

Date: 04/07/2019

12th 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 17th July 2019. All members of IQAC are hereby requested to attend the meeting scheduled on 17th July 2019 at 10:30am 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) ATR of 11th Meeting of the IQAC and Approval
- 2) Status of NAAC SSR and Data Templates
- 3) Mock Internal Audit of NAAC documents
- 4) Pending Office 365 updation for 2018-19
- 5) NAAC SSR verification by External Expert
- 6) Audit by External Committee
- 7) Final IIQA and NAAC SSR Approval and Submission

Dy. Director, IQAC.

Proceedings of the Meeting of the 12th IQAC held on the 17th July 2019

Date: 17-7-2019
Day: Wednesday
Venue: Board Room, 6th Floor, Administrative Block
Chair: Vice Chancellor

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. S. Senthil	Director – School of CSA
5	Mr. Amruth Purohit	Asst. Professor, School of ECE
6	Dr. Vidya Shankar Shetty	Director – International Relations & Public Relations
7	Dr. Ramalinga Reddy	Director – School of Civil Engineering

Agenda of the Meeting:

1. ATR of 11th Meeting of the IQAC and Approval
2. Status of NAAC SSR and Data Templates
3. Mock Internal Audit of NAAC documents
4. Pending Office 365 updation for 2018-19
5. NAAC SSR verification by External Expert
6. Audit by External Committee
7. Final IIQA and NAAC SSR Approval and Submission

The Honorable Vice Chancellor, Dr. S. Y. Kulkarni Sir welcomed all the members and explained the need to work more and complete the SSR to submit to NAAC accreditation. He emphasized the data should be up to date and all members have to cooperate in collecting and consolidating the data. He asked Dr. Kodabagi to present the agenda in detail. The agenda were then taken up for discussion.

Agenda 1. ATR of 11th Meeting of the IQAC and Approval

Decision: The action taken report on each of the pointers of 11th meeting given below was presented and accepted.

Sl No	Pointers	Action owner	Timelines	Status
1.	A run-through by the VC on the status of ATR of XI IQAC Meeting	Vice Chancellor	20 -03-2019	Completed
2.	Will go through the process of mock audit one by own internal member and subsequently by the identified external member for guidance and suggestion.	Dr. Ramalingareddy & Dr. Divakar	7 th April 2019	Internal Audit Completed. External Audit yet to be done
3.	Since the terms of parameter, accreditation, scoring pattern has been changed. Thus, the VC will share on the updated scoring pattern	Vice Chancellor	20-3-2019	Completed
4.	Crt 01 – Employee feedback proforma to be completed	Dr. Ramesh	27-3-2019	Completed

Sl No	Pointers	Action owner	Timelines	Status
5.	Crt 05 – Student progression data post Jan’ 19 is not accurate and to be updated	Dr. Ramlinga Reddy	30 March 2019	2018-19 data to be updated
6.	Pending updates in Office 365 to be ready on or before 30-Mar-19	Dr. Senthil	30 March 2019	2018-19 data updation is On-going
7.	VC instructed the updated records of all Criteria to be in place on or before 30-Mar-19	Dr. senthil	30 March 2019	2018-19 data updation is On-going
8.	Periodical assessment of update of data to be done before going for NAAC accreditation for which 03 – 04 team members to be identified	Dr. Talawar and Dr. Kodabagi	Periodic	Being done periodically
9.	Internal audit to be scheduled on 7 th April, 19	Dr. Divakar and Dr. Ramalingareddy	7 th April 2019	Completed
10.	New website is under process of signing of MOU and to be up by 1 st week of July, 2019	Dr. Senthil	First week of July 2019	
11.	Dr. Kodabagi to scrutinize the data and ensure the documents are ready before going for NAAC Accreditation. Mock audit to start with the School of CIT	Dr. Kodabagi	Continuous till NAAC SSR submission	Existing has been scrutinized.
12.	The following committee is formed for internal mock audit - Dr. Ramalinga Reddy - Dr. Divkar The findings of the audit to be share before upcoming meeting The team to be assigned for the above committee on or before 28-Mar-19	Dr. Divakar and Dr. Ramalingareddy	28-3-2019	Completed
13.	Dr. Talawar presented the GAP analysis done against all the criteria	Dr. Talawar	20-3-2019	Completed

Agenda 2. Status of NAAC SSR and Data Templates

Dr. Mallikarjun M. Kodabagi presented the status of NAAC SSR and data templates in Office 365. The areas of improvement and required updation of data for 2018-19 academic year were also discussed.

Decision: The Vice chancellor sir informed the concerned criteria coordinators and curators to collect and update data in office 365. The timelines given for the data improvement and updation in office 365 and SSR are as below.

Sl No	Pointers	Action owner	Timelines
1.	Criteria 1: Curricular Aspects 1.3.4 Requires Improvements 1.4.1 and 1.4.2 data templates updation required	Dr. N Ramesh	10 th August 2019
2.	Criteria 2: Teaching-Learning and Evaluation 2.5.1, 2.5.3 and 2.6.3 (2018-19 data to be updated after results announcement)	Dr. Senthil	10 th Aug 2019
3.	Criteria 3: Research, Innovations and Extensions 3.1.4, 3.2.1, 3.7.1 require improvements	Dr. Divakar	20-3-2019
4.	Criteria 4: Infrastructure and Learning Resources 4.2.2 and 4.2.6 data to be updated	Ms. Saraswati and Dr. Vidya (performing Arts)	7 th Aug 2019
5.	Criteria 5: Student support and progression 5.2.2 and 5.2.3 data requires improvement	Dr. Ramalinga Reddy	10 th Aug 2019
6.	Criteria 6: Governance, Leadership and Management 6.2.3 and 6.3.4 requires updation	Dr. Jagadeeswaran Dr. V. G. Talawar Dr. Mallikarjun Kodabagi	20 th July 2019
7.	Criteria 7: Institutional Values and Best Practices 7.1.1, 7.1.7, 7.1.8 (2018-19 data requires updation)	7.1.1 – Dr. Beena G. 7.1.7 and 7.1.8 – Dr. Talawar and Dr. Koda- bagi	7.1.1 10 th Aug 2019 Others-20 th July 2019

Agenda 3. Mock Internal Audit of NAAC documents

Decision: The Mock internal audit completed by Dr. Ramalinga Reddy and Dr. Divakar for school of C&IT was presented and accepted.

Agenda 4. Pending Office 365 updations for 2018-19

Decision: It was decided to complete the pending updates as per the time lines fixed above.

Agenda 5. NAAC SSR verification by External Expert

The Vice Chancellor Sir informed that the external expert audit will be scheduled between 24th July to 26th July 2019. The SSR and Data templates must be kept ready before 24th July 2019.

Decision: It was decided to keep the draft SSR and Data Templates Ready by 24th July 2019 for verification by the external expert.

Agenda 6. Audit by External Committee

The Vice Chancellor Sir reminded all the members that as per the NAAC requirement there should be audit by the external committee. Therefore all the data of 2018-19 have to be updated as per fixed timelines and keep the SSR ready with all supporting documents.

Decision: It was decided to conduct academic audit by the external committee in 2nd week of August.

Agenda 7. NAAC SSR approval and submission

Decision: It was decided to submit IIQA in the last week of Aug 2019 and submit SSR immediately after IIQA approval. It was also decided to keep SSR ready before submission of IIQA.

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

Vice Chancellor
(Dr. S. Y. Kulakarni)