Date: 06/03/2019

11th 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 20th March 2019. All members of IQAC are hereby requested to attend the meeting scheduled on 20th March 2019 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) ATR of 10th Meeting of IQAC and Approval
2) Mock Audit by Internal Member
3) Employee Feedback Proforma Design
4) Pending Office 365 updation for 2018-19
5) NAAC data scrutiny
6) Presentation of Gap Analysis

Dy. Director, IQAC.

Proceedings of the Meeting of the 11th IQAC held on the 20th March 2019

Date: 20-3-2019
Day: Wedneseday
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
4	Dr. Vishwanath Hulipalled	Dy. Director, Rearch &Innovative council
5	Mr. Amruth Purohit	Astt. Professor, School of ECE
6	Dr. Vidya Shankar Shetty	Director – International Relations & Public Relations
7	Dr. Kirankumari Patil	Director, UIIC

Agenda of the Meeting:
1. ATR of 10th Meeting of IQAC and Approval

2. Mock Audit by Internal Member

3. Employee Feedback Proforma Design

4. Pending Office 365 updation for 2018-19

5. NAAC data scrutiny

6. Presentation of Gap Analysis

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

Agenda 1. ATR of 10th Meeting of IQAC and Approval

Decision: The action taken report on each of the pointers of 10th meeting given below was presented and accepted.

Agenda 2. Mock Audit by Internal Committee

The Vice Chancellor said that, it is necessary to have mock audit of each school by internal committee to verify the correctness and readiness of the NAAC data.

Decision: It was decided that, Dr. Ramalinga Reddy and Dr. Divakar are the internal committee members to do the mock audit of NAAC data for each school.

Agenda 3. Employee Feedback Proforma

Decision: It was decided to prepare the employee feedback proforma as per the NAAC requirements. Dr. N. Ramesh sir was told to design the proforma.

Agenda 4. Pending Office 365 updations for 2018-19

Decision: It was decided to complete the pending updates as per the time lines mentioned below in the table.

Agenda 5. Scrutiny of NAAC data in office 365

TheVice Chancellor Sir informed that the it is necessary to scrutinize the data in office 365 and verify whether the data is complete or not. Any improvements required in the data also need to be found during verification.

Decision: It was decided that Dr. Talawar and Dr. Kodabagi will scrutinize the data as per the timeslines mentioned below and present the status of SSR and data templates in office 365 in the next meeting.

Agenda 5. Gap Analysis

Dr. V. G. Talawar sir presented the gap analysis as per the existing data in office 365 and mentioned that it is better to go for accreditation after 2018-19 results in hand.

Decision: It was decided to go for accreditation after 2018-19 results announcement.

The timelines for each of the work assigned are as below.

Sl No	Pointers	Action owner	Timelines
1.	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	7th April 2019
2.	Crt 01 – Employee feedback proforma to be completed	Dr. Ramesh	27-3-2019
3.	Crt 05 – Student progression data post Jan' 19 is not accurate and to be updated	Dr. Ramlinga Reddy	30 March 2019
4.	Pending updates in Office 365 to be ready on or before 30-Mar-19	Dr. Senthil	30 March 2019
5.	VC instructed the updated records of all Criteria to be in place on or before 30-Mar-19	Dr. senthil	30 March 2019
6.	Internal audit to be scheduled on 7th April, 19	Dr. Divakar and Dr. Ramalingareddy	7th April 2019
7.	New website is under process of signing of MOU and to be up by 1st week of July, 2019	Dr. Senthil	First week of July 2019
8.	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	Continous till NAAC SSR submission

Sl No	Pointers	Action owner	Timelines
9.	The following committee is formed for internal mock audit - Dr. Ramalinga Reddy - Dr. Divkar The findings of the audit to be share before upcoming NAAC meeting The team to be assigned for the above committee on or before 28-Mar-19	Dr. Divakar and Dr. Ramalingareddy	28-3-2019
10.	Dr. Talawar presented the GAP analysis done against all the criteria	Dr. Talawar	20-3-2019

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

Vice Chancellor
(Dr. S. Y. Kulakarni)