OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL

IQAC COORDINATORS' MEETING
MINUTES OF MEETING

Date: November 4, 2026
Time: 4:00 - 5:30 PM
Venue: Main Building, Conference Room

Members Present:
Prof. Venkatesh Kumar N | Dean - IQAC | Present
Prof. Bhagyashri Hanji | Professor, Information Science and Engineering | Present
Prof. Dharmendra Rao Jadav | Associate Professor, Management Studies (MBA) | Present
Prof. Tamal Jana | Associate Professor, Aeronautical Engineering | Present
Prof. Harish L | Assistant Professor, Artificial Intelligence and Data Science | Present
Prof. Shivakumara M J | Assistant Professor, Civil Engineering | Present
Prof. Vanishree M L | Assistant Professor, Computer Science and Engineering | Present
Prof. Shruthi B V | Associate Professor, CSE (Artificial Intelligence and Machine Learning) | Present
Prof. Sangeetha Siri | Professor, Electronics and Communication Engineering | Present
Prof. Nagarathna K | Associate Professor, Electrical and Electronics Engineering | Present
Prof. Ravikumar V | Associate Professor, Mechanical Engineering | Present
Prof. Praveen Parthasarathy | Associate Professor, Physics | Present
Prof. Anu K S | Assistant Professor, Chemistry | Present
Prof. Pradeep C | Associate Professor, Mathematics | Present

List of Members with Leave of Absence:
Prof. Radhika T V | Associate Professor, Information Science and Engineering | Leave of Absence

List of Members Absent:
Prof. Vijaya Dalawai | Assistant Professor, Artificial Intelligence and Machine Learning | Absent

Dr. Venkatesh Kumar N, Dean (IQAC), welcomed all IQAC members and commenced the meeting.

PURPOSE OF THE MEETING

To brief the IQAC Coordinators on the documents, records and processes that will be verified in the upcoming IQAC Interim Audit, and to clarify the expected format, evidence and standard of documentation for each parameter.

GENERAL INSTRUCTIONS

- Evidence must be official and traceable: printouts of emails, or direct traces on the MS Teams platform.
- Auditors will check the printed or soft-bound files as presented. Departments will not be asked to search through emails during the audit, so printouts must be ready.
- Every non-teaching activity (expert talk, student development programme, club activity, industrial visit, orientation, etc.) must be documented in the IQAC-prescribed report format, which has already been mailed to all HODs. The format applies from the date of that email onwards; older events are not insisted upon.

A. ASSESSMENT PARAMETERS AND GRADING SYSTEM

The IQAC Interim Audit for all the Departments is scheduled between 16 and 24 November 2026. The Audit reports reach each department the day after its audit and carry absolute grades. Relative grades can be computed only after all departments are audited, so they will appear in the consolidated report, letting departments compare both systems.

Absolute Grade bands (DPI score):

95–100%	90–94.99%	80–89.99%	70–79.99%	65–69.99%	60–64.99%	55–59.99%	Below 55%
O	A+	A	B+	B	C	D	No Grade

Scoring scale per parameter:
Excellent (E) = 5 points; Good (G) = 4 points; Adequate (A) = 3 points; Below Standard (B) = 1 point; Need Significant Improvement (NSI) = 0.05 point

$$\textbf{DPI} = \frac{\{[+(\text{NOP with "E" X 4})+(\text{NOP with "G" X 3})+(\text{NOP with "BS" X 1})+(\text{NOP with "NSI" X 0.05}]\}}{(\text{Total No. of Parameters X Max. Scale Value})} \text{ x } 100$$

where NOP indicates Number of Parameters; Total no. of parameters is 26, Max. Scale Value is 5.

B. PARAMETER-WISE DOCUMENTATION REQUIREMENTS

1) Formation/ Modification and Proceedings of Board of Studies

- The previous BoS tenure (AY 2023-24 to 2025-26) ended on 30 June 2026. The Departments must constitute a new BoS.
- File printouts of all emails sent to prospective members (e.g., IIT/IISc faculty), their consent replies, and the consolidated lists.
- **VTU nominee:** Submit a list of five consented names to the Principal's office for forwarding to VTU, which selects one and issues an official letter. Other invitees (industry, academic, alumni, student, local society) form a separate list needing no VTU approval.
- Departments whose VTU nominee approval runs to 2027–28 need take no action. Where approval ends around December 2026, the process must start now.
- Previous BoS minutes will be checked for format, relevance and content quality.
- Appreciation letters (by email, printed and filed) to all outgoing members, including student members, are to be sent by 5 November 2026.

2) Proceedings of the class committee meetings, Faculty Feedback, and action-taken reports

- Semesters 3, 5 and 7 will be reviewed case by case. 1st semester is handled by the first-year team. The centralised CCM process is still under deliberation.
- **Evidence required:**
  - ✓ Email intimation to students
  - ✓ Committee composition
  - ✓ Written feedback to Faculty (Email or HOD-authorised document)

- ✓ Action taken report.

3) **Result Analysis and Action Taken Report (ATR) for AY 2025–26 Even semester**
Departments must submit statistical analysis, improvement measures, and a generic impact analysis showing the effect of changes made (e.g., remedial classes for slow learners, revised assessment tools) on CIE1 outcomes.

4) **Final CIE mark statement for AY 2025–26 Even semester**
Test booklets will be sampled randomly. CIE1, CIE2, alternate assessment and attendance must be consistent with the final CIE marks awarded.

5) **CIE1 consolidated marks statement and analysis for AY 2026–27 Odd semester**
Section-wise, consolidated statements, a departmental analysis of CIE1 performance and a proposed action plan for the second internal test must be documented.

6) **Proceedings of the CIE Question Paper Review Committee**
Provide Email communication, the review date and a documented process for setting and evaluating CIE papers (relevant to NBA Criterion 2), and IQAC consolidated review sheet per semester.

7) **Details of Add-on Courses and Student Development Programs**
Event/course reports with geotagged photographs, students' feedback and its analysis, and approval documents for conducting the add-on course or programme.
Each booklet becomes a permanent repository in the department as per IQAC format.
Feedback analysis: At minimum, compute the mean score (and median where possible) on the feedback scale. Open-ended comments useful for continuous improvement must also be recorded.

8) **Record of Invited Expert Talks**
- Include the email sent by the HOD or concerned faculty inviting the industry expert, and the confirmation received from the expert. Both must be available as printouts.
- Event report in the IQAC format including the profile of the subject matter expert.

9) **Record of Industrial Visits**
- Include the email to the company seeking permission and the company's response.
- Industrial visit report in the same IQAC format and booklet structure.

10) **Record of Student Club Activities**
- Each club activity must have a report in the IQAC-prescribed format, with geotagged photographs, approvals, feedback analysis and attendee list.

11) **Proceedings of the Faculty Meetings**
- Except for ad hoc or emergency meetings, every meeting must be convened by email with a clearly articulated agenda. A mere notice of date and time is not acceptable.
- Draft well-documented minutes of every meeting.
- Share the minutes by email with all faculty who were invited, including those absent, and keep the email as evidence. Where the minutes assign actionable items to specific faculty, an Action Taken Report must be prepared. The procedure ends only with the Action Taken Report.

12) **Shortage of Attendance Records and Action-Taken Reports**
- At the start of the new term (AY 2026–27, Semesters 3, 5 and 7), HODs were instructed by email to download shortage-of-attendance data from the ERP and communicate it to students.

- Use either email or MS Teams (both are not required). Email printouts or Teams traces must be shown. WhatsApp communication will not be accepted. *Weekly communication is expected.*
- Mentor-mentee records will be verified in the faculty profile.
- For students who continue to be irregular despite repeated communication, the department must document further action, such as undertaking letters, mentor follow-up with parents, and HOD action.

13) Initiative towards Industry Collaborations (MOUs)

Each department should present its preparations for industry collaboration, including:

- Companies contacted (number and names)
- MOUs that materialised and those that did not
- Reasons why companies did not come forward, and where the department fell short
- Proposals in the pipeline
- Adherence to the MOU SOP and the process flow prescribed by IQAC.

14) Adherence to prescribed SOPs

- Separate SOPs exist for student-related activities, academic activities and MOUs.
- The audit will check whether each event followed the SOP, including approval through the proper channel, intimation to the Dean Student Affairs and the Dean/Associate Dean Academics, preparation and presentation of the budget, and approval by the Principal.

15) Preparations toward P-Files for NBA Accreditation

There are 28 programme (P) files for core departments. The list and link have been shared by email and are available on the GAT website.

16) Record of Student Orientation Program

- A report is required for each orientation programme (Example: sessions on the shortage-of-attendance policy and the NSSR policy for students).
- Reports must be in the IQAC format with geotagged photographs.

17) Information Sharing Mechanism with Students for Various Endeavours

- Use formal email and MS Teams for all communication (class arrangements, internal test rescheduling, timetables, activities).
- A notice-board printout of the internal test timetable is acceptable, but sending it by email or posting it in Teams is preferred.

18) Research Publications: Faculty (Journals/Conferences)

At least 25 per cent to 50 per cent of the entire faculty would have published one research article for the academic year 26-27. Acceptance mail is required if the paper is yet to be published or to be presented.

19) Research Publications: Student (Journals/Conferences)

At least 25 per cent to 50 per cent of the student groups would have published one research article for the academic year 26-27. Acceptance mail is required if the paper is yet to be published or to be presented.

20) Conferences Conducted and Attended

Related records and certificates to be submitted.

21) FDPs Conducted and Attended

Related records and certificates to be submitted.

22) Proposals for Research Grants and Consultancy

Documents to be submitted.

23) Proposals for IPRs
Documents to be submitted.

24) Registration for NPTEL Courses (Faculty)
Coloured Certificates to be submitted.

25) Registration for NPTEL Courses (Students)
Coloured Certificates to be submitted.

26) Best Practices, if any
Well-documented files to be submitted.

The Dean (IQAC) thanked all the members and concluded the meeting.

Global Academy of Technology
Internal Quality Assurance Cell
Bengaluru

04/11/26

Dr. VENKATESH KUMAR N
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Date: November 04, 2026

Time: 4:00 – 4:45 PM

IQAC Coordinators' Meeting: List of Attendees

S. No	Name	Designation	Signature
1	Dr. Venkatesh Kumar N	Dean- IQAC	04/11/26
2	Dr. Bhagyashri Hanji	Professor, Information Science and Engineering	4/11/26
3	Prof. Dharmendra Rao Jadav	Associate Professor, Management Studies (MBA)	
4	Dr. Tamal Jana	Associate Professor, Aeronautical Engineering	
5	Prof. Harish L	Assistant Professor, Artificial Intelligence and Data Science	
6	Prof. Vijaya Dalawai	Assistant Professor, Artificial Intelligence and Machine Learning	ABSENT
7	Prof. Shivakumara M J	Assistant Professor, Civil Engineering	
8	Prof. Vanishree M L	Assistant Professor, Computer Science and Engineering	
9	Dr. Shruthi B V	Associate Professor, CSE (Artificial Intelligence and Machine Learning)	
10	Prof. Sangeetha Siri	Professor, Electronics and Communication Engineering	
11	Dr. Nagarathna K	Associate Professor, Electrical and Electronics Engineering	
12	Dr. Radhika T V	Associate Professor, Information Science and Engineering	LEAVE OF ABSENCE
13	Dr. Ravikumar V	Associate Professor, Mechanical Engineering	

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14	Dr. Praveen Parthasarathi ~~Dr. Renuka C~~	Associate Professor, Physics	4/11/26
15	Dr. Anu K S	Assistant Professor, Chemistry	04/11
16	Dr. C Pradeep ~~Prof. Anitha Udagatti~~	Assistant Professor, Mathematics	4/11

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