Minutes of the IQAC Meeting

Conducted on 06/05/2021 in the PRINCIPAL Chamber at 3:00 PM.

AGENDA

1. Review of Resolutions made in the Last meeting held on 4/2/2021
2. Induction program –II for first year students
3. Monitoring of online classes according to the timetable
4. Importance of mentoring and maintenance of Proctor files
5. Commencement of 2nd Semester classes
6. Mandatory Valuation
7. Activities of the department
8. Placement training
9. Admin issues, LIC inspection
10. Monitoring coverage of syllabus
11. Result analysis
12. Monthly magazine-Computer Science
13. Student and staff safety enquiry
14. Activities of the departments
15. Fees recovery issue
16. Best Practices of the department
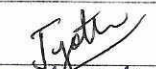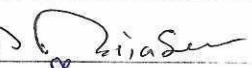17. Planning of Separate admission meeting
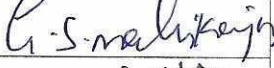
Proceedings and Resolutions:

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.

1. 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 SOP's in the campus.

2. 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 starts on 19th May 2021

3. Principal instructed the all HOD's to monitor the ongoing online classes of higher semesters

4. Importance of mentoring and maintenance of Proctor files was discussed in detail by Principal and HOD's

5. Commencement of 2nd Semester classes was announced by VTU and it is on 19-05-2021

6. 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

7. Activities in the department should increase and Principal insisted all HOD's to organize Webinars during the semester as it is Lockdown.

8. Placement training will be organized in online mode for 7th sem and tentative date is fixed in consultation with 7th Sense.

9. Few Admin issues, LIC inspection pending works were discussed and Hod's are asked to keep all the documents ready for the inspection

10. 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

11. 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

12. 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.

13. Principal asked about the staff members and student's wellbeing like how many are COVID positive, how many of them recovered etc.

14. Activities of the department need to be increased and reports should be ready as when completed

15. 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.

16. 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

17. Planning of Separate admission meeting was done and tentative date is fixed for the same.

Members Present:

Sl.No.	Name with Designation	Signature
1	Dr.V S Ramamurthy, Principal, CEC and Chairman-IQAC	
2	Dr.Jyothi.P, Vice Principal & HOD. Dept. of Mathematics	
3	Dr.K.Sujatha, HOD, Dept. of Physics	
4	Dr.P.Rajasekhar, HOD, Dept. of Chemistry	
5	Prof.Vivekavardhana Reddy, HOD, Dept. of CSE	
6	Mr.Mallikarjun, HOD, Dept. of ECE	
7	Dr. S Karunakara, HOD, Dept. of MECH	
8	Dr. Thippeswamy H N , HOD, Dept. of CV	
9.	Mrs. Sowmya Naik, Executive Officer & Assistant Professor, Dept. of CSE	
10.	Mr. Sathish Hande, Administrative Officer	

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Minutes of the IQAC Meeting

Conducted on **7th July 2021** in the PRINCIPAL Chamber at 11:00 AM.

AGENDA

1. Review of Resolutions made in the Last meeting held on **6th May 2021**
2. LIC visit
3. Feedback
4. Fees collection
5. Admissions improvement
6. Vaccination data
7. Final year Project work seminar and Internship presentation
8. Third CIE for IV, VI and VIII semester
9. Virtual lab and Practical classes
10. Any other topic with the permission of the chair.

Proceedings and Resolutions:

Principal Dr.H N Thippeswamy greeted all the members of IQAC and started with the Meeting as per AGENDA announced EARLIER in the ERP message.
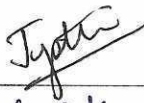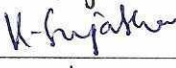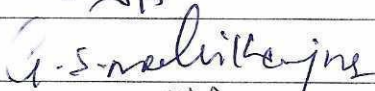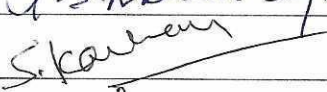
Last meeting resolution to discussions to Examination related discussion, IA maks, Admissions, SSP attestation, Discussion on First semester result improvement strategies.

1. In view of the ensuing LIC visit, the copy of check list given by VTU was shared to all. The HODs were asked to keep ready the following for both odd & even semester of 2020-21- Time table, Attendance register, List of Students, Lesson Plan, IA Marks List, CIE QP and Schemes. Activities conducted in the department, counseling forms. AO informed that the office will be preparing staff register, service books, aquittance register, building documents, Principal's appointment letter & joining letter. Vice-Principal will be coordinating with all staff for LIC Visit.

2. The Principal mentioned about feedback which is a parameter in check list. Vice-Principal has initiated to collect feedback from students. The Google form will be prepared by Mr. Vishvakiran, Assistant Professor, Electronics & Communication Engineering Department. The HODs are asked to give the timetable wherein staff members handling the subjects and subjects handled by staff members are mentioned.

3. The HODs should inform the students to make the balance fee payment on or before 15th July 2021; otherwise students are not allowed to attend Examinations.

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4. The Principal asked the HODs to send the college admission poster to all the staff and to ask them to send the same to their friends . The Principal also asked the Alumni coordinator to all the old students and to ask them to send the same to their friends

5. The Principal asked the HODs to update vaccination data as and when asked by Vice-Principal who is the coordinator for our college.

6. The Principal asked HODs to announce the Timetable for Project, Seminar and internship presentation to be completed before 20th July 2021(Last working day for final year).

7. The Principal also asked HODs to announce the III Test Timetable for IV & VI Semester to be conducted on 2nd, 3rd and 4th August 2021.

8. The HODs were asked to download Virtual lab (Developed by NITK) link and check the suitability for our scheme and syllabus and then inform the students. https://www.vlab.co.in/. The HODs were asked to conduct Practical classes for II, IV and VI Semester students on priority basis once classroom interactions start.

9. In any other topic, VTU Examination practical and Theory conduction were discussed.

Members Present:

Sl.No.	Name with Designation	Signature
1	Dr. H N Thippeswamy, Principal, CEC and Chairman-IQAC	
2	Dr.Jyothi.P, Vice Principal & HOD.Dept. of Mathematics	
3	Dr.K.Sujatha, HOD, Dept. of Physics	
4	Dr.P.Rajasekhar, HOD, Dept. of Chemistry	
5	Prof.Vivekavardhana Reddy, HOD, Dept. of CSE	
6	Mr.Malllikarjun, HOD, Dept. of ECE	
7	Dr. S Karunakara, HOD, Dept. of MECH	
8	Mrs. Sowmya Naik, Executive Officer & Assisstant Professor, Dept. of CSE	
9.	Mr. Satish hande, Administrative Officer	