



## **Minutes of the IQAC Meeting**

**Conducted on 02/05/2023 in the Principal's Chamber at 11.00 A.M.**

### **AGENDA**

- 1. Review of Resolutions made in the Last meeting held on 10th APR 2023.**
- 2. Thanks -Graduation day.**
- 3. College day**
- 4. VTU Circular regarding exam, S A, I A Marks.**
- 5. Ist CIE of 6<sup>th</sup> Semester.**
- 6. VTU Theory exam on 6<sup>th</sup> May 2023.**

1 .Principal Dr. Thippeswamy greeted all the members of IQAC and started the Meeting as per AGENDA announced earlier. Last meeting resolutions were Graduation day, College Day arrangements , Management Visit to the campus, Attender re-allotment of duty, faculty negligent in exam duty , HODs steps for collecting fees. Casual leave application for 2 continuous days will be sent to corporate Office, Staff not to use mobile in exam halls and to wear identity cards within college campus.

2 The Principal thanked all the HODs for their support in successful conduction of graduation day with Special thanks to Vice Principal Dr. Jyothi madam and Executive Officer Dr. Sowmya Naik P T madam.

3. It was discussed and decided to conduct College Day on 27<sup>th</sup> May 2023. Dr. Karunakara Sir, and Prof Mallikarjun came forward to supervise college Day.

4. The Principal mentioned about the circulars from VTU regarding exam application form filling of 8<sup>th</sup> Semester, shortage of attendance of 8<sup>th</sup> Sem, Entry of CIE marks of 1st Sem, Entry of AICTE activity points etc,.

5. The 1st CIE for 6<sup>th</sup> Sem will be conducted on 3<sup>rd</sup> ,4<sup>th</sup> & 5<sup>th</sup> May2023.



## **Minutes of the IQAC Meeting**

Conducted on 10/04/2023 in the Principal's Chamber at 3.00 P .M.

### **AGENDA**

1. Review of Resolutions made in the Last meeting held on 23<sup>rd</sup> JAN 2023.
- 2 Graduation day, College day
3. Management visit
- 4 Duty assignment to Paramesh and Prakash
- 5 Negligence of two faculty members
- 6 Collection of fees
7. Seeking the permission from corporate office if Casual leave is taken for more than two days
- 8 Mobiles prohibited for faculty and DCS during the examination
9. Selection of old or new scheme for the calculation of tax

1 .Principal Dr.Thippeswamy greeted all the members of IQAC and started the Meeting as per AGENDA announced earlier. . Last meeting resolutions were Progress of first year classes, Tentative Internal test dates, Projector installation, Requirement of CCTV, Locks, Almirah keys Postponement of 3<sup>rd</sup> sem internal test, Man handling of Suresh and Paramesh (Attendees ) in the campus, Fee due list follow ups, Internet provider issue, Computers –Accountability

2. Graduation day; it was discussed and decided to conduct graduation day on 29<sup>th</sup> April 2023 after obtaining permission from the Chairman. College Day- It was discussed and decided to conduct on 6<sup>th</sup> of May 2023.

3. Management Visit- The HODs were informed to inform their staff that management may visit College. The Staff should take permission for leaving the Campus during working hours.

4. Mr. Paramesh -Attender was asked to look after cleaning of Mechanical dept along with Sports and Civil. Civil & Mechanical depts on alternate days before 9.30am & 4.00pm to 4.30pm for locking both departments Sports dept everyday 9.30 am to 4.00pm. Mr. Prakash – Attender has to look after cleaning of CAD lab of Mechanical Dept in fifth floor along with look after cleaning work of AIML department.



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5. Two faculty members who were negligent in exam duty have been warned and took apology letter from them.





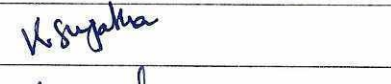

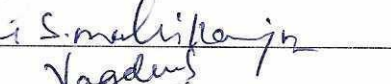


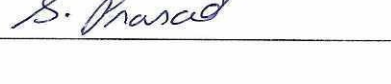
6 The HODs are hereby informed to make arrangements for collecting fees.

7. The HODs are hereby informed inform to their staff that Casual leave application for 2 continuous days will be sent to corporate Office.

8. The HODs are hereby informed to ask staffs not to use mobile in exam halls and to wear identity cards within college campus.

9.The HODs are hereby informed to give declaration about the regime(New /Old) which they will be following for the financial year 2023-24, Also inform their staff about this.

10.Any other topic with the permission of the chair

Sl.No.	Name with Designation	Signature
1	Dr.Thippeswamy H.N, Principal	
2	Dr. S Karunakara, HOD, Dept. of Mechanical engg.	
3	Dr. Jyothi. P, Vice Principal , HOD, Dept. of Maths, IQAC COORDINATOR	
4	Dr.P. Rajasekhar, HOD, Dept. of Chemistry and Admission Officer	
5	Dr.Sujatha K, HOD Dept of Physics	
6	Dr. Sowmya, HOD , Dept. of CSE, Executive Officer	
7	Mr. Mallikarjun, HOD, Dept. of ECE	
8	Dr. Vagdevi , HOD, Dept. of AI & ML	
9	Mr.Sathish Hande, Administrative Officer	
10	Mr.Nandish, HOD, Dept of ISE	
11	Dr.Shalini Prasad, NAAC Coordinator	