



**KLE** Technological  
University

Creating Value  
Leveraging Knowledge

**Minutes of**  
**1<sup>st</sup> Internal Quality Assurance Cell Meeting**

**KLE Technological University**

(Established under Karnataka Act No.22, 2013)

Hubballi, Karnataka

June 15<sup>th</sup>, 2017

The following are the minutes of the Internal Quality Assurance Cell Meeting of KLE Technological University, Hubballi which was held on 15<sup>th</sup> 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 Kotturshettar    | 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

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

## 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

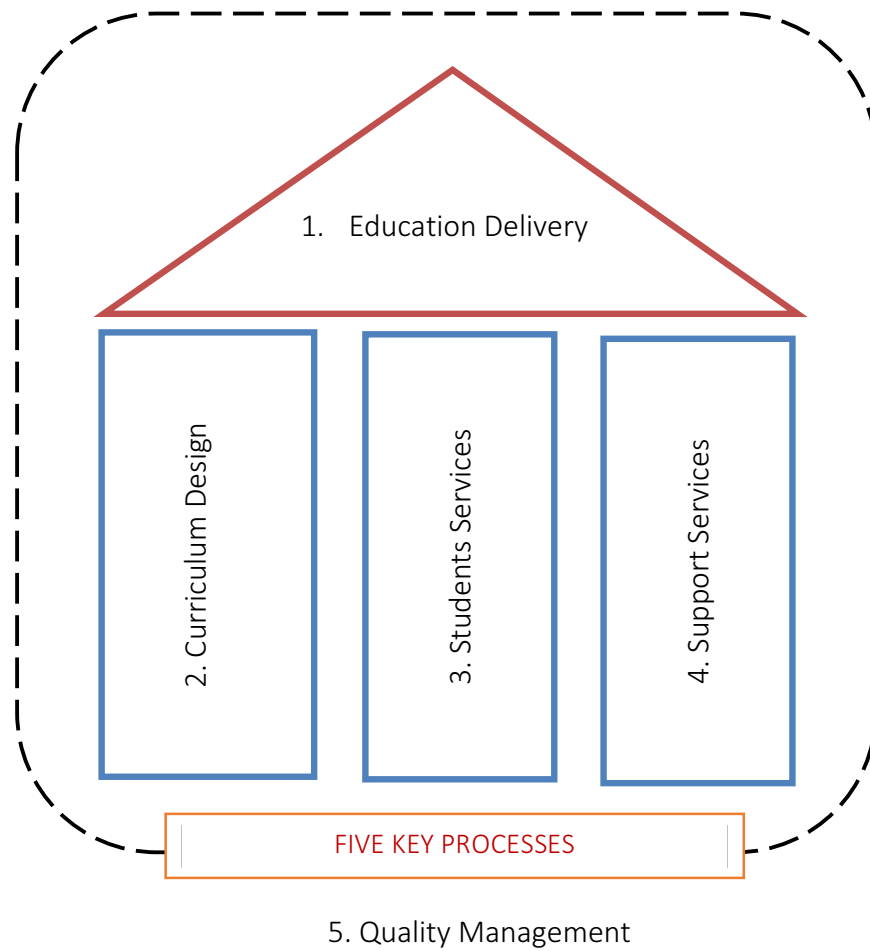
Based on the concepts of Quality, Process Management, and Continuous Process Improvement, KLE Tech has adopted a closed-loop model for the Quality Assurance System (QAS). This model interlinks the major organizational processes and, their measurement, monitoring and analysis to achieve planned results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





## 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

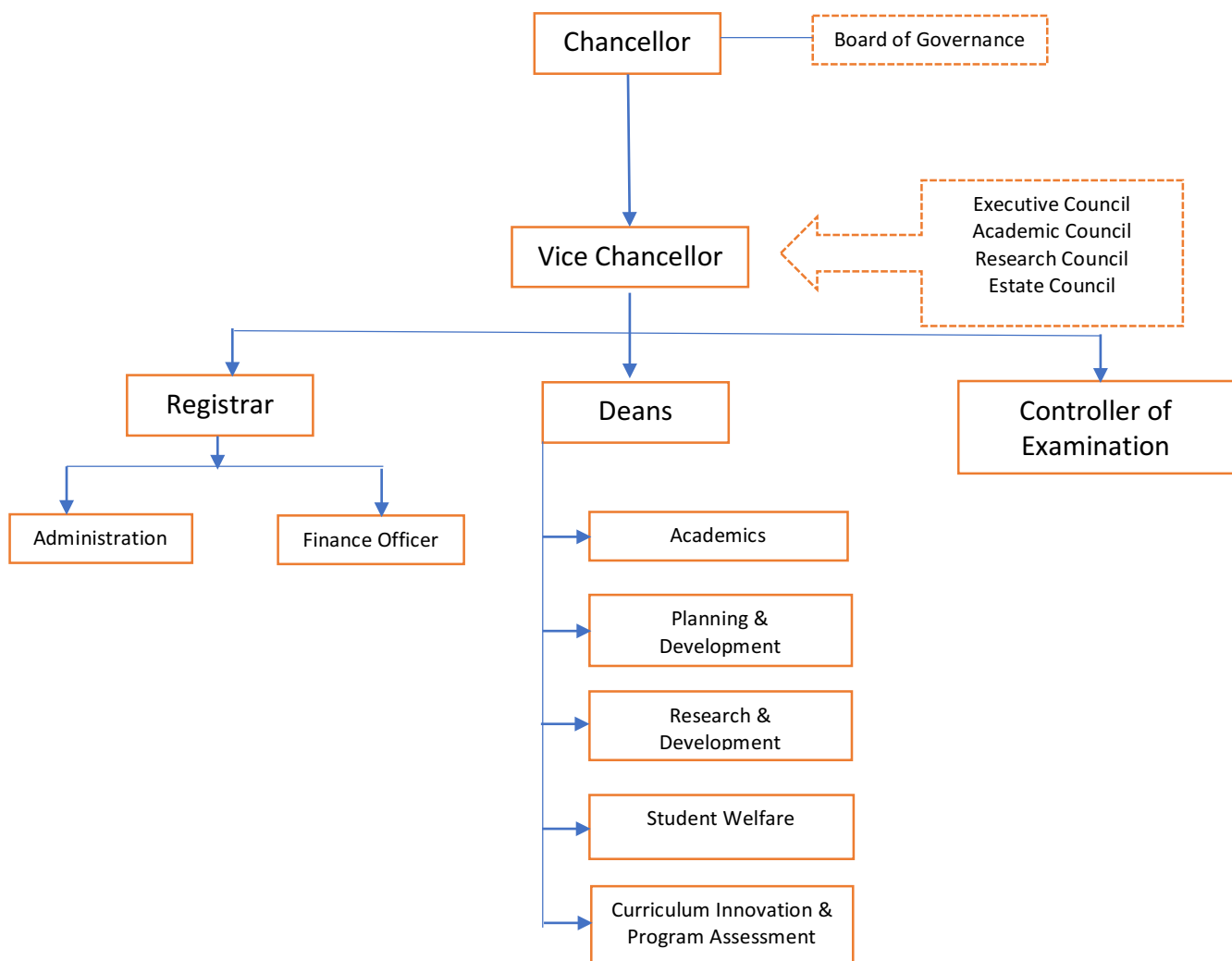
KLE Technological University is dedicated to teaching that meets highest standards of excellence, generation and application of new knowledge through research and creative endeavors.

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



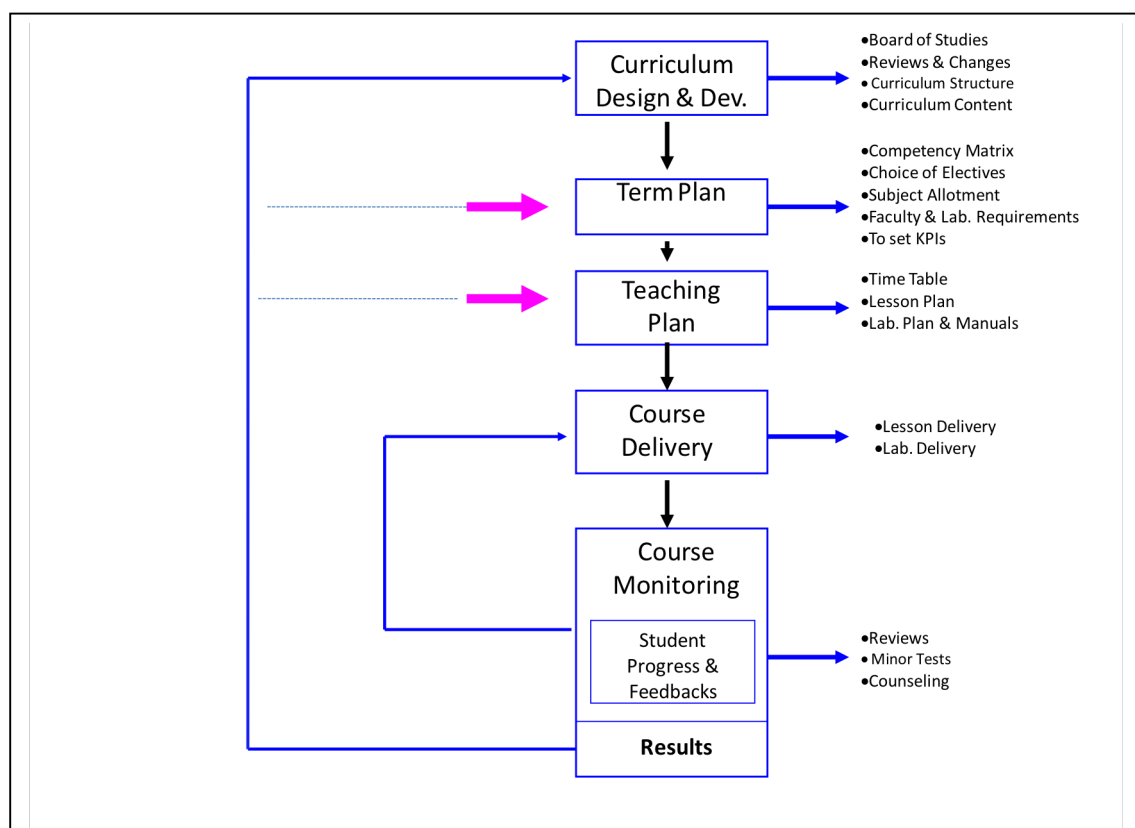
## Academic Process at KLE Tech

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.

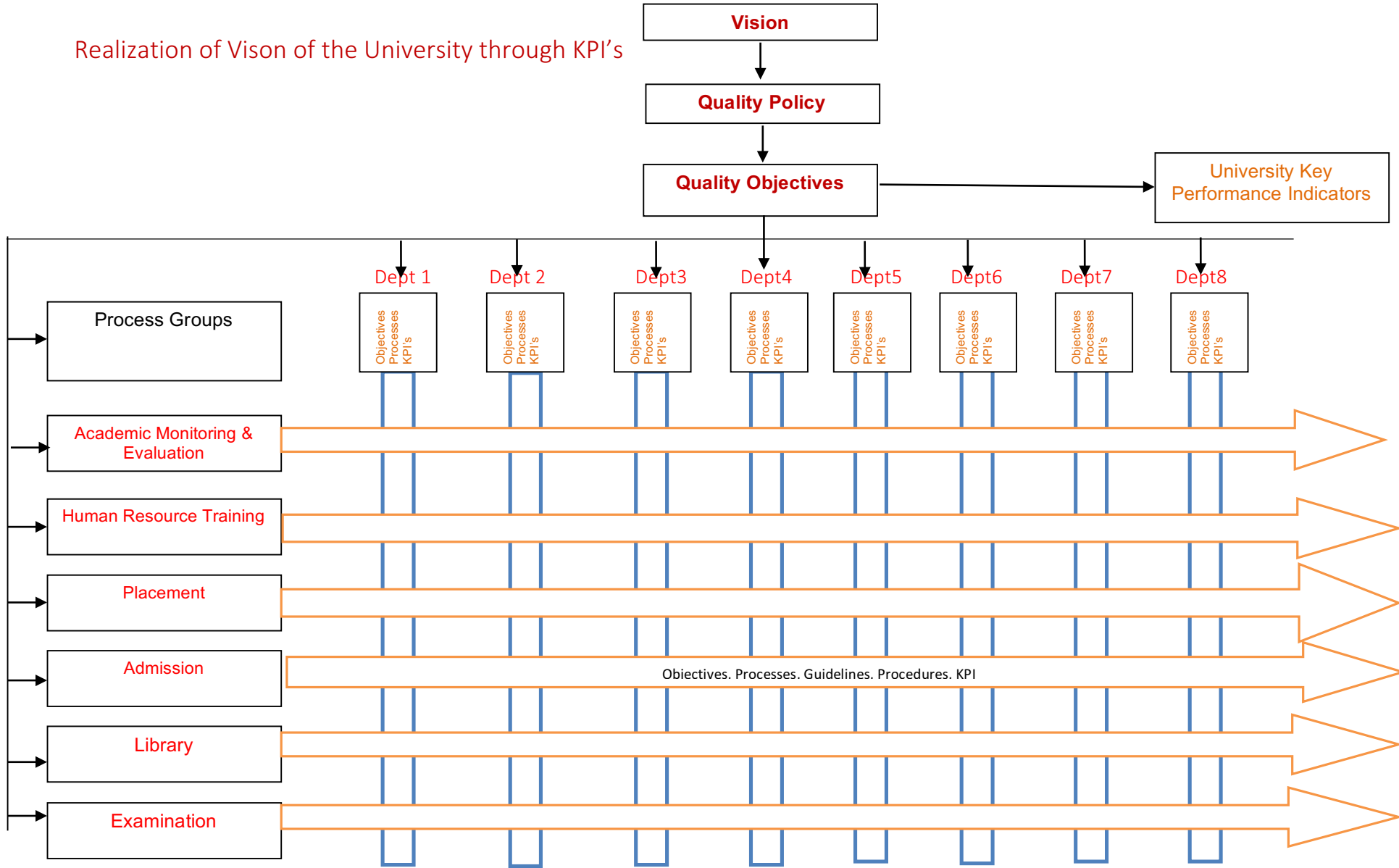
The application of a system of processes within an organization, together with the identification and interaction and managing of these processes can be referred to as the “Process Approach”. Often the output from one process directly forms the input to the next. The organization shall conduct internal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





Realization of Vision of the University through KPI's








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

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