

Date: 02/11/2018

8th IQAC Meeting

Venue: 6th 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 02nd November 2018. All members of IQAC are hereby requested to attend the meeting scheduled on 02nd November 2018 at 11:30am in the 6th 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 7th meeting of the IQAC held on 21st August, 2018.
2. ATR of 7th meeting of the IQAC held on 21st August, 2018.
3. Office 365 data updates by Dr.S.Senthil
4. SSR progress check - Dr. Talawar
5. Office 365 data updates by Dr.S.Senthil
6. UG & PG Course files uploaded on ERP
7. SSR progress check - Dr. Talawar
8. Timelines and way forward

Convenor
REVA University

PROCEEDINGS OF 8th MEETING OF THE IQAC

DATE : 02nd November 2018
 Day : Friday
 Venue : Board Room – 6th floor, Administrative Block
 Chairperson : Vice Chancellor
 Member Secretary : Director IQAC

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. Dhanamjaya	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. Ramalinga Reddy	Director, School of Civil Engineering
4	Dr. S. Senthil	Director – School of CSA
5	Dr. Vidya Shankar Shetty	Director, International Relations & Public Relations
6	Dr.Kiran Kumari Patil	Director – UIIC
7	Col. Nataraj .K	Director - General Administration
8	Dr. Vishwanath R .H	Deputy Director –R & I Council

AGENDA:

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2. ATR of 7th meeting of the IQAC held on 21st August, 2018.
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PROCEEDINGS:

Agenda1.Approval of the proceeding of 7th Meeting of the IQAC held on 21st Aug 2018

The convener presented the minutes of 7th IQAC meeting and actions taken before the committee.

Decision: The committee approved the proceeding of 7th Meeting of the IQAC held on 21st Aug, 2018.

Agenda2. ATR Update of 7th IQAC Meeting.

The convener presented the ATR report before committee for approval.

Decision: The committee went through the action taken report of 7th IQAC meeting and approved the same. The approved action taken report is as under.

Action Taken Report of the 7th Meeting of the IQAC

Sl. No.	Pointers	Action Taken	Action Owner	Timeline	Status
1	Concerns voiced by the Vice Chancellor regarding course files that was incomplete. The VC made it clear that all pending course files has to be checked thoroughly and to be approved by respective School Directors and final draft to be submitted without further reminders.		Dr.Ramesh.N / Prof.Amruth Prof.Sandeep. All school directors.	Oct 5 th 2018	Pending
	SSR : Dr.V.G.Talawar to check all the criteria data for SSR. Follow up on library data for [criterion 4(4.2)] to ensure that measures are taken to address all concerns along with Dr.Subramanyam & Dr.Saraswathi for library related issues.		Dr.Talawar / Dr.Subramanyam	Oct 15 th 2018	Pending
	Remote access to library facility and how to use the same to be deliberated on and a strategy worked on further		Dr.Talawar	Oct 15 th 2018	Pending
2	Office 365: Changes in the wire frame as required for each criterion to be received by Dr.Senthil and created.VC recommended that he should not wait for further approvals but complete the task. Crt 1,Crt 4,Crt 6 & Crt 7 to upload the data		Dr.Senthil / All respective criteria leads & curators	Dr.Senthil to complete the folders by Oct 4 th 2018 Upload the data for Criteria by Oct 6 th 2018	Pending

	All Steering Committee members to ensure that data is uploaded on office 365		All respective criteria leads & curators	Oct 6 th 2018	Pending
	GAP analysis to be done after uploading all the NAAC data in Office 365. Dr.Talawar to start studying all data and verification of data collected and action taken to rectify the same.	Panel Members: <ul style="list-style-type: none"> • Dr.Talawar • Dr.Ramalinga Reddy • Dr.Beena.G • Dr.Divakar • Dr.S.Senthil 	Dr.Talawar	October 15 th 2018	Pending
3	Crt :1: All course files to be uploaded on ERP		Dr.Ramesh to Coordinate with Ms.Sushma	October 6th 2018	Completed as received Except – 3 rd Sem MBA
4	Crt 5:Dr.Reddy to ensure that current year data is updated to NAAC office and on Office 365			October 15 th 2018	Pending
5	NIRF: Committee for NIRF ranking and data collection to be constituted. NAAC data to be considered for NIRF				Pending
6	ERP to ensure Matrix integration is done for faculty leave approval		Mr.Sushma	October 15 th 2018	Pending
7	All website updates to be done and Dr.Senthil to ensure revised website architecture is done				Pending

Agenda 4. Office 365 updates by Dr. Senthil

Dr. Senthil presented the status of data of all NAAC criterias uploaded in office 365 before the committee. The Vice chancellor told that Updation of data related to student progression and library in office 365 has to complete as per the timelines and other incomplete criterion to be updated.

Decision: The members agreed to update the data as per the timelines.

Agenda 5. SSR Progress Check

Vice chancellor told Dr. V.G.Talawar to check all the data for SSR as reworked on by Dr. Vidya Shetty. He also mentioned that, Dr. Talawar sir will check gaps if any, so that improvements can be done to address gaps.

Decision: Dr. Talawar sir agreed to verify the SSR status and present the gap analysis. The committee members approved the same.

Agenda 6. Timelines and way forward

The Vice chancellor set timelines to work on various aspects of NAAC and NIRF. The timelines are as in Table below.

Decision: The committee approved the timeliness and decided to work as per the timelines set by the chair. The timelines are as under.

Timelines:

Pointers	Action Owner	Timeline
Office 365 Changes in layout	Dr.Senthil	4 th October 2018
Uploading Data		6 th October 2018
Projector Installation	Dr.Ramalinga Reddy	9 th October 2018
Crt 05: Data upload in data centre		10 th September 2018
SSR	Dr.Talawar	10 th September 2018

Pointers	Action Owner	Timeline
New NAAC manual introduced in October ,2018 details of which were shared	-	-
Data collated till now to be filtered	Dr. Talawar and team	15 th Nov 2018
Student Progression data to be uploaded and accurately to be filled in to support with Alumni Survey forms	Dr. R. Reddy	15 th Nov 2018
SSR: Dr. V.G.Talawar to check all the data for SSR as reworked on by Dr. Vidya Shetty.	Dr.Talawar / Dr.Subramanyam	15 th Nov 2018
Follow up on library data for [Criterion 4(4.2)] and to ensure that measures are taken to address all concerns along with Dr. Subramanyam & Dr. Saraswathi for library related issues.	Dr.Talawar	15 th Nov 2018

Office 365: Uploading of data as done till now and status report to be shared with all	Dr.Senthil	15 th Nov 2018
All Steering Committee members to ensure that data is uploaded on Office 365 and curators to follow it with NAAC coordinators	Steering Committee	15 th Nov 2018
Prof. Amruth to review Crt 01 and fulfill all required changes	NAAC Curators	15 th Nov 2018
GAP analysis to be done after uploading all the NAAC data in Office 365. Dr.Talawar to start studying all data and verification of data collected and action taken to rectify the same.	D Panel Members: -Dr.Talawar -Dr.Ramalinga Reddy -Dr.Beena.G -Dr.Divakar -Dr.S.Senthil	15 th Nov 2018
Crt :1: Alumni Survey form was tabled and request made to all schools to support with data	Dr. Ramesh	15 th Nov 2018
Crt:2: ICT Usage –Data to be collected from all schools and collated for calculation	Dr. Senthil	15 th Nov 2018
Crt :3: Verification of data of Journals/ Paper published from IISC.	Dr. Divakar	15 th Nov 2018
Engineering and Overall – NCC & NSS updates on website	Dr. Kiran to coordinated with Ms. Deepa	15 th Nov 2018
Remote access to library and status update. Ensure inflienet is taken care for University.	Dr. Subramanyam	15 th Nov 2018
To conduct external audit after the entire NAAC data submission. The VC mentioned that the University will now go for an External Audit and the date will be decided. All Steering Committee to ensure data is uploaded		2 nd Week of December 2018
All performance appraisal forms including Non-Teaching Staff to be done	HR	15 th Nov 2018
NIRF: -Upload of Data beign done by team -Invite External Agency to vet the same	Dr. Talawar	15 th Nov 2018

ERP to ensure Matrix integration is done for faculty leave approval	Ms. Sushma	30 th Nov 2018
All website updates to be done and Dr. Senthil to ensure revised website architecture is done Revamp of website		Nov 9 th 2018
Attainment of outcomes -Calculation -Process to be put in place -Direct marks to calculate -Indirect method to calculate VC recommended that Mr. Krishna is contacted for the same	Dr. Vidya Shetty	15 th Nov 2018

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

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