

Date: 15/01/2019

## **10<sup>th</sup> IQAC Meeting**

Venue: 6<sup>th</sup> floor, Board Room, Admin Block, REVA University,  
Rukmini Knowledge Park, Yelahanka, Bengaluru-64.

As per the direction of Honorable Vice Chancellor, Chair, IQAC, the meeting of IQAC is fixed on 25<sup>th</sup> January 2019. All members of IQAC are hereby requested to attend the meeting scheduled on 25<sup>th</sup> January 2019 at 11:00am in the 6<sup>th</sup> floor, Board Room, Admin Block, REVA University and extend your support and Cooperation. The agenda of the meeting is as under.

### **Agenda of the meeting**

- 1) Approval of the proceedings of 9<sup>th</sup> meeting of the IQAC held on 30.11.2018
- 2) Gap Analysis of all documents on Office 365
- 3) Course files update as of 25<sup>th</sup> January, 2019
- 4) Website critical evidences updates
- 5) Employer Feedback Template – Dr. V. G. Talawar \*\*
- 6) Non-Teaching Performance Appraisal Template – Dr. V.G. Talawar
- 7) IIQA Updates by Dr. Talawar
- 8) Mock Audit Template – Updates by Dr. Kodabagi
- 9) Tabled Documents:
  - Cultural Annual Report
  - Clubs and Societies
  - Reflections
  - FDP and Guest Lecture reports
  - Mock Audit Document

**Dy. Director, IQAC.**  
**(Dr. Mallikarjun M Kodabagi)**

**Proceedings of 10<sup>th</sup> Meeting of the IQAC, held on 25<sup>th</sup> January 2019 at 11.00 am in Board Room 6<sup>th</sup> floor, Rukmini Knowledge Park, REVA University, Kattigenahalli, Yelahanka, Bangalore - 560 064**

**Members Present:**

Sl. No.	Name	Designation
1	Dr.S.Y. Kulkarni	Vice Chancellor
2	Smt. Tanisha U Raju	Trustee
3	Dr. V.G. Talawar	Advisor
4	Dr. M. Dhananjaya	Registrar
5	Dr. Ramachandra.P	Registrar (Evaluation)
6	Dr. N. Ramesh	Dean – Training, Placement & Planning
7	Dr. Divakar.B.P	Dean Research & Innovative Council
8	Dr. Jagadeeshwaran.N	School of Mechanical Engineering
9	Dr. Sunil Kumar Tengali	School of Civil Engineering
10	Dr. Vishnu Kumar	School of Physics
11	Dr. Sandeep.M.N	School of Legal Studies
12	Dr. Mallikarjun M Kodabagi	Dy. Director, IQAC
13	Mr. D.S. Manjunath	Sr. Engineer, CISCO Systems, Bangalore
14	Mr. Rajesh.K	Aspire Woods Pvt. Ltd., Bangalore
15	Mr. Raghuram.B.R	Sr. Consultant M/s. DivyaSree Co. Ltd
16	Mr. Sundar.K.S	Associate Vice President & Senior Lead Principal, Education, Training & Assessment, GEC, Infosys Limited, Mysore

### Special Invitees:

Sl.No	Name	Designation
1	Dr. Beena.G	Associate Dean– School of A & H
2	Dr. Shubha.A	Director- School of Commerce & Management Studies
3	Dr. S. Senthil	Director – School of CSA
4	Dr. Ramalinga Reddy	Director, School of Civil Engineering
5	Prof. Bijay Kumar Jyotishi	School of Computing and Information Technology
6	Prof. Neha Mishra	School of Legal Studies

### **AGENDA:**

- Approval of the proceedings of 9<sup>th</sup> meeting of the IQAC held on 30.11.2018,
- Gap Analysis of all documents on Office 365
- Course files update as of 25<sup>th</sup> January, 2019
- Website critical evidences updates
- Employer Feedback Template – Dr. V. G. Talawar \*\*
- Non-Teaching Performance Appraisal Template – Dr. V.G. Talawar
- IIQA Updates by Dr. Talawar
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  - Mock Audit Document

### **Proceedings**

**Agenda1.** Approval of the proceeding of 9<sup>th</sup> Meeting of the IQAC held on 30<sup>th</sup> November 2018. Dy. Director, IQAC presented the minutes of 9<sup>th</sup> IQAC meeting and actions taken before the committee.

**Decision:** The committee approved the proceeding of 9<sup>th</sup> Meeting of the IQAC held on 30<sup>th</sup> November 2018.

**Agenda2.** ATR of 9<sup>th</sup> Meeting of the IQAC held on 30<sup>th</sup> November 2018. Dy. Director, IQAC presented the ATR report before the committee.

**Decision:** The committee went through the action taken report of 9<sup>th</sup> IQAC meeting and approved the same. The approved action taken report is as under.

Sl. No.	Pointers	Action Owner	Timeline	Status
1	Approval of the proceedings of the previous meeting of the IQAC	Member Secretary IQAC	-	Approved
	Gap analysis of all documents to be done on priority so that weak areas can be strengthened. The VC cleared that 2018 – 2019 data can also be taken to count	Dr. Talawar and team	4 <sup>th</sup> Feb 2019	
2	Status on SSR documentation closure: The entire exercise as per Dr. Talawar will be closed in 10 days' time and a report shown. Once the gap analysis is done closure on SSR to be done as per VC	Dr. Talawar and Dr. Vidya	4 <sup>th</sup> Feb 2019	
3	<b>Criteria wise analysis as shown:</b>			
	<b>Crt 01:</b> Employer feedback template : initial draft shared with Dr. Ramesh for feedback and closure	Dr. Ramesh / Dr. Talawar	31 <sup>st</sup> Jan 2019	
	<b>Crt 02:</b> ICT Analysis: Course files UG & PG programs updating on ERP is in process. The NAAC Curators to ensure this data is uploaded. The VC made it clear that Committees are created in each schools to check the course files and it would be their responsibility to check the updates on course completion	Dr. Senthil and Team	UG– 14 <sup>th</sup> Feb 2019  PG -25 <sup>th</sup> Feb 2019	
	<b>Crt 5:</b> It was observed that Student Progression data was not accurate and the same needs to be closed on priority with complete check of data	Dr. Ramalinga Reddy	31 <sup>st</sup> Jan 2019	

	<b>Crt 06:</b> Non – Teaching staff appraisal template : Initial draft shared with Mr. Nissar for feedback and closure with Dr. Talawar thereafter ERP will integrate this template	Mr. Nissar / Dr. Talawar	31 <sup>st</sup> Jan 2019	
4	All Steering Committee members to ensure that 2018 – 2019 data is uploaded and updated on Office 365 and the curators to follow this up with NAAC coordinators so that Gap analysis can be done accurately by all team members.	Steering Committee	12 <sup>th</sup> Feb 2019	
5	All website updates as required for NAAC, NIRF, QS has been done and information shared with all	Dr. Vidya		Completed
6	Mock Audit Template as piloted by School of C & IT was discussed and it was endorsed by Dr. Kodabagi that all Mock Audit parameters were fine and the school was able to fill in dataDiscrepancies in questions and clarity asked for was changed. The VC advised that the template be circulated to all Directors and going forward Dr. Kodabagi will coordinate the process. Mock Audit template to be circulated to all schools and estimation of the score to be done	Dr. Vidya/ Dr. Mallikarjun M K to Coordinate	7 <sup>th</sup> Feb 2019	
7	IIQA updates to be finalized and kept ready	Dr. Talawar	Immediate	
8	The VC mentioned that there was a revised peer team format from NAAC and the same will be shared	Vice - Chancellor	30 <sup>th</sup> Jan 2019	
9	Dr. Talawar to bring out an estimated score for the University, based on the data available and with Gap analysis done, so that the university weak areas can be identified and worked on further based on Dr. Talawar's feedback the committee would focus on dates of submission of IIQA/SSR	Dr. Talawar	12 <sup>th</sup> Feb 2019	

### **Agenda 3.**Gap Analysis of all documents on Office 365

Vice Chancellor told Dr. Vidya to perform the Gap analysis of all documents on priority so that weak areas can be strengthened; 2018 – 2019 data must also be taken to count. Dr. Talawar and team has to monitor the process.

**Decision:** The members agreed to do the Gap analysis of all documents on priority and work on strengthening the weak areas.

### **Agenda 4.**Course files update as of 25<sup>th</sup>January, 2019

Vice Chancellor told members to inform concerned directors to ensure course files are updated by respective faculty as of 25<sup>th</sup>January, 2019.

**Decision:** The committee members agreed to convey the information to concerned Directors and ensure the course files are updated as of 25<sup>th</sup>January, 2019.

### **Agenda 5.**Website critical evidences updates

Vice Chancellor told members to inform concerned directors to ensure website is updated with proper evidences regularly.

**Decision:** The committee members agreed to convey the information to concerned Directors regarding the website updation with proper evidences.

### **Agenda 6.**Employer Feedback Template – Dr. V. G. Talawar \*\*

Vice Chancellor told members that Employer feedback template: initial draft is shared with Dr. Ramesh for feedback and closure. Dr. V. G. Talawar and Dr. Ramesh has to go through the template and if any modifications to be incorporated.

**Decision:** Dr. V. G. Talawar and Dr. Ramesh agreed to work on the Employer Feedback Template.

### **Agenda 7.**Non-Teaching Performance Appraisal Template – Dr. V.G. Talawar

Vice Chancellor addressed members regarding Non – Teaching staff appraisal template. Initial draft is shared with Mr. Nissar for feedback, Mr. Nissar has to discuss with Dr. Talawar and there after integrate this template in ERP.

**Decision:** Dr. V.G. Talawar agreed to convey the information to Mr. Nissar and guide him through the process.

### **Agenda 8.**IIQA Updates by Dr. Talawar

Vice Chancellor said IIQA updates to be finalized and kept ready by Dr. V.G. Talawar and team.

**Decision:** Dr. V.G. Talawar agreed to finalize the IIQA updates and keep it ready.

### **Agenda 9.**Mock Audit Template – Updates by Dr. Kodabagi

Vice Chancellor advised Dr. Kodabagi that Mock Audit Templates has to be circulated to all Directors and coordinate the process. Estimation of the score has to be done.

**Decision:** Dr. Kodabagi agreed to prepare the Mock Audit Templates and coordinate the complete process along with concerned Directors.

**Agenda 10.** Tabled Documents: Cultural Annual Report; Clubs and Societies; Reflections; FDP and Guest Lecture reports; Mock Audit Document

Vice Chancellor told members to inform concerned directors to ensure tabled documents is maintained regarding Cultural Annual Report; Clubs and Societies; Reflections; FDP and Guest Lecture reports; Mock Audit Document. Also the website has to be updated with proper evidences regularly excluding the mock audit document.

**Decision:** The committee members agreed to convey the information to concerned Directors.

**Dy. Director IQAC and Member Secretary  
(Dr. Mallikarjun M Kodabagi)**

**Vice Chancellor and Chairman  
(Dr.S.Y.Kulkarni)**