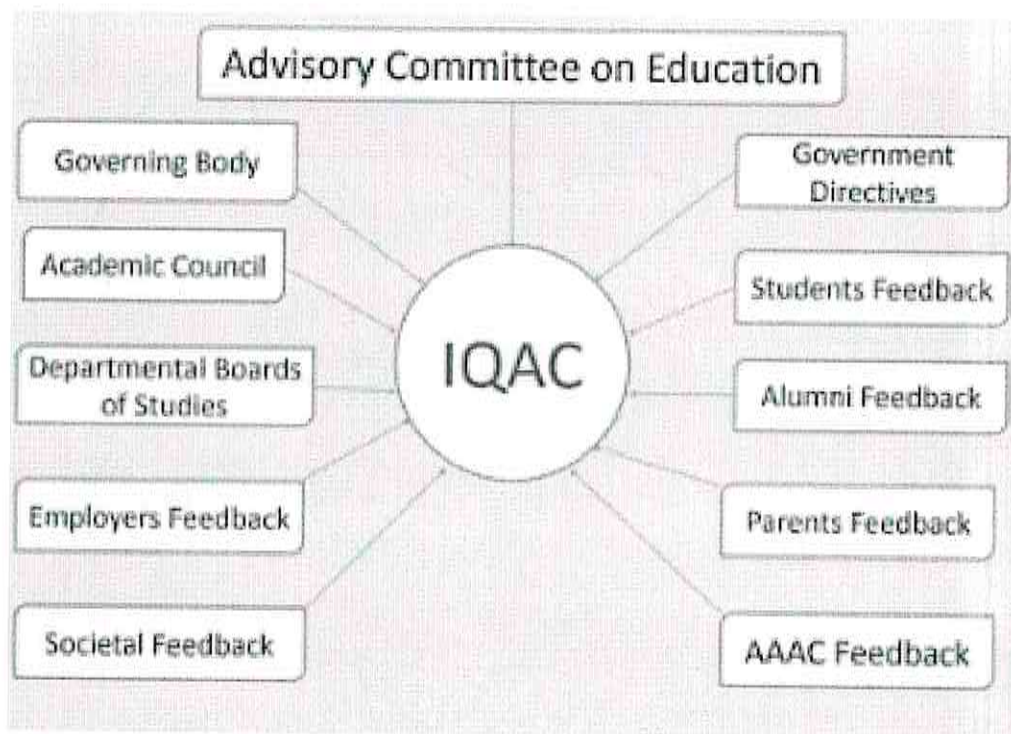


IQAC : IQAC Criteria

1. Students Assessment Record Monitoring Committee
2. Test And Retest Monitoring Committee
3. Attendance Monitoring Committee
4. Course File And Lab Manual Monitoring Committee
5. Student Disciplinary Committee
6. Project Monitoring Committee
7. NPTEL, Spoken Tutorial & Guest Lecture Monitoring Committee
8. Feedback Committee
9. IIC & IEDC
10. Exam Cell
11. Academic Advisory Committee
12. Research & Faculty Development
13. Library Committee
14. Students Grievances And Ethics Committee
15. Placement committee
16. Information cell
17. Cell for nba & aicte approval





ಕೆ. ಎಚ್. ಕಬ್ಬೂರ ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆ

ಸರ್ಕಾರಿ ಅನುದಾನಿತ ಹಾಗೂ ಎಐಸಿಟಿಇ-ನವದೆಹಲಿಯಿಂದ ಮಾನ್ಯತೆ ಪಡೆದ ಪಾಲಿಟೆಕ್ನಿಕ್

K. H. KABBUR INSTITUTE OF ENGINEERING 202

Govt. Aided and AICTE-New Delhi Approved Polytechnic

Vidyagiri, Dharwad-580 004. KARNATAKA

Off. Ph : 0836-2468654, email : khkie202@yahoo.com khkie202@gmail.com Website : www.khkie.co.in

Ref :

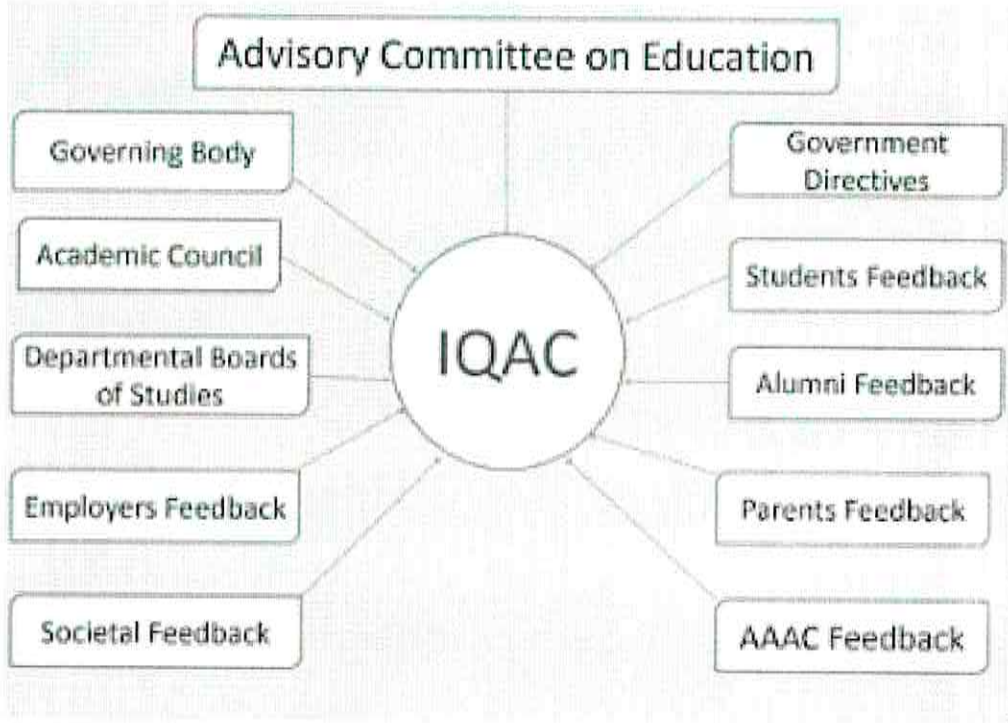
Date :

Current Application Number 1-43664796389 and Permanent Institution ID : 1-475384387
Academic Year: 2024-25

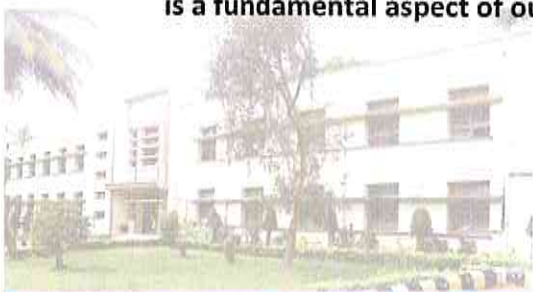
KHKIE/DD/AICTE-Essential/2024/07/06

Dated: 03-04-2024

Internal Quality Assurance Cell (IQAC)



In alignment with the best practices in higher education, K H Kabbur Institute of Engineering Vidyagiri Dharwad has established an Internal Quality Assurance Cell (IQAC). The IQAC serves as a pivotal component in our pursuit of continuous quality enhancement, which is a fundamental aspect of our commitment to excellence.



Mission and Vision of K H K I E's IQAC :

Vision:

Our vision is to ensure that a quality culture is at the core of K H K I E's identity, making quality the prime concern for our institution. We aim to institutionalize and internalize all the initiatives aimed at enhancing quality, both with internal and external support.

Mission:

The mission of K H K I E's IQAC is multi-faceted:

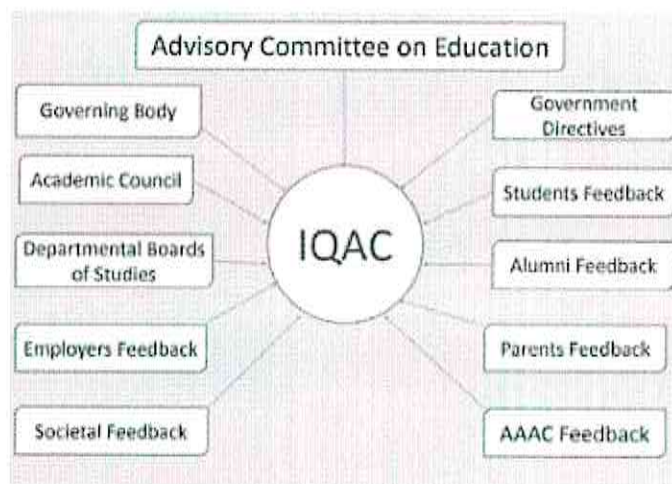
- 1. Drive Quality Improvement: The IQAC serves as the driving force behind efforts to remove deficiencies and enhance quality, both in academic and administrative domains.**
- 2. Channelize Academic Excellence: We work to systematize and channelize our efforts and measures towards academic excellence. This includes promoting a student Learning-Centric environment, utilizing ICT tools for teaching and learning, and inculcating a value-based education system.**
- 3. Facilitate Knowledge Exchange: K H K I E encourages various departments to organize seminars, workshops, orientation programs, and faculty development initiatives to enhance the knowledge-sharing ecosystem.**
- 4. Progress Assessment: The IQAC assesses the annual progress of our departments through internal and external audit systems, ensuring that we maintain a high standard of quality in all activities.**
- 5. Operational Excellence: Our IQAC ensures effective and transparent operations across academic, administrative, and financial activities, thereby fostering excellence in every facet of our institution's functioning.**
- 6. Data Documentation: We maintain an institutional database and document all activities that contribute to quality improvement, which is essential for informed decision-making and progress tracking.**
- 7. Support Structure: The IQAC is committed to ensuring the adequacy, timely maintenance, and smooth functioning of our support structures, which underpin the institution's functioning.**
- 8. Stakeholder Engagement: We actively build associations with stakeholders and promote a sense of social responsibility, connecting our institution with the broader community.**

The primary objectives of our IQAC are:

- 1. To create a systematic approach for continuous, purposeful, and catalytic actions aimed at improving the academic and administrative performance of K H K I E.**

- To foster a culture of quality by promoting institutional practices that enhance quality through the internalization of quality values and the institutionalization of best practices.

The IQAC at K H K I E is dedicated to maintaining and enhancing the institution's commitment to quality education and holistic development by actively engaging in quality assurance and improvement initiatives. Our vision and mission guide our efforts towards achieving academic excellence and fostering a culture of continuous improvement.



Internal Quality Assurance Cell (IQAC) Profile

The Internal Quality Assurance Cell is chaired by Smt. V R Tiwari and Coordinated by Sri Ravi Yamakanamaradi HOD(AT). In addition to having all the Heads of the Departments and Senior Faculty as the members; the IQAC team consists of members representing the faculty, representatives from the management, alumni, students, the local community, and collaborating organizations. External experts are also invited by the IQAC to contribute to the effective functioning of the college.

S. No.	Name of the Person	Designation
1	Smt.V R Tiwari	Principal

2	Shri. GovindaBhat	Former Principal/ Educationist
3	Sri V K Bharani	Coordinator
4	Sri Ravi Yamakanamaradi	HOD(AT) & Member Secretary IQAC
5	Shri Vitthal Myaginamani	HOD (CE)
6	Shri C Mallikarjunappa	HOD (ME)
7	Shri Girish Belagaumkar	HOD (EE)
8	Shri M D Panchamukhi	HOD (CS)
9	Miss. Asha Yaligar	HOD (EC)
10	Smt. Vijayalaxmi Yaragal	HOD (MT)
11	M Pratima	HOD (CP)
12	Er. Sameer Bagalkot. M.D., Pawan Drives. Lakamanhalli Industrial Arae Cell:9845388730	Representative, Industrialist

13	Er. Narasimha Barge B.E.(Comp.Sci)	Representative, Industrialist
14	Sri Anil Ghaste	Alumni, Industrialist
15	Kum. Asish Varote Kum.Kingsley Konnur Kumari.Shatreen Khan	Student, Industrialist/student representative

The internal Quality Assurance Cell gives advice and guidelines to the administration to maintain high-quality work in academics and administration. The cell monitors the quality aspects of all the academic and non-academic activities of the institution. The cell works on various accreditation aspects. The IQAC in the institute is composed of 15 Criteria's.

STUDENTS ASSESSMENT RECORD MONITORING COMMITTEE

Coordinator: Sri G V Belgaumkar

Responsibilities of the Committee

1. Verification of Faculty Diary for the following:

- 1. Attendance Entry**
- 2. Class and Series Test Marks**
- 3. Syllabus Coverage**
- 4. Identification of Slow Learners and above average performers**
- 5. HOD Authentication**

2. Verification of Assessment & Tutorial Sheets

3. Checking Course plan and delivery

4. Submission of report to the IQAC in the prescribed format

TEST AND RETEST MONITORING COMMITTEE

Coordinator: Smt Pratima M

Responsibilities of the Committee

- 1. Verification of Invigilator Availability in the Examination Hall.**
- 2. Collecting Absenteeism Report and record actions taken.**
- 3. Monitoring Retest as per Schedule and Timings.**
- 4. Assessment of Question Paper Format and Syllabus Coverage.**
- 5. Submission of report to the Academic Coordinator in the prescribed format.**
- 6. Documenting the invigilator's list, schedule, and timetable.**
- 7. Consolidated marks statements.**
- 8. List of failures along with the actions taken.**
- 9. Submission of report to the IQAC in the prescribed format.**

ATTENDANCE MONITORING COMMITTEE

Coordinator: Sri Vasant Aihole and Anuj Paul

Responsibilities of the Committee

- 1. Verification of Master Attendance in Automation once in a month.**
- 2. Collecting Cumulative Attendance Report and Long Absenteeism List once in a month.**
- 3. Verification of Shortage of Attendance twice in a semester.**

4. Review of Shortage of Attendance with HOD & Principal.
5. Submission of report to the IQAC in the prescribed format.

COURSE FILE AND LAB MANUAL MONITORING COMMITTEE

Coordinator: Sri S S Shambhoji

Responsibilities of the Committee

1. Verification of Course files as per NBA Format.
2. Verification of Lab Manuals with Additional Experiments. (open ended, advanced etc)
3. Submission of report to the IQAC in the prescribed format.

STUDENT DISCIPLINARY COMMITTEE

Coordinator: Sri C Mallikarjunappa & Sri V S Pujar

Responsibilities of the Committee

Ensuring maintenance of good student discipline and provide proper amenities for student wellbeing on the campus.

1. Department wise discipline report.
2. Event wise discipline report.
3. Proper conduction of discipline committee meeting and recording minutes.
4. Conducting various college and department level enquires for disciplinary issues and preparing reports.
5. Proper functioning of anti ragging cell.
6. Create awareness among students about the negative effects/ disciplinary actions of ragging in the campus.

7. Submission of report to the IQAC in the prescribed format.

PROJECT MONITORING COMMITTEE

Coordinator :Sri G B Jagad & Sri M H Govindaraddi

Responsibilities of the Committee

1. Verification of all External Projects and their company, progress report.
2. Monitoring Student-Guide Contact hours.
3. Submission of report to the Academic Coordinator in the prescribed format.
4. Encourage and help students to convert their project into quality technical articles.
5. Compiles and catalogue students research articles.
6. Submission of report to the IQAC in the prescribed format.

NPTEL , SPOKEN TUTORIAL & GUEST LECTURE MONITORING COMMITTEE

Coordinator: Sri I M Pattar

Responsibilities of the Committee

1. Ensure that maximum NPTEL/Spoken Tutorial resources are included in the programme curriculum.
2. Keep track of all NPTEL/Spoken Tutorial activities.
3. Record (Audio/Video) and document all the Guest/Visiting/Expert lectures conducted in department and arrange required lectures for students as per gaps identified.
4. Submission of report to the IQAC in the prescribed format.

FEEDBACK COMMITTEE

Coordinator: Sri M M Talwar & Smt Jayashri B

Responsibilities of the Committee

- 1. Should take online faculty feedback and facilities feedback at the beginning and at the end of the semester from the students.**
- 2. Should take employer, and alumni feedback and exit surveys whenever necessary.**
- 3. Feedback is reviewed with the concerned Heads and principals to council the faculty in strengthening their performance.**
- 4. Preparation for the consolidated department-wise report.**
- 5. Submission of report to the IQAC in the prescribed format.**

**IIIC INDUSTRY-INSTITUTE INTERACTION CELL &
IEDC INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CELL
Coordinator: Sri N B Benakal and Smt Sujatha Sundaram**

Responsibilities of the Committee

- 1. Organizing Effective Youth Entrepreneurship programs.**
- 2. Identification of training and development needs of students.**
- 3. Documenting policies and guidelines regarding in plant training/internship for pre-final year students.**
- 4. Documenting policies and guidelines regarding industrial/Professional Tour.**
- 5. Guidance for Higher Studies in India or Abroad.**
- 6. Organizing Workshops/Seminars on Emotional Intelligence, soft skills etc.**
- 7. Prepare consolidated reports.**
- 8. Submission of report to the IQAC in the prescribed format.**

EXAM CELL

Coordinator: Miss Asha Yaligar & Smt Vidya -office

Responsibilities of the Committee

Document the following and submit to the IQAC coordinator

- 1. Examination notices received from University/Board**
- 2. Circular for students regarding Exam fee Collection, the last date of fee Collection, modalities of payments of fine.**
- 3. Examination Time Table, Invigilation duty chart, seating plans for the students.**
- 4. Results Analysis.**
- 5. Disciplinary issues and corrective actions.**
- 6. Examination Cell keeps all records pertaining to examinations.**
- 7. Examination Cell staff address grievances of administration, faculty, staff and students on all examination related issues.**
- 8. Report any issues and suggestions to IQAC in the prescribed format.**

ACADEMIC ADVISORY COMMITTEE

Coordinator: Sri Manjunath Gajakosh and Smt Archana Kurpi

Responsibilities of the Committee

- 1. Identifying and checking the major student learning outcomes, identifying appropriate assessment methods/strategies to measure learning outcomes at the program level.**
- 2. Monitoring and documenting opportunities provided for students to actively demonstrate their knowledge, skills/abilities, values and development at the program level.**
- 3. Supervising program level assessment data collection, analysis and interpretation relative to students ability to achieve the learning objectives.**
- 4. Evaluating major student learning outcomes assessment and making recommendation for strengthening major student learning outcomes assessment.**
- 5. Devising strategies for using assessment results to improve student learning, courses, program, and services.**
- 6. Ensuring that feedback from program level assessment is provided to students and other stakeholders.**
- 7. Ensure that department wise PAC and DAC meetings are scheduled and conducted as per schedule.**
- 8. Monitoring department wise CO-PO-PSO mappings and justification.**
- 9. Monitor activities with respect to NBA C2, C3, C7 and C8 attainment, target fixation and gap identification.**

RESEARCH & FACULTY DEVELOPMENT

Coordinator: Sri Vittal Myginmani and Shri Rajkumar Jogale

Responsibilities of the Committee

- 1. The Research and Development Committee shall encourage faculty and students to pursue their research plans by submitting research proposal to various agencies and scientific laboratories.**
- 2. Allocating funds budgeted by the College for support of research and professional development, shall determine equitable priorities among applications for this supports, and shall assure proper accountability in the use of grants.**
- 3. Ensure timely and proper publishing of the biannual research journal-Technology and future.**
- 4. Establishment and proper functioning of FAB Lab, Project Labs etc.**

LIBRARY COMMITTEE

Coordinator: Sri I M Pattar

Responsibilities of the Committee

- 1. Recommends instructional hardware and software for library.**
- 2. Recommends any furniture, assistive devices, or other materials that would enhance the quality of the library.**
- 3. Recommends guidelines on materials in all formats for publications, such as bibliographies and instructional materials, tutorials, journals and new materials to HODs for Purchasing.**
- 4. Prepares monthly report on library usage (total and department wise)**

5. Reviews budget proposal for books, journals, materials and equipment needed to future the library's educational endeavors.
6. Update the books inventory, damaged books inventory and lost books inventory file.
7. Submission of report to the IQAC in the prescribed format.

STUDENTS GRIEVANCES AND ETHICS COMMITTEE

Coordinator: Shri V S Pujar and Shri Shivaraj Danawadkar

Responsibilities of the Committee

1. Provide a platform for students to address their grievances.
2. Ensure transparency of the system.
3. Compile and process the grievances and forward it to the principal.
4. Convey the decision from the principal to the concerned students.
5. Collect report from department mentoring in-charges and report for anomalies.
6. Conduct classes on professional and academic/student ethics per semester.
7. Ensure proper students grievances for student wellbeing on the campus.
8. Submission of report to the IQAC in the prescribed format.

PLACEMENT COMMITTEE

Coordinator: Sri G B Jagad & Sri Ganesh Patil

Responsibilities of the Committee

1. Updating student placement record file.
2. Ensure steps to conduct mock interview and personality tests for the final year students.
3. Conducting Various Career Fair.
4. Detailed Campus placements activity report for the current academic year.

5. SWOT analysis of your students and taking corrective actions.
6. Conducting various soft skill, aptitude skills and language training sessions.
7. Submission of report to the IQAC in the prescribed format.

INFORMATION CELL

Coordinator: Shri S S Shambhoji

Responsibilities of the Committee

1. Website Updation
2. Dealing with RTI
3. Providing information to AICTE online portal

CELL FOR NBA & AICTE APPROVAL

Coordinator: Shri Girish Belgaumkar

Responsibilities of the Committee

1. Preparing the Institution for NBA
2. Complete the AICTE approval process by following it regularly
3. All activities are to be carried out in coordination with IQAC member secretary.

The cell convenes regular meetings of the 17 Criteria during the academic year for ensuring proper running of the systems and procedures developed for quality sustenance. Annual planning and review meetings, discussions are organized by the IQAC for effectively aligning the activities of the institution to its vision and mission.


Member Secretary IQAC


Principal/Chairperson
PRINCIPAL
J.S.'s K.H. Kabbur Institute of Engg
DHARWAD - 580 004