



Date: 08/08/2018

## **7<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 21<sup>st</sup> August 2018. All members of IQAC are hereby requested to attend the meeting scheduled on 21<sup>th</sup> August 2018 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 6<sup>th</sup> IQAC meeting held on 30<sup>th</sup> July, 2018
- 2) ATR update of 6<sup>th</sup> IQAC meeting held on 30<sup>th</sup> July, 2018
- 3) Office 365 data updation.
- 4) NIRF Committee formation.
- 5) Matrix integration to be done in ERP.
- 6) Website updation.

**Dean, IQAC**  
**(Dr. Surendra Rao Shankapal)**

## PROCEEDINGS OF 7th MEETING OF THE IQAC

DATE : 21/08/2018  
 Day : Tuesday  
 Venue : Board Room – 6<sup>th</sup> floor, Administrative Block  
 Chairperson : Vice Chancellor  
 Member Secretary : Dean 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.Surendra Rao Shankapal	Dean, IQAC
7	Dr. N. Ramesh	Dean – Training, Placement & Planning
8	Dr. Divakar.B.P	Dean Research & Innovative Council
9	Dr. Jagadeeshwaran.N	School of Mechanical Engineering
10	Dr. Sunil Kumar Tengali	School of Civil Engineering
11	Dr. Vishnu Kumar	School of Physics
12	Dr. Sandeep.M.N	School of Legal Studies
13	Dr. Mallikarjun M Kodabagi	Dy. Director, IQAC
14	Mr. D.S. Manjunath	Sr. Engineer, CISCO Systems, Bangalore
15	Mr. Rajesh.K	Aspire Woods Pvt. Ltd., Bangalore
16	Mr. Raghuram.B.R	Sr. Consultant M/s. DivyaSree Co. Ltd
17	Mr. Sundar.K.S	Associate Vice President & Senior Lead Principal, Education, Training & Assessment, GEC, Infosys Limited, Mysore

### **Special Invitees:**

<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1	Dr. Beena.G	Associate Dean– School of A & H
2	Dr. Shubha.A	Director, 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 Relation

### **AGENDA:**

- 1) Approval of the Proceedings of 6<sup>th</sup> IQAC meeting held on 30<sup>th</sup>July, 2018
- 2) ATR update of 6<sup>th</sup> IQAC meeting held on 30<sup>th</sup>July, 2018
- 3) Office 365 data updation.
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### **PROCEEDINGS:**

**Agenda1.** Approval of the proceeding of 6<sup>th</sup> Meeting of the IQAC held on 30<sup>th</sup>July, 2018  
The Dean IQAC presented the minutes of 6<sup>th</sup> IQAC meeting and actions taken before the committee for the approval.

**Decision:** The committee approved the proceedings of 6<sup>th</sup> Meeting of the IQAC held on 30<sup>th</sup> July, 2018.

**Agenda2.** ATR Update of 6<sup>th</sup> IQAC Meeting.

The Dean IQAC presented the ATR report before the committee for the approval.

**Decision:** The committee went through the action taken report of the 6<sup>th</sup> IQAC meeting and approved the same. The approved action taken report is as under.

### Action Taken Report 6<sup>th</sup> Steering Committee Meeting

Sl. No	Pointers	Action Taken	Action Owner	Timeline	Status
1	Crt:01 Dr. N. Ramesh to ensure that structured feedback forms are collected & analysed on a monthly basis		Dr.N.Ramesh& team	Ongoing	WIP
2	Updates: Crt 01: Course files as received from all Schools to be given a final check by DrShankapal. Dr Ramesh to ensure that this coordination is done with		Dr N Ramesh DrShankapal	30th July, 2018	<ul style="list-style-type: none"> <li>Course files are pending</li> <li>Template not been followed</li> </ul>
3	Crt:02: Updates on data to be done. Sanctioned posts to be checked with HR. Also other schools ratio to be maintained at 1:20 Data to be checked with HR		Dr.Talawar&Dr.Senthi 1	July 28 <sup>th</sup> ,2018	Pending.  To be discussed between VC & Advsior
4	Crt:02: The Vice Chancellor made it clear that all schools will follow the Mentoring & the Impartus Lecture capturing system religiously. He made it clear that: Dr.Ramesh will be incharge of LCS Prof.AmrutPurohit will be incharge of Moodle.		Dr.N.Ramesh Prof.Amrut Mr.Sudhakar (IT) Col.Nataraj	Immediate	Dr.Ramesh to present Updates from Prof.Amrut

	Monthly reports to be submitted: If required some LCS can be shifted to Non-Eng. BlockStudy the policy Implementation plan to be in place Co-ordinate with school coordinators				
5	Crt:03(a): Research & Centre of Excellence, further updates & approvals will be given by the Vice Chancellor. A separate meeting to be arranged for Crt 03(a) with the Vice-Chancellor		Ms. Sowmya Dr. Divakar		Pending
	Crt:3(a):Seed money. Proposals that are ready to be checked by DrShankapal		Dr. Shankapal		Pending
6	Crt: 03 (b) Data partially completed. Internship student details to be provided by all schools		Dr. Kiran Kumari	28 <sup>th</sup> July,2018	Closed
	Crt 03(b): Internship progress and supporting documents to be discussed by the VC at the next directors meeting Ms. Sowmya to add the same to the Agenda of the meeting		MsSowmya		Discussed ATR pending

7	<b>Crt 04:</b> The Vice Chancellor asked for : 1: Status updates on ICT	ICT:100 projectors have been placed an order for	Dr.M.Subramanyam  Mr.Muniswamy.K.T	September – October 2018	Ongoing
	2:Status updates on Wi-Fi	90 days for implementation			Ongoing
	3:Status updates on finance related concerns	Mr. Vasu & team to discuss with VC			Pending
	Library related data updates	Dr. Shubha mentioned that Librarian has been spoken to regarding shortcomings in NAAC data & she would need time to complete data & submit	Dr.M. Subramanyam	July 30,2018	Pending
	RFID Implementation: The VC suggested that RFID facility in the library should be used to the optimum. The ID cards as currently used could carry the RFID tag		The Registrar to work on the same	July – August, 2018	
8	External Audit for NAAC : The Vice Chancellor made it clear that going forward there should be a monthly audit conducted school wise for all the data that has been received thus far for NAAC & that has to be set as a process.		Dr. Shankapal	Sept, 2018	

	He also suggested that the External Audit as required by NAAC should be fixed				
9	Crt 05: Alumni data to be updated		Dr. Ramesh	-	Completed
10	<p>Crt 07: The VC checked on the updates on:</p> <ul style="list-style-type: none"> <li>• Energy:</li> <li>• E-waste:</li> <li>• Braille:</li> <li>• 10cycles are there</li> <li>• Bicycle pathway</li> <li>• Pedestrian crossing to be done</li> </ul> <p>All pending items being a concern, this Criterion has to be closely monitored for dependent items</p>		Dr.Beena Col.Nataraj	18 <sup>th</sup> August 2018	Inprocess
11	Moodle Usage to be monitored on priority. MrSudhakar to work with Prof Amruth		Prof.AmrutPurohit /Muniswamy		Pending
12	Office 365: The Vice Chancellor appreciated the concept of saving and storing data on Office 365 Share point. DrSenthil to ensure this is piloted well		Dr. Senthil		<p>Pending.</p> <p>Training scheduled for 1<sup>st</sup> Aug 2018</p>

**Agenda 4. Office 365 updation**

Vice chancellor told that Updation of data & usage of office 365 should begin wherein office 365 will become data center.

**Decision:** The committee members approved the usage of office 365 for updation of data. They also decided to bring it to notice of all school directors.

**Agenda 5. NIRF Committee Formation**

Dr. Shankapal raised the concern on the formation of NIRF committee immediately and start working on NIRF data collection.

**Decision:** The committee approved the formation of NIRF committee for data collection and submission.

**Agenda 6. Course Matrix Integration into ERP**

Dr. Shankapal told that ERP team to integrate course matrix of all programmes into ERP. This would enable for mapping Semester-wise Time Table into ERP. Further, the required related data mapping and analysis can be done later.

**Decision:** The committee approved the integration of course matrix of all programmes into ERP

**Agenda 6. Website Updation**

Vice Chancellor told members to inform concerned directors to update website regularly.

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

**Dean IQAC and Member Secretary  
(Dr.Surendra Rao Shankapal)**

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