16th IQAC Minutes of Meeting

21-09-2019

Sl.No.	Agenda	Minutes	
1	Welcome	At the outset Dr. Babu N V, IQAC coordinator welcomed the chairman IQAC and all the members for the 16th IQAC meeting. IQAC Coordinator also welcomed Mr. Kumar Swamy K, MD, Aiddition Technologies, Bengaluru for this IQAC meeting and due to busy schedule other external members could not attend the meeting. IQAC coordinator briefed about the agenda of the 16th IQAC meeting and requested the IQAC chairman to take over the proceedings of the meeting.	
2	Approval of Previous meeting minutes	IQAC Coordinator brief about the 15th IQAC meeting Minutes which was held on 22/06/2019 and take the approval from the IQAC chairman and record the same.	
3	Submission of Annual Quality Assurance Report for the Year 2018-19.	IQAC chairman informed IQAC coordinator to brief about status of the Annual quality assurance report. IQAC coordinator informed the meeting that AQAR preparations were already started and two meetings were conducted already with department NAAC coordinators and collecting the data as per the new AQAR format. IQAC coordinator informed that December 30th is the deadline for uploading the AQAR report. After discussions with IQAC coordinator and members the IQAC chairman informed to upload the annual quality assurance report in the month of October 2019 and same has to be approved.	
4	NBA Mock visit Observations	IQAC Chairman informed the meeting that after going through the NBA mock visit reports, all the departments have scored around 650 to 700 marks out of 1000. IQAC Chairman informed the meeting that go through the comments raised in mock visit observations and work more towards the shortfall and improve the score by next mock visit. Chairman also suggested that new NBA booklet is available in the NBA website and download the same and circulate to all the faculties which is helpful in preparing self-assessment report as per the latest manual.	
5	Submission of NBA Self-Assessment Report	IQAC chairman informed the meeting that 25th of September will be registered for the NBA Accreditation and once ID is registered by the end of this month pre qualifier report will be uploaded. IQAC chairman informed the meeting that to create an awareness and understand the NBA process two online quizzes will be conducted in the coming days for all the faculty members. IQAC chairman informed the NBA main coordinator to initiate for the same.	
6	Quality Audit and Academic Performance Index	IQAC chairman discussed in the meeting about the regular practice of conducting Quality audit and appraised all the departments about the Quality audit outcomes. Motivated the departments to focus on the thrust issues like consultancy,	

		research & publications, patents. Also, the Academic Performance Index of all the faculties is assessed in the month of June and July and reports are already made available for the staff for their perusal. The chairman emphasized & directed the importance of faculties to work on improving their performances time to time.	
7	Organization of International conference	Regarding the organization of international conference, the IQAC chairman suggested the following points. • Instead of organizing branch wise two branches will be combined and organize it will help to reduce the workload and time. • It will be easy for mobilizing the funds. After the discussion with the IQAC members it was decided as follows: • Mechanical Engineering and Civil Engineering Departments can be organized independently. • Computer Science and Information Science branches combined and organize the conference. • Electrical department and Electronics department combined and organize. • All Basic Science departments • MBA Department can organize independently.	
8	Reconstitution of IQAC	IQAC chairman informed the meeting that Prof. Pushpalatha, Mr. Santosh from MBA department, Dr. K R Natraj from ECE department has left the college and Ms. Meghana M Student representative passed out from the college. IQAC chairman also informed to HOD of Civil and Mechanical department to suggest 5th semester student and distinguished Alumni for the IQAC. IQAC chairman informed the IQAC coordinator to add new members and form new IQAC formation as per the guidelines and circulate the same for the information.	
9	Any other matters	The IQAC Chairman also discussed the following points in the meeting. 1. To improve the skills of the students by organizing various activities across all the departments. 2. Maintain the documentation of all the activities like Alumni Interaction, Feedback from the recruiters etc. 3. With out the permission from principal and HOD's don't allow any students to the classroom for any announcements.	
10	Vote of thanks	The IQAC Coordinator proposed the vote of thanks.	

(IQAC coordinator)

(IQAC chairman)

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Internal Quality Assurance Cell

Plan of Action: A step towards quality assurance and enhancement

Meeting Date: 21st September 2019

Sl. No	Agenda	Action taken
1	AQAR and IQAC	Status of AQAR was briefly discussed IQAC meetings were conducted to collect necessary data for AQAR preparations After all necessary corrections, AQAR was uploaded to NAAC portal well within deadline IQAC was reconstituted owing to unavailability of former members. Details were circulated after meeting.
2	NBA works	Mock visit arranged Department scores were found satisfactory The comments raised through mock visit are considered and improved New NBA booklets downloaded from NBA website and Circulated to all staffs and students Registered for NBA accreditation through online Pre qualifier report was prepared and uploaded in the NBA portal As a part of awareness initiative- online quizzes conducted to all faculties about NBA works.
3	Quality Audit and Academic Performance Index	Previously conducted Quality Audit reports and score were discussed and departments were appraised. Initiatives to thrust on consultancy, research, patents were planned. Academic Performance Index conducted and Reports are made available to all staffs
4	International conference	Strategies to combinedly conduct international conference were discussed and plans were proposed. Two branches were combined to organize the conference Mechanical & Civil, Computer & Information science, Electrical & Electronics, all basic science departments Steering committee was asked to select and approach renowned publishers/
5	Reconstitution of IQAC	Since the few members of IQAC left the institution, IQAC was formed newly by adding new members according to the guidelines.

IQAC Coordinator
Dr. Babu N V