



CITY ENGINEERING COLLEGE(CEC), Bengaluru-62

RECORD OF MEETINGS, SUBJECT, AGENDA, ATTENDANCE, ACTION TAKEN REPORT, MINUTES

SUBJECT: IQAC MEEETING

MEETING# _____ Date: 27/02/2024 Time: 11:00AM

PARTICIPANTS: PRINCIPAL, AO, VP, HOD's, IQAC COORDINATOR, Representatives of MBA MCA

AGENDA POINTS	1.LIC visit preparation
	2.1 year selection of subject discussion
	3.Time table discussion
	4. First year classes commencement
	5.Completion of feedback in ERP

ATTENDANCE (Members Present)

S.No.	Name	Department	Signature
1	DR.KARUNAKARA	PRINCIPAL	
	MR.K.SATHISH HANDE	ADMINISTRATIVE OFFICER	
2	DR.NARAYANA SWAMY	PROF. CSE & VICE PRINCIPAL	
3.	DR.JYOTHI.P	HOD APPLIED SCIENCE & IQAC COORDINATOR	
4	DR.AMBIKA	INCHARGE HOD CSE	
4	MR.SAKTHIVEL	HOD ISE	
5	MR.MALLIKARJUN	HOD ECE	
6	DR.VAGDEVI	HOD AI & ML	
7	DR.RAJASEKHAR P	HOD CHEMISTRY	
8	PROF.VINAY	ASST.PROFESSOR CV	
9	PROF.NAGASHREE G	ASST.PROF. PHYSICS	
10	MRS.ANKITHA	MBA REPRESENTATIVE	
11	MRS.VIDYA	MBA REPRESENTATIVE	
12	MRS.BINDU	MCA REPRESENTATIVE	
13.	MRS.CHAITRA	MCA REPRESENTATIVE	

ACTION TAKEN REPORT (ATR), if any in the previous meeting agenda points:

Review of Resolutions made in the last meeting held 21/02/24. Most of the points discussed in earlier meeting was implemented



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MINUTES OF MEETING

- Principal welcomed all the IQAC members and time table coordinators.
- Principal instructed all HOD's to take care of all documents pertaining to LIC visit and also enquired about the updating of the document pertaining to committees Also asked to complete if anything is pending. Discussion on documents as per check list.
- First year physics cycle and chemistry cycle subjects were discussed in detail as per branches.
- Time table discussion was done and minor changes suggested and need to be done at the earliest and it is decided that first year classes will commence from March 11th 2024
- Principal enquired ERP coordinator about the updating of feedback work in ERP and instructed feedback analysis need to send it to Vice Principal.
- Meeting concluded with vote of thanks.





Bengaluru, Karnataka, India

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27/02/24 11:17 AM GMT +05:30

GPS Map Camera

Google



Bengaluru, Karnataka, India

38/1, Kuvempu Nagar Main Rd, Vasantha Vallabha Nagar, Bengaluru, Karnataka
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GPS Map Camera

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S. Karthikeyan
Principal



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RECORD OF MEETINGS, SUBJECT, AGENDA, ATTENDANCE, ACTION TAKEN REPORT, MINUTES

SUBJECT: IQAC MEEETING

MEETING#

Date: 06/02/2024

Time: 10:30 AM

PARTICIPANTS: PRINCIPAL, AO, VP, HOD's, IQAC coordinator

AGENDA
POINTS

- 1.REVIEW OF RESOLUTIONS MADE IN THE LAST MEETING HELD 25/01/24
- 2.MARKS ENTRY OF FIRST SEM STUDENTS
- 3.VTU ACTIVITIES
- 4.RESULT ANALYSIS
5. AICTE APPLICATION LAST DATE
- 6.8TH SEM SUBJECT ALLOCATION AND TIMETABLE
- 7.5TH SEM TESTS
8. MBA AND MCA CLASS ROOMS
9. DATA FOR WEBSITE
- 10.FEE COLLECTION
- 11.QUALITY IMPROVEMENT STRATEGIES

ATTENDANCE (Members Present)

S.No.	Name	Department	Signature
1	DR.KARUNAKARA	PRINCIPAL	
	MR.K.SATHISH HANDE	ADMINISTRATIVE OFFICER	
2	DR.NARAYANA SWAMY	PROF. CSE & VICE PRINCIPAL	
3.	DR.JYOTHI.P	HOD APPLIED SCIENCE & IQAC COORDINATOR	
4	DR.SOWMYA	HOD COMPUTER SCIENCE AND ENGINEERING	
4	MR.SAKTHIVEL	HOD INFORMATION SCIENCE ENG.	
5	MR.MALLIKARJUN	HOD ELECTORONICS AND COMMUNICATION ENG.	
6	DR.VAGDEVI	HOD AI & ML	
7	DR.RAJASEKHAR P	HOD CHEMISTRY	

ACTION TAKEN REPORT (ATR), if any in the previous meeting agenda points:

Review of Resolutions made in the last meeting held 25/01/24



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MINUTES OF MEETING

- Principal welcomed all the IQAC members
- Review of resolutions made in the last meeting
- Principal instructed all HOD's to enter Marks for first sem students by 7th Feb 2024, and Dr.Rajasekhar, first year coordinator, need to oversee all the marks entered.
- VTU activities need to be entered before 7th Feb in the specified format
- Result analysis need to be sent to Principal, Vice Principal and IQAC coordinator\
- Principal discussed about, AICTE application the last date of submission is 7th Feb. Necessary arrangements need to be made
- As 8th sem is going to start on 12th February, time table and subject allocation need to be done and submit to Principal
- Vice Principal Discussed on Tests related 5th semester. Tests will be conducted in ECE block and ECE HOD room will be control room of tests.
- Administrative Officer discussed about venue of the classes of MBA and MCA. Executive Officer told that as per management classes need to be held in Block B
- Every individual faculty need to give data for new website
- Administrative Officer asked all HOD's to take of Fee collection
- Quality improvement strategies are discussed with all HOD's. For the tough subjects Remedial classes need to conduct to improve the pass percentage

