



ORDER

INTERNAL QUALITY ASSURENCE CELL

DUTIES AND RESPONSIBILITIES OF INTERNAL QUALITY ASSURENCE COMMITTEE

Internal Quality Assurance Committee Coordinator is directly responsible to the Principal for development of quality culture in the institution through Internal Quality Assurance Committee.

The duties and responsibilities of IQAC are as follows:

- Development of quality benchmarks / parameters for various academic and administrative activities of the institution and carry out the gap analysis for GRIET.
- 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 carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs.
- Monitor the action taken by departments on feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programme / activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in the institution;
- Preparation of the Annual Quality Assurance Report (AQAR) and submit to NAAC



R.L. JALAPPA POLYTECHNIC

(A UNIT OF SRI DEVARAJ URS EDUCATIONAL TRUST, KOLAR)
(APPROVED BY AICTE AND AFFILIATED TO DTE, KARNATAKA)
INSTITUTE CODE 599

IQAC COMMITTEE

| CHAIR PERSON | | | |
|-------------------------------|--------------------------|---------------------------|---------------------|
| SL.NO. | NAME | POSITION ENGAGEMENT | POSITION IN IQAC |
| 1 | Sri Narasimha Reddy B.V | Principal | Chairman |
| MANAGEMENT MEMBERS | | | |
| 2 | Sri J. Nagendra Swamy | C E O | Member |
| 3 | Sri J. Rajendra | Vice Chairman | Member |
| SENIOR ADMINISTRATIVE OFFICER | | | |
| 4 | Sri B. Krishnappa | C A O | Member |
| TEACHERS | | | |
| 5 | Umesh T | HOD & Lecturer (AN) | Member |
| 6 | Hemanth Kumar G | HOD & Lecturer (CE) | Member |
| 7 | Jyothi T | HOD & Lecturer (ECE) | Member |
| 8 | Ranjan D J | Lecturer (AS) | Member |
| 9 | Gurudev M | HOD & Lecturer (ME) | Member |
| 10 | Prashanth B Ilalshettaar | Lecturer (AN) | Member |
| STUDENT NOMINEE | | | |
| 11 | Lekhana N | Student (AN) | Member |
| 12 | Syala S | Student (CE) | Member |
| 13 | Abhinaya K S | Student (CSE) | Member |
| 14 | Vikas B | Student (ECE) | Member |
| 15 | Swathi G | Student (ME) | Member |
| ALUMINI NOMINEE | | | |
| 16 | Mr. Kiran Kumar H | Ajax Pvt. Ltd Industries | Member |
| LOCAL SOCIETY NOMINEE | | | |
| 17 | Mr. Sunil M | Engineering | Member |
| INDUSTRIAL NOMINEE | | | |
| 18 | Mr. Pavan M | INTIVA Pvt. Ltd. | Member |
| EMPLOYEE NOMINEE | | | |
| 19 | Mr. Narayana Murthy M | Ajax Fiori, Doddaballapur | Member |
| CO ORDINATOR IQAC | | | |
| 20 | Mr. Umesh .T | HOD & Lecturer (AN) | Member Secretary |

The IQAC, FQC Criteria 1 Meeting held at 02:30pm on 14.12.2023 in the Conference board room discussed the following matters in detail



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AGENDA

1. Welcoming FQC-IQAC Criteria 1 members
2. Presentation of new data entry format for AQAR 2020-2021 by Criteria Head
3. Discussion on qualitative improvement methods in criteria 1
4. Allocation of members for AQAR 2020-2021 criteria 1 data collection
5. Any other item permitted by the Chair.

MEMBERS: IQAC FQC Criteria 1

| SL.NO. | NAME | SL.NO. | NAME |
|--------|--------------------------|--------|------------------|
| 1 | Mr. Narasimha Reddy B.V. | 11 | Lekhana N |
| 2 | Sri. J. Nagendraswamy | 12 | Syala S |
| 3 | Sri J. Rajendra | 13 | Abhinaya K S |
| 4 | Sri B. Krishnappa | 14 | Vikas B |
| 5 | Ranjan D J | 15 | Swathi G |
| 6 | Prashanth B Ilalshettar | 16 | Kiran Kumar H |
| 7 | Yamuna A | 17 | Sunil M |
| 8 | Hemanth Kumar G | 18 | Narayan murthy M |
| 9 | Umesh T | 19 | Pavan M |
| 10 | Vinutha S | 20 | Umesh T |

MINUTES

1. The IQAC meeting started with a silent prayer. The list of members attended the meeting is attached. IQAC coordinator welcomed the FQC Criteria 1 head and all the members to the meeting.
2. Criteria 1 Head Dr. Sonia Mol Joseph presented the NAAC Criteria 1 manual for 2022-2023 and data entry format for AQAR to the members.
3. Discussion on qualitative improvement methods in criteria 1 was made. The need for faculty advisers of final year students to explain the feedback mechanism and encouraging them to give curriculum feedback was highlighted during the discussion.
4. The Criteria 1 team was asked to start data collection for AQAR 2023-2024.

ACTION TAKEN REPORT

Criteria team formed data collection groups and circulated Google forms among faculty members of the college.

Theresa
Principal

R L Jalappa Polytechnic
Doddaballapur-561203.