



GLOBAL ACADEMY OF TECHNOLOGY

Autonomous Institution Affiliated to Visveswaraya Technological University
Approved by UGC, AICTE and Govt of Karnataka



OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL

IQAC COORDINATORS' MEETING MINUTES OF THE MEETING

Date: September 24, 2026

Time: 3:30 - 4:30 PM

Venue: IQAC office

Members Present:

1. Dr. Venkatesh Kumar N | Dean – IQAC | Present
2. Prof. Bhagyashri Hanji | Professor, Information Science and Engineering | Present
3. Prof. Dharmendra Rao Jadav | Associate Professor, Management Studies (MBA) | Present
4. Prof. Tamal Jana | Associate Professor, Aeronautical Engineering | Present
5. Prof. Harish L | Assistant Professor, Artificial Intelligence and Data Science | Present
6. Prof. Vijaya Dalawai | Assistant Professor, Artificial Intelligence and Machine Learning | Present
7. Prof. Shivakumara M J | Assistant Professor, Civil Engineering | Present
8. Prof. Vanishree M L | Assistant Professor, Computer Science and Engineering | Present
9. Prof. Shruthi B V | Associate Professor, CSE (Artificial Intelligence and Machine Learning) | Present
10. Prof. Sangeetha Siri | Professor, Electronics and Communication Engineering | Present
11. Prof. Nagarathna K | Associate Professor, Electrical and Electronics Engineering | Present
12. Prof. Radhika T V | Associate Professor, Information Science and Engineering | Present
13. Prof. Ravikumar V | Associate Professor, Mechanical Engineering | Present
14. Prof. Renuka C | Associate Professor, Physics | Present
15. Prof. Anu K S | Assistant Professor, Chemistry | Leave of Absence
16. Prof. Anitha Udagatti | Assistant Professor, Mathematics | Present

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

AGENDA 1: SEMESTER PREPAREDNESS AUDIT OUTCOMES FOR THE AY 2026-27: ODD SEMESTER

- a) The IQAC conducted a two-phase Institutional Semester Preparedness Audit covering 12 programs (10 Engineering, MBA, Basic Sciences) against 16 departmental and 5 faculty-level indicators.
- b) Phase 1: Between 20-07-2026 and 24-07-2026 - Covered the 7th Semester (July commencement) with 160 Departmental Indicators and 270 faculty-level indicators
- c) Phase 2: Between 24-08-2026 and 10-09-2026 - Covered the 1st, 3rd and 5th Semesters (August commencement) with 170 Departmental Indicators and 1590 faculty-level indicators




Dr. VENKATESH KUMAR N
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A. Key Discussion Points

1. Self-Learning Component Documentation:

Individual course files contain evidence of self-learning hours; however, several departments do not maintain a consolidated departmental record. A consolidated record is required to ensure systematic documentation and compliance with NBA Criterion 1.2.2.

Decision: Each department to maintain one consolidated sheet per semester listing courses, activities, objectives, outcomes, and SDG mapping, supported by usage evidence.

2. Complex Engineering Problems (CEP) / Activities (CEA):

Current practices found inconsistent and not aligned with Washington Accord requirements.

Decision: Departments to align CEP/CEA with the 7 Problem Definitions and 5 Engineering Activities, prioritizing interdisciplinary, cross-department projects over single-department efforts.

3. Course Outcome (CO) Mapping:

- **Primary Key Inconsistency:** CO numbering must be uniform (e.g., either "CO1" or "CO101.1") throughout a course file. Inconsistent naming renders the data ambiguous for validation.
- **Action Verb Mismatch:** Several files used high-level action verbs like "Create" or "Evaluate" (L5/L6 in Bloom's Taxonomy) but mapped them to L1 or L2 levels in the articulation matrix.
- **PO Mismatch:** If a CO is mapped to PO1 (Engineering Knowledge), it is limited to the "Application" level. Mapping an "Evaluation" level CO to PO1 is a direct discrepancy that will be flagged during external audits.

Decision: Departments to standardize CO nomenclature across all course files and correct verb-to-level mismatches before the next review cycle.

4. Grading System:

Decision: Institution to adopt relative grading (in line with IITs/IIMs) to encourage peer mentoring and offset variability in exam difficulty.

A comparative dual-grading report (absolute vs. relative) will continue to be issued during the transition period. A Continuous Improvement Meter (red/green indicators) will be embedded in grade cards to track year-on-year performance for NAAC/NBA reporting.

5. Digitization:

Decision:

- Mechanical/manual documentation (e.g., handwritten A4 sheets for course allotment) is no longer acceptable.
- **Faculty Competency:** Faculty competency data must be captured digitally through MS Forms, including the number of times the subject has been handled, previous course





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results, student feedback, relevant publications, NPTEL certifications, etc, to provide documented justification for course allotment under NBA Criterion 2.1.

- *Pre-commencement Meetings: Evidence of invitations and minutes must be digitally archived.*

6. Registers & Lab Manuals:

Attendance registers must be updated and maintained in accordance with the LPD and student details. The use of dots, dashes, blank/empty cells, or any other unspecified marks for conducted classes is strictly prohibited. Faculty members must ensure that every conducted class is properly accounted for, with the attendance status of each student clearly and consistently recorded using the prescribed format.

For documentation and verification, the printouts of the LPD and Class Work Record retrieved from the Course File/ERP must also be attached to the attendance records.

Decision:

- *Registers to include printed CO/articulation matrices;*
- *Every department must maintain one physical master copy of the Lab Manual for all laboratory and integrated courses. Each manual must clearly indicate the Academic Year, Batch, and applicable Scheme (e.g., 2026 Scheme) for proper identification and documentation.*

7. Rubrics:

Lack of uniform evaluation rubrics observed; some departments using generic AI-generated content.

Decision: *A faculty orientation/workshop shall be conducted to develop standardized rubrics with appropriate evaluation parameters, rating scales, and performance descriptors.*

8. Mandatory Signatures:

Decision: *Principal's signature shall be ensured on mandatory documents such as Time Tables, Calendar of Events, consolidated Course Allotment and Faculty Competency documents, Workload Ratification, Internship Reports, and Project Reports, as applicable.*

B. Root Cause Analysis and Organisational Restructure:

The IQAC has identified four root causes for the identified audit discrepancies through a "Fishbone" analysis:

1. **Unclear Ownership:** Lack of clearly defined process owners for various functions such as Program Coordinators/Class Teachers/Module Coordinators.
2. **Fragmented Evidence:** Difficulty in retrieving documents during audits.
3. **Monitoring Gaps:** Failure to track the execution of self-learning and CEA components.
4. **Faculty Involvement:** Insufficient brainstorming and collective validation.





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AGENDA 2: DISCUSSION ON THE INTERIM AUDIT SCHEDULE

The interim audit schedule was discussed to monitor the implementation of corrective actions arising from the semester preparedness audit. The schedule will facilitate timely verification of departmental documentation, compliance, and pending corrective measures.

Decision: *Departments shall adhere to the interim audit schedule and keep all required documents and evidence ready for verification. Coordinators shall monitor the completion of identified corrective actions before the scheduled audit.*

AGENDA 3: WEBSITE VALIDATION AND UPDATES

The need for systematic validation and updating of institutional and departmental website content was discussed. Information related to academic programs, faculty profiles, achievements, committees, notices, events, accreditation, and other statutory requirements should be current, accurate, and supported by appropriate evidence.

AGENDA 4: DATA COMPILATION AND DOCUMENTATION FOR NAAC - ACTION ITEMS

The designated faculty working groups and departments shall compile, cross-verify, and organize NAAC-related data and supporting evidence for the required period. Any discrepancies shall be resolved through proper validation before final consolidation. To address these issues, four faculty working groups have been established to consolidate three years of data (2023–24 to 2025–26) for institutional presentation:

Group No.	Group Focus	Key Metric / Criteria	Group Members
Group 1	Curriculum Revisions	Quantitative Matrix 1.8	Dr. Radhika T V, Dept. of ISE Dr. Shruthi B V, Dept. of CSE (AIML) Dr. Sangeetha Siri, Dept. of ECE
Group 2	Stakeholder Participation	Curriculum Development Participation	Prof. Dharmendra Rao Jadav, Dept. of MBA Dr. Ravikumar V, Dept. of ME Prof. Shivakumar M J, Dept. of CV
Group 3	Industry & Practical Focus	Internship and Project Ratios	Prof. Harish L, Dept. of AI&DS Prof. Vijaya Dalawai, Dept. of AI&ML Dr. Tamal Jana, Dept. of AE
Group 4	Student Feedback Analysis	Mid-semester Feedback Analysis	Dr. Nagarathna K, Dept. of EEE Dr. Renuka C, Dept. of Physics Dr. Anu K S, Dept. of Chemistry Prof. Anitha Udagatti, Dept. of Mathematics



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All working groups to report through a centralised coordinating authority to ensure consistency ahead of accreditation submissions.

ANY OTHER MATTERS WITH THE PERMISSION OF THE CHAIR

Dr. Venkatesh Kumar N informed the forum that Prof. Vanishree M L, Department of CSE, will be responsible for sending email communications for forthcoming IQAC meetings, recording the Minutes of the Meeting (MoM), and coordinating their publication on the institutional website. The Dean (IQAC) thanked all the members and concluded the meeting.

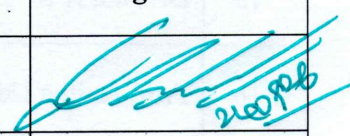
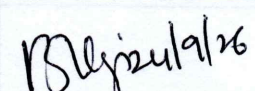
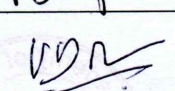
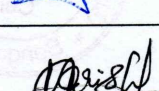
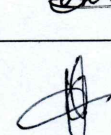
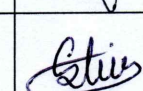
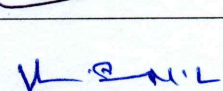
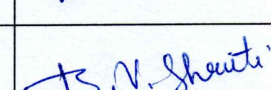
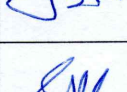
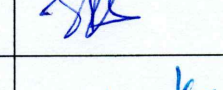
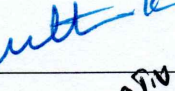
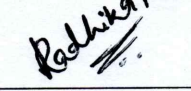


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Date: September 24, 2026

Time: 3:30 – 4:30 PM

IQAC Coordinators' Meeting: List of Attendees

S. No	Name	Designation	Signature
1	Dr. Venkatesh Kumar N	Dean- IQAC	
2	Dr. Bhagyashri Hanji	Professor, Information Science and Engineering	
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	
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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	
13	Dr. Ravikumar V	Associate Professor, Mechanical Engineering	





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14	Dr. Renuka C	Associate Professor, Physics	
15	Dr. Anu K S	Assistant Professor, Chemistry	ON LEAVE
16	Prof. Anitha Udagatti	Assistant Professor, Mathematics	



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