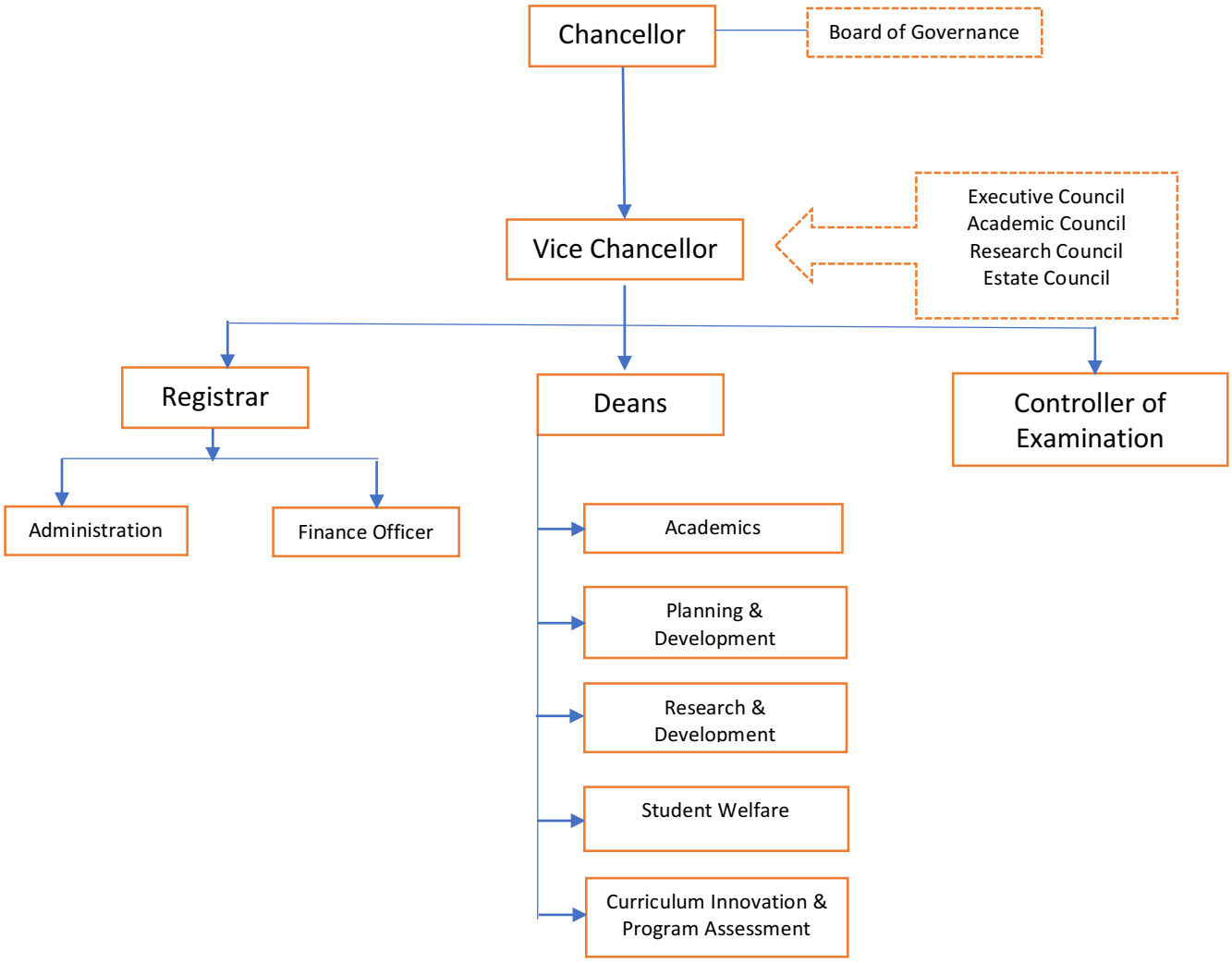
KLE Technological University is dedicated to teaching that meets highest standards of excellence, generation and application of new knowledge through research and creative endeavors.

The three-fold mission of the University is:

- *To offer undergraduate and post-graduate programs with engaged and experiential learning environment enriched by high quality instruction, that prepares students to succeed in their lives and professional careers.*
- *To enable and grow disciplinary and inter-disciplinary areas of research, that build on present strengths and future opportunities aligning with areas of national strategic importance and priority.*
- *To actively engage in Socio-economic development of the region, by contributing our expertise, experience and leadership, to enhance competitiveness and quality of life.*

As a unified community of faculty, staff and students, we work together with the spirit of collaboration and partnership to accomplish our mission.

Organization Chart of the Institution



Academic Process at KLE Tech

KLE Tech has adopted "Process Approach" while designing, developing and implementation of the academic processes and enhancing the effectiveness and efficiency of the same. The P-D-C-A model has been embedded into the system for continuous improvement cycle.

The application of a system of processes within an organization, together with the identification and interaction and managing of these processes can be referred to as the "Process Approach". Often the output from one process directly forms the input to the next.

The organization shall conduct internal audits at planned intervals to provide information on the effectiveness of the processes. A documented procedure has been established to define the responsibilities and requirements for planning and conducting audits, establishing records and reporting results.

The audit process takes into consideration the status and importance of the processes and area to be audited, as well as the results of previous audits. The audit criteria, scope, frequency and methods will be defined. The selection of the auditors and conduct of the audit shall ensure the objectivity and impartiality of the audit process.

Records of the audits and results are analysed and necessary correction and corrective actions are taken without undue delay to eliminate the gaps.

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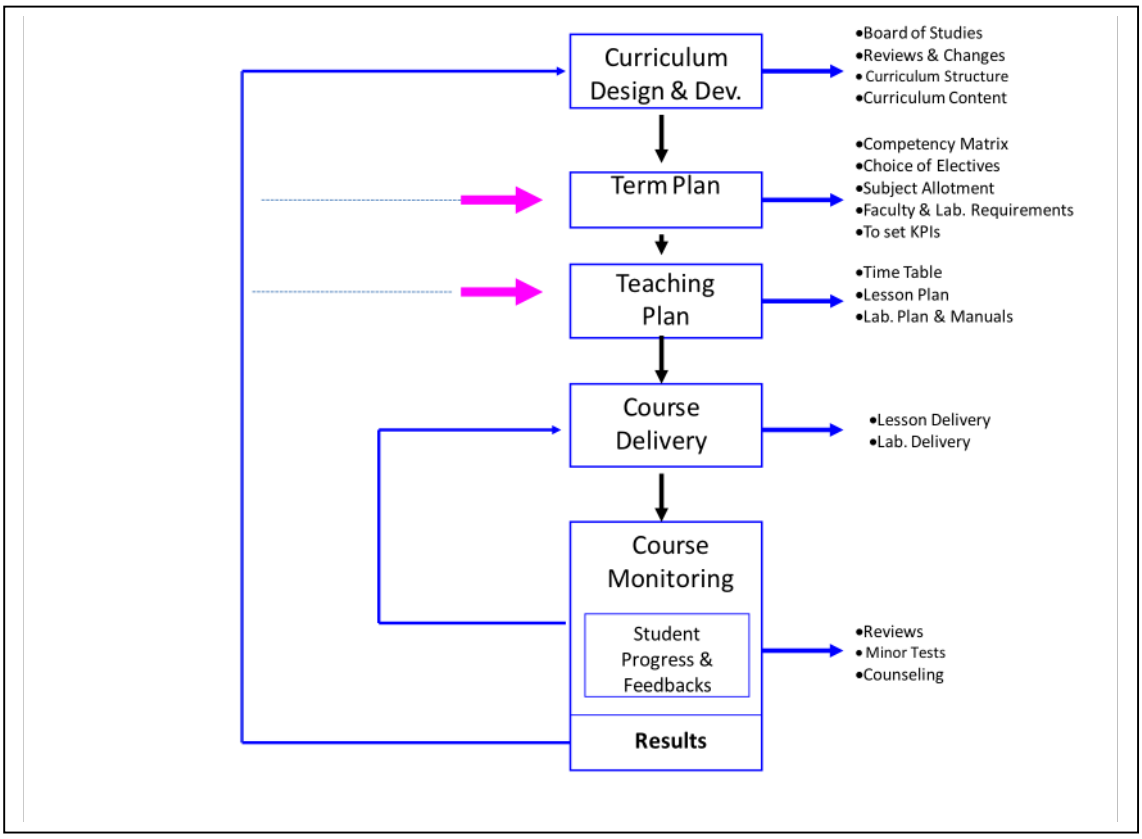
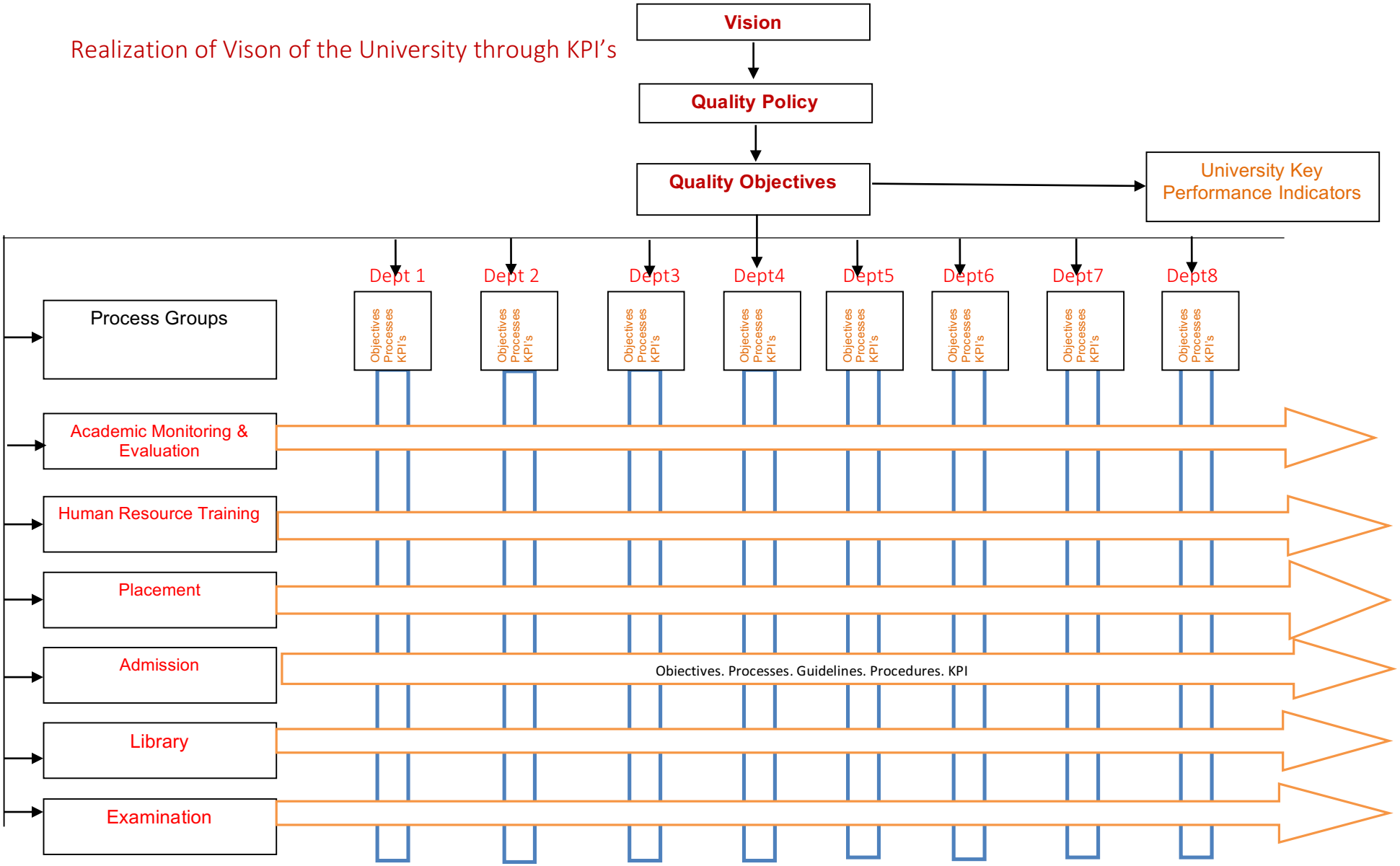


Realization of Vison of the University through KPI's



KLE Tech Quality Management System demonstrates its ability to consistently impart knowledge that meets students and applicable statutory and regulatory requirements and enhances students' satisfaction through its effective application, including processes for the continual improvement of the system.
To achieve this a two-fold strategic approach has been adopted which comprises of;

1 System Compliance and
2 Continuous Improvement

1. System Compliance:

The compliance by all the programs, departments and processes across the university have been demonstrated through practicing well defined quality system procedures. The following table reflects the measurements of each of the standard procedures in practice.

	Compliance		Partial Compliance		No Compliance

Process	MANAGEMENT RESPONSIBILITY	Measurements	
		Vision of the Institute	
		Quality Policy	
		Quality Objectives	
		Students Requirements	
		Institutional Students Feedback	

Process	TERM PLAN	Measurements	
		Setting KPI's	
		Calendar of Activities	
		Subject allotment	
		Faculty Training Need Analysis	
		Resource Requirement	

Process	TEACHING PLAN	Measurements	
		Lesson Plans- Review & Preparation	
		Lab Plans-Review & Preparation	
		Lesson delivery Plan, Execution Status and Progress Monitoring	
		Time Tables	

Process	COURSE MONITORING	Measurements	
		Result Analysis	
		Student Feedback analysis- Formative & Summative	
		Class Committee Meetings	
		DUGC & DPGC Meetings	
		Students Counseling	

Process	PLACEMENT	Measurements	
		Students Data Base	
		Students shortlisted for placements	
		Employers Feedback	
		Employers database	

Process	HUMAN RESOURCE TRAINING	Measurements	
		Master Training calendar	
		Vikas Calendar	
		Recapture Sessions	

Process	EXAMINATION	Measurements	
		Academic Calendars	
		Examination Time Table	
		Question Paper Setting	
		Valuation	
		Semester End Results	
		Students Complaints	

Process	ADMISSION	Measurements	
		Admission Guidelines	
		Admitted students list	
		Students complaints	

Process	LIBRARY	Measurements	
		List of Books/Journals Required	
		Books purchase and maintenance	
		Issue and receipt of books	
		Students complaints	

Process	CURRICULUM DESIGN AND DEVELOPMENT	Measurements	
		Review-Curriculum Content through Board of Studies	
		Changes- Curriculum Content	
		Curriculum Structure	
		Course Content	

2. Continuous Improvement:

A **continual improvement** process, also often called a **continuous improvement** process, is an ongoing effort to improve products, services, or processes. These efforts can seek "incremental" **improvement** over time or "breakthrough" **improvement** all at once through **Functional Objectives and Key Performance Indicators (KPI) defined at KLE Tech.**

Functional Objective: **Student Success**
Key Performance Indicators
1. Student enrolment
2. Student transition and graduation rate
3. Academic performance
4. Placement and Higher studies
Functional Objective: **Faculty**
Key Performance Indicators
1. Student-Teacher Ratio
2. Faculty cadre Ratio
3. Faculty qualification
4. Faculty development and training
5. Faculty retention
Functional Objective: **Research**
Key Performance Indicators
1. Research Publications
2. Research Programs

3. Funded R & D projects and Consultancy
Functional Objective: **Financial Health**
Key Performance Indicators
1. Total Revenue Increase (YOY)
Functional Objective: **Institutional Development**
Key Performance Indicators
1. Strategic plan progress
2. New initiatives