

Ref. No. KAHER/IQAC/20-21/D- 120421003

12<sup>th</sup> April 2021


## MEETING NOTICE

I am directed to convene the **55<sup>th</sup> meeting** of the **Internal Quality Assurance Cell (IQAC)** of the University on **Tuesday, 20<sup>th</sup> April 2021 at 11.00 AM** in the Academic Council Hall of the University to discuss the following matters:

### A G E N D A

1. Confirmation of the Minutes of the 54<sup>th</sup> meeting of the IQAC held on 11/01/2021
2. Action taken on various decisions of the 54<sup>th</sup> meeting of the IQAC held on 11/01/2021
3. Standardization of feedback by various stakeholders on curriculum across all constituent colleges
  - Presentation by Director Academic Affairs, KAHER
4. Utilization status of Scopus subscription by constituent colleges
  - Reporting by Dean / faculty in-charge related to Scopus application in all constituent colleges, KAHER
5. Strategies for data compilation, analyses and submission
  - Submission of SSR to NAAC, clarification to DVV queries
  - The challenges encountered and strengthening the documentation : Data collection and analysis process
6. Preparedness for forthcoming NAAC visit
  - Mock NAAC inspection to all constituent units
  - For discussion
7. Any other matter with permission of Chair.



  
**Prof. (Dr.) V.A. Kothiwale**  
Registrar

To,

The Members, IQAC, KAHER, Belagavi.

CC to:

1. The Special-Officer to Hon. Vice-Chancellor, KAHER, Belagavi.
2. The Finance Officer, KAHER, Belagavi.



# KLE ACADEMY OF HIGHER EDUCATION AND RESEARCH

(Formerly known as KLE University)

[Deemed-to-be-University established u/s 3 of the UGC Act, 1956 ]

Ref. No. KAHER/IQAC/20-21/D- 200421004

20<sup>th</sup> April 2021

***PROCEEDINGS OF THE 55<sup>th</sup> MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) HELD BY HYBRID MODE IN THE ACADEMIC COUNCIL HALL ON 20<sup>th</sup> April 2021***

**MEMBERS PRESENT:**

As per the Attendance-Sheet:

Dr. Seema Hallikerimath, Co-ordinator, IQAC welcomed the members and briefed the members regarding the work done from previous IQAC meeting. The members were informed that IQAC submitted the IQA on 9<sup>th</sup> December 2020 following which two sets of clarifications were sort by NAAC. IQA was accepted on 15<sup>th</sup> January 2021. The compiled data in the SSR was submitted on 26<sup>th</sup> February 2021. The institution received a few DVV clarifications on 26<sup>th</sup> March 2021. The reply to DVV clarifications were submitted on 9<sup>th</sup> April 2021.

Hon. Vice-Chancellor briefed the members with the following information:

- This is the 2<sup>nd</sup> meeting of the IQAC in 2021. The quality initiatives undertaken and accomplished will be discussed at the end of year.
- The important tasks to be completed during this year include:
  - Inspection by UGC Review Committee for continuation of Deemed-to-be-University status.
  - Accreditation process by NAAC for 3<sup>rd</sup> Cycle, which will be a combined effort by everyone. In this regard, NAAC Core Committee shall meet twice in a month to review the preparedness for the forthcoming visit of the NAAC Peer Team and submit report to KAHER periodically.
- Inspection by NMC for establishing a new Medical College viz. Jagadguru Gangadhara Mahaswamigalu Moorusavirmath Medical College at Hubballi.
- Increase in annual intake of MBBS course at JNMC from 200 to 250 and starting of new programs / courses if any identified by other constituent colleges.
- All the Heads of the Departments and the Faculty Members should be sensitized about the process involved for NAAC accreditation, (information provided in the SSR documentation.) so that everyone is aware of the process and have good interaction with peer team. IQAC will conduct one-day Workshop to sensitize the faculty members in this regard (Off-line / On-line).



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- In spite of the COVID lock down and students being off campus, the Teaching-Learning and research process should not be hampered. The constituent colleges may have to continue with online teaching. In this regard, all teaching staff should be well versed with different platforms for online teaching and make it more interactive and engaging for the learners.
- In this respect feedback from the students is very important and suggestions given by the students should be incorporated in their online lectures.
- The major infrastructure development projects which are under way need to be completed./ expedited on teaching activity may be held henceforth online due to pandemic as the lockdown is not applicable to the companies.
- Learning from our experience, Institution needs to develop mechanisms of centralized data bases in many aspects, quality initiatives and proposal in this regard may be brought forward and discussed

The Agenda was taken up for further discussion and consideration:

**Item No. 1:** *Confirmation of the minutes of the 54<sup>th</sup> meeting of the IQAC held on 11<sup>th</sup> January 2021.*  
- Confirmed.

**Item No. 2:** *Action taken on various decisions of the 54<sup>th</sup> meeting of the IQAC held on 11<sup>th</sup> January 2021.*  
- Noted and taken on records.

**Item No. 3:** *Standardization of feedback by various stakeholders on curriculum across all constituent colleges*

Dr. Sheetal Harkuni, Deputy Director, Academic Affairs, made presentation (on behalf of the Director Academic Affairs). The presentation was to why, how often and from whom should the feedback be obtained.

### **Resolution:**

Following the presentation, Chairman suggested that below mentioned points are to be taken in to consideration.

- Feedback is a matter of concern both for sustenance and enhancement of various quality issues. It is important both for the institution and the students.

need to develop a good feedback system and practice that ensures timely, appropriate feedback procurement.

- The office of Academic Affairs, IQAC and Exam Section will have to work together and evolve the mechanism.
- Technologically assisted various parameters with open and close ended questions will help analysis.
- Initially the questionnaire can be for students, faculty and parents.
- The mentors need to follow up with the UG/ PG students on appropriate and timely for feed-back submission.
- The actions taken with regard to implementation of feed-back need to be displayed on the websites of the respective institutions.

**Item No. 4: Utilization status of Scopus subscription by constituent colleges**

- The Chairman informed that the KAHER has Scopus subscription for a period of one year. The Scopus subscription gives research outputs in a very illustrative way. We have to ensure adequate utilization of the same by the faculty member's / Ph.D scholars.
- And it is also noted that only 50% of the publications are in Scopus. Hence, it is mandatory to have all publications by staff members in appropriate databases.
- Deputy Registrar informed that the University journal is getting moved from Med know to Elsevier.

The following members made presentation with regard to utilization of Scopus subscription by the constituent colleges:

1. Dr. N.S.Mahantashetti, Principal, JNMC, Belagavi
2. Dr. Shaila Kothiwale, Professor, KLE VK IDS, Belagavi
3. Dr. M.S.Ganachari, Deputy Registrar and Dean, Faculty of Pharmacy, COP, Bgm
4. Dr. Prashant Jadar, Vice-Principal, KLE BMK AM, Belagavi
5. Prof. Sumitra L.A, Dean, Faculty of Nursing, KLE IoNS, Belagavi
6. Dr. Anand Hegganavar, Associate Professor, KLE Institute of Physiotherapy, Belagavi
7. Mr. R.V.Karadi, Professor, KLE College of Pharmacy, Hubballi
8. Dr. Rajamma. A.J. Professor, KLE College of Pharmacy, Bengaluru



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### **Resolution:**

Resolved to take note of the same. While taking note of the same, that the official publications of the university / constituent colleges may be considered for indexing in the Scopus. Chairman, also suggested that the faculty members have to be oriented about Scopus license and its usefulness.

It was also resolved that the University publications should be indexed. A team can be formulated to look in to the indexing process.

### ***Item No.5 Strategies for data compilation, analysis and submission***

- *Submission of SSR to NAAC, clarification to DVV queries*
- *Challenges encountered and strengthening the documentation : Data collection and analysis process*

There were some challenges regarding parameters on students, feedback and its analyses, grants and their status etc. which need to be worked upon.

### **Resolution:**

### ***Item No.6 Preparedness for forthcoming NAAC visit.***

The Chairman informed that the Principals, Heads of the Departments and the Faculty Members need to be sensitized again with regard to the process involved for NAAC accreditation so that they will be able to clarify any queries raised by the members of the NAAC Peer Team during visit.

### **Resolution:**



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Resolved to take note of the same. While taking note of the same, it was suggested that the Principals and KAHER officials shall go through the SSR and get acquainted with the information furnished so that in case of any queries / clarifications raised by the Peer Team of NAAC the same can be answered by all uniformly.

- All the Principals shall prepare the power point presentations of their respective constituent colleges.
- Heads of Departments shall prepare the PowerPoint presentations, which may be submitted to the peer team in the form of handouts.
- The presentation shall focus on information relating to strengths, major infrastructure / equipment's, ICT enabled teaching-learning process, research, awards and achievements, institutional distinctiveness, journey so far and perspective plans.
- Since there were no other agenda items for discussion, the meeting concluded with a vote of thanks to the Chair.

CO-ORDINATOR, IQAC

REGISTRAR

CHAIRMAN

**KAHER, BELAGAVI**

**ACTION TAKEN ON VARIOUS DECISIONS OF THE 55<sup>th</sup> MEETING OF THE**

**INTERNAL QUALITY ASSURANCE CELL (IQAC) OF KAHER**

**HELD ON 20-04-2021**

<b>Agenda No</b>	<b>Subject/Item</b>	<b>Discussion/Briefing</b>	<b>Resolution</b>	<b>Action Taken</b>
<b>Item No. 1</b>	<b>Confirmation of the minutes of the 54<sup>th</sup> meeting of the IQAC held on 11<sup>th</sup> January 2021</b>	The minutes were read	Confirmed	Noted
<b>Item No. 2</b>	<b>Action taken on various decisions of the 54<sup>th</sup> meeting of the IQAC held on 11<sup>th</sup> January 2021</b>	Action taken on various decisions was discussed and taken on record	Confirmed	Noted
<b>Item No. 3</b>	<b>Standardization of feedback by various stakeholders on curriculum across all constituent colleges</b>	Dr. Sheetal Harkuni, Deputy Director, Academic Affairs, made presentation (on behalf of the Director Academic Affairs). The presentation was to why, how often and from whom should the feedback be obtained.	Following the presentation, Chairman suggested that below mentioned points are to be taken in to consideration. <ul style="list-style-type: none"> <li>Feedback system already exists at department, college and centrally at university level. Further improvement in the process of analysis and ATR on feedback obtained is necessary for both for</li> </ul>	Meeting was held on 6 <sup>th</sup> August 2021 to discuss revision of feedback forms by various stakeholders on curriculum with UDEHP Director & IQAC Co-ordinator. All three departments



			<p>sustenance and enhancement of various quality issues. It is important both to give feedback and receive feedback. Hence we need to consider revision of the existing feedback system by having standardized formats for various stakeholders and ensures timely, appropriate feedback procurement and analysis.</p> <ul style="list-style-type: none"> <li>• The office of Academic Affairs, IQAC and Exam Section will have to work together and evolve the mechanism.</li> <li>• Technologically assisted various parameters with open and close ended questions will help analysis.</li> <li>• Initially the questionnaire can be for students, faculty and parents.</li> <li>• The mentors need to follow up with the UG/ PG students on appropriate and timely feed-back submission.</li> <li>• The actions taken with regard to</li> </ul>	<p>coordinated and have revised the feedback process in terms of structure of feedback, SOP's and frequency of feedback.</p>
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			implementation of feed-back need to be displayed on the websites of the respective institutions.	
<b>Item No. 4</b>	<b>Utilization status of Scopus subscription by constituent colleges</b>	<ul style="list-style-type: none"> <li>• The Chairman informed that the KAHER has Scopus subscription for a period of one year. The Scopus subscription gives research outputs in a very illustrative way. We have to ensure adequate utilization of the same by the faculty member's / Ph.D scholars.</li> <li>• And it is also noted that only 50% of the publications are in Scopus. Hence, it is mandatory to have all publications by staff members in appropriate databases.</li> <li>• Deputy Registrar informed that the University journal is getting moved from Med know to Elsevier.</li> </ul> <p>The following members made presentation with regard to utilization of Scopus subscription by the</p>	<p>Resolved to take note of the same. While taking note of the same, the official publications of the university / constituent colleges may be considered for indexing in the Scopus. Chairman, also suggested that the faculty members have to be oriented about Scopus license and its usefulness.. A team can be formulated to look in to the indexing process.</p>	e-mail has been sent on 2 <sup>nd</sup> August 2021 to constituent college Principal's to ensure conduct of orientation program for the faculty members regarding, Scopus subscription and its utilization and submit the report of the same before 15 <sup>th</sup> August 2021. Received report from colleges.

		<p>constituent colleges:</p> <ol style="list-style-type: none"><li>1. Dr. N.S.Mahantashetti, Principal, JNMC, Belagavi</li><li>2. Dr. Shaila Kothiwale, Professor, KLE VK IDS, Belagavi</li><li>3. Dr. M.S.Ganachari, Deputy Registrar and Dean, Faculty of Pharmacy, KLE COP, Belagavi</li><li>4. Dr. Prashant Jadar, Vice-Principal, KLE BMK AM, Belagavi</li><li>5. Prof. Sumitra L.A, Dean, Faculty of Nursing, KLE IoNS, Belagavi</li><li>6. Dr. Anand Hegganavar, Associate Professor, KLE Institute of Physiotherapy, Belagavi</li><li>7. Mr. R.V.Karadi, Professor, KLE College of Pharmacy, Hubballi</li><li>8. Dr. Rajamma. A.J. Professor, KLE College of Pharmacy, Bengaluru</li></ol>		
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<p><b>Item No. 5</b></p>	<p>Strategies for data compilation, analysis and submission</p> <ul style="list-style-type: none"> <li>- Submission of SSR to NAAC, clarification to DVV queries</li> <li>- Challenges encountered and strengthening the documentation : Data collection and analysis process</li> </ul>	<p>Dr. Seema Hallikerimath, Co-ordinator, IQAC made presentation with regard. The members were informed that IQAC submitted the IIQA on 9<sup>th</sup> December 2020, following which two sets of clarifications were sought. IIQA was accepted on 15<sup>th</sup> January 2021. The compiled data in the SSR was submitted on 26<sup>th</sup> February 2021. DVV clarifications were obtained on 26<sup>th</sup> March 2021. The reply to DVV clarifications were submitted on 9<sup>th</sup> April 2021.</p>	<p>Resolved to take note of the same. While taking note of the same, the Chairman informed that the gap between what is required to be submitted and what is existing need to be camouflaged. The University and colleges will collectively work on this aspect.</p> <p>IQAC has been providing standardized templates for data collection from constituent units. The data is reviewed, analyzed and feedback provided to constituent colleges regularly. Resolved to use data from Contineo, HRMS and EMS software for compilation of data regarding faculty, students and examination section.</p> <p>The challenge encountered with feedback system needs to be resolved and strengthened.</p>	<p>Noted.</p> <p>IQAC, Academic Affairs and examination section are co-ordinating towards the same.</p>
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<p><b>Item No. 6</b></p>	<p><b>Preparedness for forthcoming NAAC visit</b></p>	<p>The Chairman informed that the Principals, Heads of the Departments and the Faculty Members need to be sensitized again with regard to the process involved for NAAC accreditation so that they will be able to clarify any queries raised by the members of the NAAC Peer Team during visit.</p>	<p>Resolved to take note of the same. While taking note of the same, it was suggested that the Principals and KAHER officials shall go through the SSR and get acquainted with the information furnished so that in case of any queries / clarifications raised by the Peer Team of NAAC the same can be answered by all uniformly.</p> <ul style="list-style-type: none"> <li>• All the Principals shall prepare the power point presentations of their respective constituent colleges.</li> <li>• Heads of Departments shall prepare the PowerPoint presentations, which may be submitted to the peer team in the form of handouts.</li> <li>• The presentation shall focus on information relating to strengths, major infrastructure / equipment's, ICT enabled teaching-learning process, research, awards and achievements, institutional distinctiveness, journey so far and perspective plans.</li> </ul>	<p>Presentation by the Principal's of constituent colleges and Medical Director, Dr. PK Hospital &amp; MRC was reviewed by Hon.Vice-Chancellor sir on 8<sup>th</sup> July 2021 and suggestions were provided for incorporation.</p> <p>The IQAC team visited the constituent colleges and University Departments to review the documents and preparedness towards forthcoming NAAC inspection on the following dates :</p> <ul style="list-style-type: none"> <li>• J N Medical College, Belagavi –</li> <li>• KLE VKIDS Belagavi –</li> <li>• KLE Sri BMK AM Belagavi –</li> <li>• KLE CoP Belagavi –</li> <li>• KLE IPT Belagavi –</li> <li>• KLE INS Belagavi-</li> <li>• KLE HMC Belagavi -</li> </ul>
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