CITY ENGINEERING COLLEGE

Minutes of the meeting of the IQAC core committee   Date and Time: 01.08.2019 at 3.00 PM

Venue: Board Room, City Engineering College, Bengaluru.

ATTENDEES

Sl No	Name	Designation
1	DR. V S RAMAMURTHY	PRINCIPAL CHAIRMAN - IQAC
2	DR. SUJATHA K	HOD, PHYSICS
3	DR. RAJASEKHAR P	HOD, CHEMISTRY EXECUTIVE ADMISSION OFFICER
4	DR. SANDHYA N	HOD, CSE
5	MR. G S MALLIKARJUNA	HOD, ECE
6	DR. S KARUNAKARA	HOD, ME
7	DR. THIPPESWAMY H N	HOD, CV
8	DR. JYOTHI P	HOD, MATHEMATICS
9	MR. SATHISH HANDE	AO
10	MRS.SOWMYA NAIK	ASSISTANT PROFESSOR, CSE EXECUTIVE OFFICER

AGENDA

1. Discussion of calendar of events.
2. First year Admission, Inauguration and Orientation
3. 7th semester placement activities
4. Budget proposal for 2019-20
5. Result analysis of 8th semester
6. ERP
7. Reconstitution of IQAC committee.
8. Any other topic with the permission of the chair.

➢ Principal, Dr. V.S. Ramamurthy greeted all the members of IQAC and started with the Meeting as per AGENDA announced earlier in the ERP message.

➢ Principal discussed calendar of events of odd semester with all HOD's and gathered the opinion about the internal test dates.

➢ Discussion on First year Admission, inauguration preparation and orientation schedule etc., are discussed in detail with all HOD's. Dr. Sujatha discussed about the orientation program schedule and explained clearly about the program.

➢ Placement Officer mentioned about 7th semester placement activities and it is scheduled 16th September 2019 onwards tentatively

➢ All the HOD's presented their budget proposal for the year 2019-20 and discussed about the same.

➢ Result analysis of 8th semester of all the branches are presented by the HOD's and the Principal discussed about the performance of the students and asked the reasons for not getting 100% in some of the subjects.

➢ Discussion on the ERP performance and HOD CSE suggested one of the CSE faculty members is able to create an APP equivalent to ERP and we can use that instead of ERP. Suggestion is taken by the Principal in right spirit.

➢ The following members are nominated for IQAC team for the academic year 2019-2020.

Sl No.	Name & Designation	Position
1	DR. V S RAMAMURTHY PRINCIPAL	CHAIRMAN
2	DR. JYOTHI P, HOD, MATHEMATICS VICE-PRINCIPAL	COORDINATOR
3	DR. RAJASEKHAR P, HOD CHEMISTRY ADMISSION OFFICER	MEMBER
4	DR. SUJATHA K, HOD, PHYSICS	MEMBER
5	DR. SANDHYA N HOD, CSE	MEMBER
6	MR. VIVEKAVARDHANA REDDY HOD, ISE	MEMBER
7	MR. G S MALLIKARJUNA, HOD, ECE	MEMBER
8	DR. S KARUNAKARA HOD, ME	MEMBER
9	DR. THIPPESWAMY H N HOD, CV	MEMBER
10	MRS.SOWMYA NAIK ASSISTANT PROFESSOR, CSE EXECUTIVE OFFICER	MEMBER
11	MR. SATHISH HANDE, AO	MEMBER

IQAC COORDINATOR

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ATTENDEES

Sl No.	Name	Department
1	DR. V S RAMAMURTHY	PRINCIPAL CHAIRMAN - IQAC
2	DR. SUJATHA K	HOD, PHYSICS
3	DR. RAJASEKHAR P	HOD, CHEMISTRY EXECUTIVE ADMISSION OFFICER
4	DR. SANDYA N	HOD, CSE
5	MR. G S MALLIKARJUNA	HOD, ECE
6	DR. S KARUNAKARA	HOD, ME
7	DR. THIPPESWAMY H N	HOD, CV
8	DR. JYOTHI P	HOD, MATHEMATICS
9	MR. SATHISH HANDE	AO
10	MRS.SOWMYA NAIK P T	ASSISTANT PROFESSOR, CSE EXECUTIVE OFFICER

AGENDA

1. Discussion of online classes, portion covered and media used to teach.
2. Covid19 – SOPs
3. Admissions
4. Online internal tests
5. Demo videos of labs and presentation of Final year students Project work

> Principal, Dr. V.S. Ramamurthy greeted all the members of IQAC and started with the Meeting as per AGENDA announced earlier in the ERP message.
> Principal discussed completion of portions after covid. before covid and remaining portions to be covered. All the HOD's gave the details.

- The principal discussed the necessary measures and guidelines for COVID-19 with HODs, and the same is mentioned in Annexure I, which is displayed on all the notice boards.
- Improvement measures of admissions are discussed and principal asked all the HOD's to take care of their department and take up promotional activities
- It is discussed that Online tests need to be conducted as there is a problem in students attending the college. Principal asked all the HOD's to discuss and decide the dates and prepare the common timetable for 1st, 2nd, 3rd year students.
- Principal and HOD's discussed about the presentation of project work. Online presentation can be undertaken using different apps which is comfortable to faculty members and assess the students

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Action Taken Report of IQAC Meeting held on 1st August 2019

Sl No.	Points discussed	Resolution	Action Taken	Status
1	Calendar of events	Ensures that events are scheduled appropriately and that there are no overlapping or conflicting events. Helps in planning promotional activities and campaigns for upcoming events to maximize attendance and engagement.	Principal discussed calendar of events of odd semester with all HOD's and gathered the opinion about the internal test dates.	Completed
2	First year Admission, Inauguration and Orientation	Familiarization with campus facilities and resources. Information on academic programs, course registration, and faculty	Dr. Sujatha discussed about the orientation program schedule and explained clearly about the program.	Completed
4	7th semester placement activities	To prepare students or job seekers for securing employment and succeeding in their careers.	Placement Officer mentioned about 7th semester placement activities and it is scheduled 16th September 2019 onwards tentatively	Completed
5	Budget proposal for 2019-20	Outlining financial plans and allocations for various activities and departments. for structured approach to drafting a comprehensive budget proposal.	the HOD's presented their budget proposal for the year 2019-20	Completed
6	ERP	ERP performance	HOD CSE suggested one of the CSE faculty members is able to create an APP equivalent to ERP and we can use that instead of ERP. Suggestion is taken by the principal in right spirit.	Completed
7	Result analysis of 8th semester	Discussed about the performance of the students	Result analysis of 8th semester of all the branches are presented by the HOD's and the Principal discussed about the performance of the students	Completed
8	IQAC committee.	Reconstitution of IQAC committee.	Members are nominated for IQAC team for the academic year 2019-2020.	Completed

IQAC COORDINATOR

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Action Taken Report of IQAC Meeting held on 4th May 2020

Sl. No	Points discussed	Resolution	Action Taken	Status
1	online classes	The COVID-19 pandemic significantly accelerated the adoption of online classes, impacting educational institutions, students, and educators' online classes evolved during the pandemic, including challenges, adaptations, and the long-term effects.	Principal discussed completion of portions after covid. before covid and remaining portions to be covered. All the department HOD's gave the details.	Completed
2	Covid19 – SOPs	Providing a structured approach to maintaining safety and health in various settings.	The principal discussed the necessary measures and guidelines for COVID-19 with HODs, and the same is mentioned in Annexure I, which is displayed on all the notice boards.	Completed
3	Admissions	Improvement measures of admissions.	principal asked all the HOD's to take care of their department and take up promotional activities.	Completed
4	Internal tests	Online internal tests	Principal asked all the HOD's to discuss and decide the dates and prepare the common timetable for 1st, 2nd, 3rd year students.	Completed
5	Demo videos of labs	Problem in students attending the college.	Principal and HOD's discussed about the demo videos of lab, presentation of project work. and same implemented with convenient apps.	Completed

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