



KLS Vishwanathrao Deshpande Institute of Technology

(Accredited by NAAC with "A" Grade)

(Approved by AICTE, New Delhi. Affiliated to VTU, Belagavi)

(Recognized Under Section 2(f) by UGC, New Delhi)

Udyog Vidya Nagar, Haliyal – 581329, Dist.: Uttara Kannada

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1-9-2025

CIRCULAR

All the Deans, Heads of Departments and Training & Placement Officer are hereby informed to attend the IQAC meeting scheduled on 2nd September 2025 at 11:00 a.m. in the GC Room.

Agenda of the Meeting:

1. Presentation on New NBA Guidelines
2. Approval of IQAC New Member List
3. Update on SL and FL Document Readiness
4. R&D Guidelines for Ph.D. Process
5. Monthly Activity Document
6. ERP Counselling Document

Your presence and active participation are solicited.

Prof. Laxmi G. Hattiholi
IQAC Coordinator



PRINCIPAL





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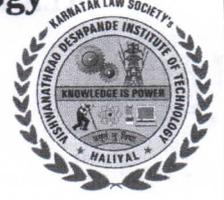
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Following members are invited to attend the meeting.

Sl.No.	Name	Signature
1	Principal	
2	Dean (Admin)	
3	Dean (Academics)	
4	Dean III	
5	Dean (R&D)	
6	HoD ME	
7	HoD CSE	
8	HoD ECE	
9	HoD EEE	
10	HoD CV	
11	HoD CSE (AI & ML)	
12	HoD Basic Science & Humanities	
13	TPO	
14	IQAC Co-ordinator	





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2-09-2025

KLS VDIT

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Date: 2nd September 2025

Venue: GC Room

The following points were discussed during the IQAC meeting held on 2nd September 2025:

1. Presentation on New NBA Guidelines

- IQAC Coordinator, Prof. Laxmi G. Hattiholi, highlighted the updates in NBA guidelines 2025.
- Changes in the NBA SAR 2025 and prerequisites were discussed.

2. Approval of IQAC New Member List

- The new IQAC committee member list for the academic year 2025–26 was discussed and finalized.

3. Update on SL and FL Document Readiness

- IQAC emphasized preparing Slow Learner (SL) and Fast Learner (FL) reports immediately after the first internal exam.
- Activities for slow learners to be planned accordingly.

4. R&D Guidelines for Submission of Ph.D. Documents

- As part of quality improvement, templates related to Ph.D. submissions were prepared by the Dean (R&D) for uniform adoption across the institution.
- These templates were considered for uniform adoption across departments

- Ph.D. Comprehensive Viva Voce documents
- Open Seminar I documents
- Open Seminar II documents
- Ph.D. Pre-Submission Colloquium documents

5. Monthly Activity Document

- A reporting document for monthly student-centric activities was prepared as part of quality improvement.
- All HoDs were informed to maintain and submit records regularly.

6. ERP Counselling Document

- To track counselling activities conducted by faculty, an ERP counselling document was prepared.
- All HoDs were instructed to ensure monthly record maintenance of counselling status.

Meeting concluded with a note of thanks by the IQAC Coordinator.

IQAC Coordinator
Prof. Laxmi G. Hattiholi

