



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

Date and Time: 9.11.2022 at 3.00PM

ATTENDEES

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

AGENDA

- Review of resolution made in the Last meeting held.
- First year sections and subjects -Electives Finalizations
- Name Verification System
- Orientation and Inauguration tentative dates and budget
- Guest selection for Inauguration
- Result Analysis of all the semesters (2nd, 4th, 6th and 8th)
- Website
- Readmission for 3rd semester
- Requirements of Mathematics Lab & Other Labs
- Requirement of Faculty by producing work load



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- Vice principal Dr. Jyothi P greeted all the members of IQAC and started the meeting as per AGENDA announced earlier. Last meeting resolutions were LIC committee's observations, Website, Mentors for the students of 1st year batch 2022-23, FDP IN HOUSE, Internship for III semester, V semester classes.
- Dr. Rajashekar P, explained about the possibility of sections and all HOD'S discussed and decided about elective subjects of first year.
- Vice principal asked all HOD's to give work load and requested Mr. Vinay Kumar, in-charge HOD, Civil department to take the subjects of CSE Social corporate Responsibility.
- HOD's need to take care of Name Verification of 3rd semester students.
- Orientation and Inauguration tentative dates are decided by all HOD's December 1st week.
- Dr. Vagdevi madam HOD, AI&ML department took the responsibility of selecting and talking to guest for inauguration.
- Result analysis of all branches is discussed in detail.
- Website Progress is discussed and Dr. Vagdevi madam HOD, AI&ML department explained in detail about the progress.
- Readmission last date is reminded to all HOD's.
- Requirement of Mathematics lab is explained by Dr. Jyothi P HOD, MATHS department and other labs requirement is explained by Dr. Sowmya Naik HOD, CSE department.
- Discussion pertaining to placement training of 7th semester is done in detail and feedback of the training is discussed.

Handwritten signature of Jyothi P in black ink.

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Handwritten signature of the Principal in green ink.

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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: 23 .01.2023 at 3.00PM

ATTENDEES

Sl. No.	Name	Department	Signature
1	DR. S KARUNAKAR	PRINCIPAL, HOD ME	
2	DR. JYOTHI P	HOD MATHEMATICS IQAC COORDINATOR	
3	DR. RAJASEKHAR P	HOD CHEMISTRY, ADMISSION OFFICER	
4	DR. SUJATHA K	HOD PHYSICS	
5	DR. SOWMYA NAIK	HOD CSE, EXECUTIVE OFFICER	
6	MR. MALLIKARJUNA G S	HOD ECE	
7	DR. VAGDEVIS	HOD AI& ML	
8	MR. NANDISH	HOD ISE	
9	MR. VINAY KUMAR	(I/C) HOD CIVIL	
10	DR. SHALINI PRASAD	NAAC COORDINATOR	

AGENDA

- Review of resolution made in the Last meeting held.
 - Progress of 1st year classes, Tentative Internal test dates.
 - Projector Installation
 - Requirement of CCTV.
 - Locks, Almirahs Keys.
 - Internet Provider Issue
 - Computers -Accountability
- Principal, S Karunakara greeted all the members of IQAC and started the meeting as per AGENDA announced earlier. Last meeting resolutions were first year sections and subjects- Electives finalizations, work load calculation and 3rd semester subject -social corporate subject, Name verification system, Orientation and Inauguration tentative dates and budget, Guest selection for Inauguration, Result analysis of all the semesters, follow up of Fees due list, website, Readmission of 3rd semester, Requirement Mathematics lab & other labs, Requirement of faculty by producing work load.
- Progress of first year classes discussed and tentative test dates are fixed to 30th, 31st and 1st February 2023
- Principal instructed CSE, HOD projector installation work should finish by the end of the week.
- CCTV requirements for new labs is calculated and submitted by Dr. Sowmy Naik madam HOD, CSE.
- Requirement of new locks, new Almirahs Keys were discussed.
- Internet Issue was discussed in detail. It is decided that this information should be shared with the management.

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Fig 1: IQAC Meeting Held on 23th January 2023

Jyoti
IQAC COORDINATOR

Skaran
PRINCIPAL
PRINCIPAL
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Kanakapura Main Road, Bangalore-560061



Action Taken Report of IQAC Meeting held on 9th November 2022

Sl No	Points discussed	Resolution	Action Taken	Status
1	Discussion of 1 st Year Section Formation & Elective Finalization	Formation of 1 st year section with Interdisciplinary Branches	All the department Hod's discussed and section formed accordingly.	Completed
2	Name Verification in VTU portal.	All the 3 rd Semester students should be aware of name verification process, correction and last date of VTU portal and should get it corrected if any.	All the department Hod's taken care of Name verification and correction in VTU portal to get right documents.	Ongoing
3	Induction & Orientation program	Dates, Budget, Guest discussed for Smooth Conduction of Inauguration and Orientation program	Selection of Guest and Orientation responsibility taken by Dr. Vagdevi madam HOD, AI&ML department	Ongoing
4	Result Analysis	To check and enhance the quality of academics.	Result analysis of all branches is discussed in detail.	Completed
5	Website	All the students and parents should benefit by getting required information from the college website.	Website progress is discussed and Dr. Vagdevi madam HOD, AI&ML department explained in detail	Completed
6	Requirements of mathematics lab & Others lab	Enhancing quality of Labs.	Proposal submitted for the requirements of the mathematics lab & other labs of all the departments.	Completed
7	Faculty Work load	To check faculty requirement and availability	Faculties are assigned accordingly for the timely commencement of the semester.	Completed
8	Placement training	All the students should participate to improve, develop essential skills (communication, presentation skills as well as their technical and soft skills) and knowledge to prepare students for their future careers.	Discussion pertaining to placement training of 7 th semester is done in detail and feedback of the training is discussed.	Completed


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Action Taken Report of IQAC Meeting held on 23rd January 2023

Sl No	Points discussed	Resolution	Action Taken	Status
1	Discussion about academic progress of first year students. and tentative test dates.	To improve and help students to adjust to academic activities.	All the department HOD's collected feedback from the subject faculties to improve academic progress of the student and tentative test dates are announced.	Completed
2	Projector Installation	Making lessons more engaging and interactive, increasing student participation and understanding, and enhancing collaboration and communication among students.	Principal instructed CSE, HOD projector installation work should finish by the end of the week.	Ongoing
3	Requirement of CCTV.	To reduce the chances of vandalism	CCTV requirements for new labs is calculated and submitted by Dr. Sowmy Naik madam HOD, CSE.	Ongoing
4	Internet Provider Issue, speed	Student and can also make use of the internet by providing the students with extra study material and resources such as interactive lessons, educational quiz as well, and tutorials	Internet Issue was discussed in detail. It is decided that this information shared with the management.	Completed
5	Computers - Accountability	To maintain and monitor the quality of Computer labs.	Instructed System admin to delete old user accounts, regular system and software Updation has to be taken Instructed students: Use strong password, conceal password and Logout computers when finished. Connect only authorized hardware to computers.	Completed


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