GLOBAL ACADEMY OF TECHNOLOGY
Autonomous Institution Affiliated to Visvesvaraya Technological University
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GLOBAL ACADEMY OF TECHNOLOGY
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NAAC

GAT/IQAC/2025/002   28th April 2025
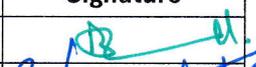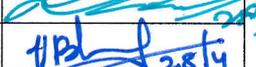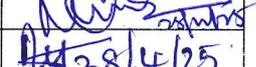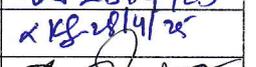
Notice: Meeting of IQAC Coordinators

All IQAC Coordinators are requested to attend a meeting scheduled on **28th April 2025** to discuss the points listed in the agenda below. In case a coordinator is unable to attend, kindly ensure that another faculty member represents the department in the meeting.

Venue: Conference Hall, Main Building
Time: 3:00 PM

Agenda:
1. NAAC/NBA/Accreditation-related activities
2. Formats and Standard Operating Procedures
3. Institutional File Management
4. Stakeholder Feedback and Analysis
5. Any other matter with the permission of the Chair

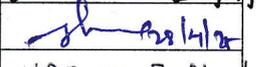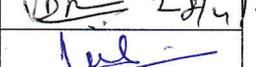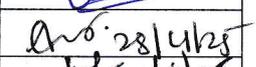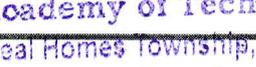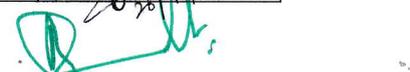| SL	Name	Department	Role	Signature
1	Dr. Balakrishna H B	Administration	Principal & Chair	
2	Dr. Latha Rajagopalan	Administration	Dean Academics	
3	Dr. Venkatesh N	Administration	Dean IQAC (PG)	
4	Dr. Bharat V	ME	Dean IQAC (UG)	
5	Dr. Bhagyashri Hanji	ISE	IQAC Core team	
6	Prof. Mahantayya	AE	IQAC Department Coordinator	
7	Dr. Rohini B R	AIDS	IQAC Department Coordinator	
8	Prof. Vijaya Dalawai	AIML	IQAC Department Coordinator	
9	Dr. Shivakumar Dalali	CSE	IQAC Department Coordinator	
10	Dr. Seema B Hegde	CSE	IQAC Department Coordinator	
11	Dr. Shruti B V	CSE(AIML)	IQAC Department Coordinator	
12	Mr. Shivakumara M J	CV	IQAC Department Coordinator	
13	Dr. Sangeeta K Siri	ECE	IQAC Department Coordinator	
14	Dr. Nagarathna K	EEE	IQAC Department Coordinator	
15	Prof. Shivaraj	ISE	IQAC Department Coordinator	
16	Prof. Dharmendra Rao	MBA	IQAC Department Coordinator	
17	Dr. Ravi Kumar V	ME	IQAC Department Coordinator	
18	Prof. Anita Udagatti	Maths	IQAC Department Coordinator	
19	Dr Renuka C	Physics	IQAC Department Coordinator	
20	Dr. Adarsha JR	Chemistry	IQAC Department Coordinator	
21	Dr. Vijay T	Office of the CoE	CoE Representative	
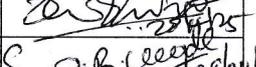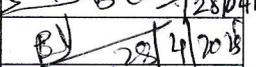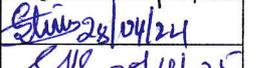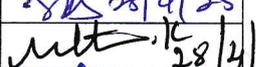
Dean IQAC(UG)   Dean IQAC(PG)   Principal

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NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

Internal Quality Assurance Cell (IQAC)
Minutes of the Meeting of IQAC Coordinators

Ref No.: GAT/IQAC/2025/002
Date: 29th April 2025
Time: 3:00 PM – 4:00 PM
Venue: Conference Room, Main Building

Meeting Chaired by:
Dr. Latha Rajagopalan, Dean-Academics

Convenor:
Dr. Bharat V, Dean-IQAC (UG)

Agenda:
1. NAAC/NBA Accreditation – related activities
2. Formats and Standard Operating Procedures
3. Institutional File Management
4. Stakeholder Feedback and Analysis
5. Any other matter with the permission of the Chair

Members Present:
1. Dr. Latha Rajagopalan – Dean-Academics
2. Dr. N Venkatesh Kumar – Dean-IQAC (PG)
3. Dr. Bharat V – Dean-IQAC (UG)
4. Dr. Bhagyashri R Hanji – IQAC Core Team
5. Prof. Mahantayya – AE
6. Dr. Rohini B R – AI&DS
7. Prof. Vijaya Dalawai – AIML
8. Dr. Shivakumar Dalali – CSE
9. Dr. Seema B Hegde – CSE
10. Dr. Shruti B V – CSE (AIML)
11. Mr. Shivakumara M J – Civil
12. Dr. Sangeeta K Siri – ECE
13. Dr. Nagarathna K – EEE
14. Prof. Shivraj – ISE
15. Prof. Dharmendra Rao – MBA
16. Dr. Ravikumar V – ME
17. Prof. Anita Udagatti – Mathematics
18. Dr. Renuka C – Physics
19. Dr. Adarsha J R – Chemistry
20. Dr. Vijay T – Office of the CoE

Proceedings and Points Discussed:

- **Welcome and Introduction:**
  Dr. Bharat V welcomed all members and emphasized the importance of collaborative effort within the IQAC team. Dr. Vijay T from the Office of CoE was formally introduced as the coordinator from CoE to liaise with IQAC.

- **IQAC and Accreditation Focus:**
  Dr. Bharat V highlighted the IQAC's role as a strong support structure in maintaining quality and working towards Tier-1 accreditation (NAAC and NBA).
  - NAAC accreditation validity ends in **December 2025.**
  - Final SSR submission deadline: **30th September 2025**
 - Internal final draft ready by: **1st September 2025**

- **Action on NAAC Templates and Data Preparation:**
  Though new NAAC templates are expected in **May 2025**, departments should begin preparing data using existing formats, especially on:
  - Programme-level syllabus revisions
  - Employability/skill-based courses
  - Value-added and life skills courses
  - Internships/field work/student projects

  Departments must submit data for the years **2020–21 to 2024–25** in the format shared by IQAC by **8th May 2025.**

- **Standard Operating Procedures (SOPs):**
  SOPs and data templates for stakeholder feedback (students, alumni, employers, faculty, and parents) were reviewed.
  Members were reminded to collect inputs from the **appropriate and relevant stakeholders.**

- **Institutional File Management:**
  - Files relevant to **NAAC and NBA** must be centralized at the **Institute Level.**
  - Departmental files (physical and digital) should be categorized under Curriculum, Research, Extension, Feedback, etc.

- **Feedback and Analysis:**
  - Immediate initiation of stakeholder feedback process was mandated.
  - Templates for feedback collection and analysis were distributed.

- **Team Approach Emphasized:**
  Dr. Latha Rajagopalan urged all coordinators to function cohesively as a single team to realize the objectives of IQAC.

- **Closing Remarks:**
  Dr. Bharat V concluded the meeting by reiterating the need for clarity and open communication. Any doubts or clarification must be routed through the Dean's Office.

Action Points Summary:

Sl. No.	Action Item	Responsibility	Deadline
1	Prepare SSR draft for internal review	IQAC Team	1st Sept 2025
2	Final SSR Submission	IQAC Team	30th Sept 2025
3	Submit data (2020–2025) for NAAC Criteria 1	Dept. IQAC Coordinators	8th May 2025
4	Begin feedback collection from stakeholders	Dept. IQAC Coordinators	Immediate
5	Use SOPs and prescribed templates	All Departments	Ongoing
6	Maintain centralized and departmental files	IQAC & Departments	Ongoing

Vote of Thanks:

The meeting concluded with a vote of thanks by **Dr. Bharat V**, expressing appreciation to all attendees for their participation and commitment.

29/4/2025   29/4/25   29/04/25
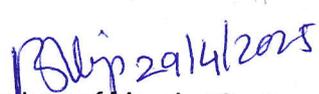
Signature of Meeting Scribe   Signature of Meeting Convener   Signature of Meeting Chair