

Date: 30/11/2018

## **9<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 30<sup>th</sup> November 2018. All members of IQAC are hereby requested to attend the meeting scheduled on 30<sup>th</sup> November 2018 at 10:30am 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 8<sup>th</sup> Meeting of the IQAC held on 2<sup>nd</sup> November , 2018
- 2) ATR of 8<sup>th</sup> Meeting of the IQAC held on 2<sup>nd</sup> November , 2018
- 3) Mentoring remarks on ERP demo for approval.
- 4) Office 365 data updates by Dr. Vidya
- 5) FDP documentation from all schools
- 6) Alumni Survey Form
- 7) Clubs and Committees from each School
- 8) School Reports of activities to be updated on website
- 9) Course files update for Even Semester (Non – Engineering)

Convenor, IQAC  
REVA University

## PROCEEDINGS OF 9<sup>th</sup> MEETING OF THE IQAC

Date : 30<sup>th</sup> November 2018  
 Day : Friday  
 Venue : Board Room – 6<sup>th</sup> floor, Administrative Block  
 Chairperson : 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. S. Senthil	Director – School of CSA
3	Dr. Vidya Shankar Shetty	Director, International Relations & Public Relations
4	Dr. Ramalinga Reddy	Director, School of Civil Engineering

### **AGENDA:**

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- 3) Mentoring remarks on ERP demo for approval
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### **Proceedings**

**Agenda1.** Approval of the proceeding of 8<sup>th</sup> Meeting of the IQAC held on 2nd November, 2018.

The Dy. Director. IQAC presented the minutes of 8<sup>th</sup> IQAC meeting and actions taken before the committee.

**Decision:** The committee approved the proceeding of 8<sup>th</sup> Meeting of the IQAC held on 2nd November, 2018.

**Agenda2.** ATR of 8<sup>th</sup> Meeting of the IQAC held on 2<sup>nd</sup> November, 2018

The Dy. Director. IQAC presented the ATR before the committee for approval.

**Decision:** The committee went through the action taken report of 8<sup>th</sup> IQAC meeting and approved the same. The approved action taken report is as under.

## Action Taken Report of 8<sup>th</sup> Meeting of the IQAC

Sl no	Pointers	Action owner	Timelines	Status
1	Gap analysis of all documents submitted thus far	Dr. Talawar and team formed	December 12,2018	
2	Status on SSR documentation closure	Dr. Talawar and Dr. Vidya		
3	<p>Criterion 1: Analysis of all feedback submitted and received till date</p> <p>Employer feedback template to be frozen</p> <p>Parent feedback from all Schools to be documented as per template and kept ready</p> <p>All stakeholder feedback to be updated on the website</p>	Dr. Ramesh and team	December 10, 2018	
4	<p>Criterion 2:</p> <p>ICT analysis data to be collated and closed</p> <p>Data for online survey to be kept ready and updated</p> <p>Mentor-Mentee customised remarks to be circulated amongst all by the NAAC curators and ensure that all Directors have seen the same</p> <p>Demo of the Mentor-Mentee customised remarks shown and the same to be shared with all ERP coordinators</p>	<p>Dr. Senthil and team</p> <p>Ms. Sushma</p>	December 5, 2018	

Sl no	Pointers	Action owner	Timelines	Status
5	<p>Criterion 3:</p> <p>Reports of NCC activities to be updated and segregated data to be updated on the website</p> <p>A separate tab for NSS to be created on the website and all activities covered under NSS to be shared</p>	Ms. Malathi	December 5, 2018	
6	<p>Criterion 6:</p> <p>Performance Appraisal data to be analysed and a consolidated report to be uploaded on the website and kept hidden</p>	Mr. Nissar	December 10, 2018	
	Website updates			
7	Logos of all Companies who recruit or participate in recruitment and placement drives to be updated on the website	Dr. Ramesh	December 5, 2018	
8	Write up on the placement activities to be updated on the website	Dr. Ramesh	December 5, 2018	
9	Examination tab on the website to be updated and data on tab based examination to be added	Dr. Senthil and Dr. Ramachandra	December 5, 2018	
10	Reports of clubs and activities to be updated under each School and also ensure that all reports are archived and kept	Ms. Malathi	December 10, 2018	
11	Logos of UGC, BCI, COA, ISO, Assocham, CII, EPSI to be prominently displayed on website	Registrar	December 10, 2018	

Sl no	Pointers	Action owner	Timelines	Status
12	Clubs and committees and societies to be increased and data from each School to be generated and updated on the website.  A master list of all clubs and societies to be drawn up and then accordingly added on to REVA Website as well	Ms. Malathi/Ms. Sahana	December, 10, 2018	
13	Inventory on ERP to include names of trees and plants and ways to be devised to ensure that all the labelling is done accordingly	Dr. Beena	December 15, 2018	
14	Scholarship list to be displayed on the website	Registrar	December 10, 2018	
15	Non-teaching staff appraisal template to be developed	Dr. Talawar		
16	External Audit to be conducted		Before December 15, 2018	
17	IIQA update on NAAC website	Dr. Talawar	December 15, 2018	

**Agenda 3.**Mentoring remarks on ERP demo for approval

Vice Chancellor told members to inform concerned directors, NAAC curators and ERP coordinators regarding the customized remarks to be maintained for mentor-mentee. The details of customized remarks to be circulated and demo of mentor mentee remarks has to be given to all.

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

**Agenda 4.**Office 365 data updates by Dr. Vidya

Vice Chancellor told Dr. Vidya to verify the updates in Office 365; wherein the Updation of data & usage of office 365 should be continuous process and office 365 will be data center.

**Decision:** Dr. Vidya agreed for the same and committee approved the same.

**Agenda 5.**FDP documentation from all schools

Vice Chancellor told members to inform concerned directors to update FDP documentation regularly.

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

**Agenda 6. Alumni Survey Form**

Vice Chancellor told members to inform concerned directors and alumni cell to have innovative method in maintaining the alumni survey form.

**Decision:** The committee members agreed to convey the information to concerned Directors and alumni cell to have innovative method in maintaining the alumni survey form.

**Agenda 7. Clubs and Committees from each School**

Vice Chancellor told members to inform concerned directors to increase the number of clubs and number of committee members from each school. Also, ensure that clubs are active; students as well as faculty actively participate in the club activities so as to increase their skill sets. A master list of all clubs and societies to be drawn up and then accordingly added on to REVA Website as well.

**Decision:** The committee members agreed to convey the information to concerned Directors and ensure that clubs are active and master list is updated in website.

**Agenda 8. School Reports of activities to be updated on website**

Vice Chancellor told members to inform concerned directors to update website regularly along with activity reports.

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

**Agenda 9. Course files update for Even Semester (Non – Engineering)**

Vice Chancellor told members to inform concerned directors to ensure course files are updated by respective faculty for Even Semester (Non – Engineering).

**Decision:** The committee members agreed to convey the information to concerned Directors and ensure the course files are updated for even semester (Non-Engineering).

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

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