



Minutes of the meeting of the IQAC core committee
Venue: Board Room, City Engineering College, Bengaluru.

Date and Time: 03.12.2021 at 3.00 PM

ATTENDEES

Sl No.	Name	Department	Signature
1	DR. THIPPESWAMY H N	PRINCIPAL CHAIRPERSON - IQAC	
2	DR JYOTHI P	VICE PRINCIPAL, HOD MATHEMATICS IQAC COORDINATOR	
3	DR. RAJASEKHAR P	HOD, CHEMISTRY EXECUTIVE ADMISSION OFFICER	
4	DR. SUJATHA K	HOD PHYSICS	
5	DR. SOWMYA NAIK P T	HOD, CSE EXECUTIVE OFFICER	
6	MR. MALLIKARJUN G S	HOD, ECE	
7	DR. S KARUNAKARA	HOD, ME	
8	DR. VAGDEVI S	HOD, AI& ML	
9	MR. SATHISH HANDE	AO	
10	MR. NANDISH	HOD, ISE	
11	MR. VINAY KUMAR	(I/C) HOD CIVIL	
12	DR. SHALINI PRASAD	NAAC COORDINATOR	

AGENDA

1. Review of Resolutions made in the Last meeting held on 1st October 2021.
2. VTU guidelines regarding covid.
3. Any other topic with the permission of the chair.

- Principal Dr. HN Thippeswamy greeted all the members of IQAC and started with the Meeting as per AGENDA announced earlier
- Last meeting resolutions were regarding NEP - Policy VTU guidelines Academic Calendar, Fees, Result Analysis, Exam stationaries, ERP and counselling. Stock verification. AICTE activity. VTU Annual report Graduation Day conduction and college bus.



CITY
ENGINEERING COLLEGE

- The principal explained about points which the Honorable Vice Chancellor briefed in the today's meeting with all the principals. They are - In the light of recent clusters of Covid cases detected at educational institutions. Govt of Karnataka has issued advisory that an
- All social and cultural events in educational institutions may be postponed for two months.
 - Conferences, seminars, academic events, sport events etc. where ever possible may be postponed. Alternatively, it could be conducted in hybrid mode i.e. with minimum physical attendance and with more persons attending through virtual mode. All the Heads of the educational institutions shall ensure vaccination of their students (above 18 years) and staff.
 - The Honorable Vice Chancellor asked the principals to maintain Cleanliness in the campus and sanitize. He also told Staff- Teaching and Non-teaching should have taken both doses of vaccination (The HODs are hereby informed to inform staff to have two doses of vaccination and submit 2 dose certificate) The Honorable Vice Chancellor asked Mentoring and counselling of students have to be done. In the light of recent clusters of Covid (The HODs are hereby informed to inform staff to conduct Mentoring and counselling of students and submit the records).
 - The Honorable Vice Chancellor asked the principals to inform staff to attend Faculty Development Program and equip themselves with the present-day knowledge

Tyoti

IQAC COORDINATOR

[Handwritten Signature]

PRINCIPAL

PRINCIPAL
CITY ENGINEERING COLLEGE
Kanakapura Main Road, BANGALORE - 560 061



Minutes of the meeting of the IQAC core committee
Venue: Board Room, City Engineering College, Bengaluru.

Date and Time: 06 .05.2021 at 3.00 PM

ATTENDEES

Sl No.	Name	Department
1	DR. V S RAMAURTHY	PRINCIPAL CHAIRPERSON - IQAC
2	DR. JYOTHI.P	VICE PRINCIPAL,HOD MATHS, IQAC COORDINATOR
3	DR. RAJASEKHAR P	HOD CHEMISTRY, EXECUTIVE ADMISSIONOFFICER
4	MR. SATHISH HANDE	AO
5	MRS.NAGASHREE	AP, PHYSICS
6	DR. SOWMYA NAIK P T	HOD, CSE EXECUTIVE OFFICER
7	MR. RAJASEKHAR REDDY	HOD, ISE
8	MR. G S MALLIKARJUNA	HOD, ECE
9	DR. S KARUNAKAR	HOD, ME
10	DR. SUJATHA K	HOD, PHYSICS
11	MR. SATHISH HANDE	AO
12	MR. BASAVARAJU	CHIEF LIBRARIAN
13	MRS.SHASHIKALA	TRAINING & PLACEMENTCOORDINATOR

AGENDA

- Review of Resolutions made in the Last meeting held.
- Induction program -II for first year students
- Monitoring of online classes according to the timetable
- Importance of mentoring and maintenance of Proctor files
- Commencement of 2nd Semester classes
- Mandatory Valuation
- Activities of the department
- Placement training
- Admin issues, LIC inspection
- Monitoring coverage of syllabus
- Result analysis



- Monthly magazine-Computer Science
 - Student and staff safety enquiry
 - Activities of the departments
 - Fees recovery issue
 - Best Practices of the department
 - Planning of Separate admission fee
-
- 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.
 - Last meeting resolution to tentative date fixation for internal tests, Establishment of COVID care Centre in the campus, Online classes and completion of syllabus, Admission improvement strategies, Offline classes of I semester, Quality improvement strategies, Following SOPs in the campus.
 - According to the VTU circular it is mandatory to conduct Induction program-II for first year students, before the commencement of classes. Classes and also induction program will be in online mode only. Principal gave the tentative dates for Induction program as 12th may 2021 to 15th May 2021 as online classes will start on 19th May 2021.
 - Principal instructed the all HOD's to monitor the ongoing online classes of higher semesters
 - Importance of mentoring and maintenance of Proctor files was discussed in detail by Principal and HOD's
 - Commencement of 2nd Semester classes was announced by VTU and it is on 19-05- 2021
 - Principal asked about faculty who all attended the valuation of each department and details need to submit to Vice Principal Dr. Jyothi within 2 days
 - Activities in the department should increase and Principal insisted all HOD's to organize Webinars during the semester as it is Lockdown.
 - Placement training will be organized in online mode for 7th sem and tentative date is fixed in consultation with 7th semester students.
 - Few Admin issues, LIC inspection pending works were discussed and Hod's are asked to keep all the documents ready for the inspection
 - Coverage of syllabus need to monitored by all HOD's as completing all 5 modules are important to maintain the quality of student's performance
 - As soon as Results arrival HOD's need to do the analysis so that comparison can be made and actions can be taken to improve the results
 - Department of Computer Science as a best practice method started a technical related magazine for the improvement of students, on monthly basis. Principal Congratulated and appreciated CSE HOD, Vivekavardhana Reddy.
 - Principal asked about the staff members and student's wellbeing like how many are COVID positive, how many of them recovered etc.
 - Activities of the department need to be increased and reports should be ready as when completed
 - Administrative Officer expressed the difficulty in collecting the fees from the students. HOD's shall monitor the fees due of the department and follow up of the students as it is very important.
 - Best Practices need to be followed to maintain the quality of teachers and students and separate files should be maintained at college level. The responsibility of maintain the file is given to Vice Principal
 - Planning of Separate admission meeting was done and tentative date is fixed for the

Jyothi

IQAC COORDINATOR

Rammy

PRINCIPAL
PRINCIPAL
CITY ENGINEERING COLLEGE

Kanakapura Main Road, BANGALORE - 560 061



Minutes of the meeting of the IQAC core committee

Date and Time: 29 .09.2020 at 3.00 PM

Venue: Board Room, City Engineering College, Bengaluru.

ATTENDEES

SI No	Name	Department
1	DR. V S RAMAMURHTY	PRINCIPAL IQAC-CHAIRMAN
2	DR. JYOTHI P	VICE PRINCIPAL HOD, MATHS IQAC COORDINATOR
3	DR. SUJATHA K	HOD, PHYSICS
4	DR. RAJASEKHAR P	HOD, CHEMISTRY
5	MR. VIVEKVARDHANAREDDY	HOD, ISE
6	MR G S MALLIKARJUNA	HOD, ECE
7	DR. S KARUNAKARA	HOD, ME
8	DR. THIPPESWAMY H N	HOD, CV
9	DR. SOWMYA NAIK P T	HOD, CSE EXECUTIVE OFFICER
10	MR. SATHISH HANDE	AO

AGENDA

1. Review of Resolutions made in the Last meeting held.
 2. Preparation of promotional video
 3. Online classes, completion of the syllabus
 4. Admission
 5. Discussion on some points of VC speech
 6. Virtual labs, nodal officers for training program for virtual labs
 7. Fees collection of the year 2020-21
- 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.
 - Last meeting resolution to Internal assessment calculations, Practical batches, VTU examination SOPs, Question paper patterns for 8th semester, Online exam form.
 - As per management instruction all the hod's are advised to prepare some points about their department for the promotional video.
 - Principal expressed his satisfaction towards the online classes and appreciated all faculty members for their sincere service
 - Admission strategies are discussed and Admission Officer has explained the current condition of admission.
 - Some important points of VC speech were discussed in detail.
 - Virtual labs training and duties of nodal officer was discussed in detail.
 - It is instructed that Notification of fees payment for the academic year 2020-2021 which displayed in the notice board need to be conveyed to all students Meeting ended with the discussion of covid cases in the state


IQAC COORDINATOR


PRINCIPAL
PRINCIPAL
CITY ENGINEERING COLLEGE
Kanakapura Main Road, BANGALORE - 560 061



Minutes of the meeting of the IQAC core committee

Date and Time: 17 .06.2020 at 3.00PM

Venue: Board Room, City Engineering College, Bengaluru.

ATTENDEES

Sl No.	Name	Department
1	DR. V S RAMAMURHTY	PRINCIPAL, IQAC - CHAIRMAN
2	DR JYOTHI.P	VICE PRINCIPAL, HOD MATHS,IQAC COORDINATOR
3	DR. SUJATHA K	HOD PHYSICS
4	DR. RAJASEKHAR P	HOD CHEMISTRY,
5	MR. VIVEKVARDHANAREDDY	HOD, ISE
6	MR. G S MALLIKARJUNA	HOD, ECE
7	DR. S KARUNAKARA	HOD, ME
8	DR. THIPPESWAMY H N	HOD, CV
9	DR. SOWMYA NAIK	HOD, CSE, EXECUTIVE OFFICER
10	MR. SATHISH HANDE	AO

AGENDA

- Review of Resolutions made in the Last meeting held.
- Discussion of online classes coverage
- Room identification for AI and labs for AI
- Department videos
- IA marks for final years
- NBA registration
- Conduction of webinars from each department
- Admission
- VTU Examination (SOP)



CITY
ENGINEERING COLLEGE

- The principal explained about points which the Honorable Vice Chancellor briefed in the today's meeting with all the principals. They are - In the light of recent clusters of Covid cases detected at educational institutions. Govt of Karnataka has issued advisory that an
- All social and cultural events in educational institutions may be postponed for two months.
 - Conferences, seminars, academic events, sport events etc. where ever possible may be postponed. Alternatively, it could be conducted in hybrid mode i.e. with minimum physical attendance and with more persons attending through virtual mode. All the Heads of the educational institutions shall ensure vaccination of their students (above 18 years) and staff.
 - The Honorable Vice Chancellor asked the principals to maintain Cleanliness in the campus and sanitize. He also told Staff- Teaching and Non-teaching should have taken both doses of vaccination (The HODs are hereby informed to inform staff to have two doses of vaccination and submit 2 dose certificate) The Honorable Vice Chancellor asked Mentoring and counselling of students have to be done. In the light of recent clusters of Covid (The HODs are hereby informed to inform staff to conduct Mentoring and counselling of students and submit the records).
 - The Honorable Vice Chancellor asked the principals to inform staff to attend Faculty Development Program and equip themselves with the present-day knowledge

Tyabki
IQAC COORDINATOR

Ramanna
PRINCIPAL
PRINCIPAL
CITY ENGINEERING COLLEGE
Kanakapura Main Road, BANGALORE - 560 061



Action Taken Report of IQAC Meeting Held on 03rd December 2021

Sl No	Points discussed	Resolution	Action Taken	Status
1	VTU guidelines	VC meeting points – discussion on Cluster of covid cases detection at educational institutions	<ul style="list-style-type: none">a) All social and cultural events in educational institutions may be postponed for two months.b) Conferences, seminars, academic events, sport events etc., conducted with minimum physical attendancec) Guidelines are given to maintain cleanliness in the campus and to sanitize class rooms twice a day before and after classes and activities(sports/test/exam).d) The HODs are hereby informed to inform staff to conduct mentoring and counselling of students.e) The HODs are here by informed to inform staff to have two doses of vaccination and submit 2 dose certificates.f) Motivated faculty members to attend FDPs to equip themselves with the present-day knowledge.	Ongoing

Jyoti
IQAC COORDINATOR

Ramanna
PRINCIPAL
PRINCIPAL
CITY ENGINEERING COLLEGE
Kanakapura Main Road, BANGALORE - 560 061




Action Taken Report of IQAC Meeting held on 06th May 2021

Sl No	Points discussed	Resolution	Action Taken	Status
1	Induction program - II for first year students	Ensuring a smooth transition, enhancing understanding, building relationships, and fostering a positive experience for new students to set the foundation for their success and contributes to overall organizational or institutional effectiveness.	Principal gave the tentative dates for Induction program as 12th may 2021 to 15th May 2021.	Completed
2	Monitoring of online classes according to the timetable	To ensure that classes are conducted as scheduled and that both faculty and students adhere to the established timetable.	Principal instructed the all HOD's to monitor the ongoing online classes of higher semesters	Completed
3	Importance of mentoring and maintenance of Proctor files	Mentoring is a critical component. It provides guidance, support, and feedback to individuals as they navigate their educational or careers journeys.	Discussed in detail by Principal and HOD's	Completed
4	Commencement of 2nd Semester classes	Announced by VTU and it is on 19-05- 2021	All the HODs are instructed to give necessary requirements for commencement of 2 nd semester classes.	Completed
5	Mandatory Valuation	Evaluating attendance in VTU evaluation gives breakdown of why and how scheme of evaluation is utilized effectively. Which Helps faculty and students to improve	Principal asked about faculty who all attended the valuation of each department and details need to submit to Vice Principal Dr. Jyothi within 2 days	Ongoing
6	Activities of the department	To increase departmental activities	principal insisted all HOD's to organize Webinars during the semester as it is Lockdown.	Ongoing
7	Placement training	Placement training will be organized in online mode for 7th semester students.	Tentative date is fixed in consultation with 7th semester students.	Completed



8	LIC inspection	To complete all the relevant documents, review before LIC inspection.	Hod's are asked to keep all the documents ready for the inspection	Completed
9	Monitoring coverage of syllabus	Coverage of syllabus need to monitored by all HOD's as completing all 5 modules is important to maintain the quality of student's performance	Discussed in detail by Principal and HOD's	Completed
10	Result analysis	To examining the outcomes of assessments, exams, or performance metrics to derive meaningful insights	As soon as Results arrival HOD's need to do the analysis so that comparison can be made and actions can be taken to improve the results.	ongoing
11	Monthly magazine-Computer Science	Department of Computer Science as a best practice method started a technical related magazine for the improvement of students, on monthly basis.	Principal Congratulated and appreciated CSE HOD, Vivekavardhana Reddy.	Completed
12	Student and staff safety enquiry	Standard Operating Procedures (SOPs) for COVID-19 are critical for managing and mitigating the spread of the virus, especially in workplaces, educational institutions, and public spaces. These SOPs provide guidelines for maintaining health and safety standards, ensuring compliance with regulations, and protecting individuals from COVID-19.	Principal asked about the staff members and student's wellbeing like how many are COVID positive, how many of them recovered and to follow SOPs mentioned in ANNEXURE I	Completed
13	Activities of the departments	Activities of the department need to be increased	Principal instructed all the department HODs to increase the departmental activities like FDPs, seminar, workshops and reports should be ready as when completed	Completed
14	Best Practices of the department	Best Practices need to be followed to maintain the quality of teachers and students	Best practices file to be framed separately and should maintained by Vice -principal	Ongoing


IQAC COORDINATOR


PRINCIPAL
PRINCIPAL
CITY ENGINEERING COLLEGE
Hanakapura Main Road, BANGALORE - 560 061



Action Taken Report of IQAC Meeting Held on 29th September 2020

Sl No	Points discussed	Resolution	Action Taken	Status
1	Preparation of promotional video	Creating promotional videos for an educational institution requires a focus on showcasing the unique aspects of the program while appealing to prospective students and their families.	All the hod's are advised to prepare some points about their department for the promotional video.	Ongoing
2	Online classes, completion of the syllabus.	Appreciation is a powerful tool in any organization, it has a significant impact on individuals and groups, influencing motivation to work more enthusiastic in academics.	Principal expressed his satisfaction towards the online classes and appreciated all faculty members for their sincere service.	Completed.
3	Admission	Admission strategies	Admission strategies are discussed and Admission Officer has explained the current condition of admission.	Completed
4	Discussion on some points of VC speech	Discussion on Cluster of covid cases detection at educational institutions	Followed SOPs for covid -19 as per the guidelines of VTU.	Completed

Jyoti
IQAC COORDINATOR

Ramanna
PRINCIPAL
PRINCIPAL
CITY ENGINEERING COLLEGE
Kanakapura Main Road, BANGALORE - 560 061



Action Taken Report of IQAC Meeting held on 17th June 2020

Sl No	Points discussed	Resolution	Action Taken	Status
1	Online class	Adoption and evolution of online classes.	All the department HODs compiled online class course covered information.	Completed
2	New program AI&ML class room and lab requirements	To provide the resources and environment for students they need for effective learning and experimentation.	Class rooms, labs are provided accordingly.	Completed
3	Department videos	Departmental videos for the purpose of promotion	Work is assigned to all the department HODs.	Completed
4	IA Marks for VIII Semester	Finalization of IA marks	Discussed with HODs and same work assigned.	Completed
5	NBA registration	NBA registration process discussion	Informed CSE HOD to prepare for NBA registration.	Ongoing
6	Webinar conduction	Individual department should conduct webinars according to the date.	Dates are finalized for webinars for each branch	Completed
7	Admission	Improve admission strategy	Suggestions has been collected from each HODs for the improvement of admission.	Completed
8	VTU Examination	VTU exam should conduct smoothly	VTU examination SOPs are explained in the meeting by Principal.	Completed

Tyoti
IQAC COORDINATOR

Ramesh
PRINCIPAL
PRINCIPAL
CITY ENGINEERING COLLEGE
Hanakapura Main Road, BANGALORE - 560 061