Date: 18/07/2018

<u>6th IQAC Meeting</u>

Venue: 6th floor, Board Room, Admin Block, REVA University,
Rukmini Knowledge Park, Yelahanka, Bengaluru-64.

As per the direction ofHonorable Vice Chancellor, Chair, IQAC, the meeting of IQAC is fixed on 30th July 2018. All members of IQAC are hereby requested to attend the meeting scheduled on 30th July 2018 at 10:00am 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 5th Meeting of the IQAC held on 19th May, 2018.
2) ATR update of 5th Meeting of the IQAC.
3) Course files- concern.
4) LCS capturing system –updates.
5) Moodle coordination- Prof.Amrut:Updates.
6) Any other matter with permission of chair.

Dean, IQAC
(Dr.Surendra Rao Shankapal)

PROCEEDINGS OF THE 6th MEETING OF THE IQAC

DATE	:	30/07/2018
Day	:	Monday
Venue	:	Board Room – 6th 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:

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

AGENDA:

1) Approval of the Proceedings of the 5th Meeting of the IQAC held on 19th May, 2018
2) ATR update of the 5th Meeting of the IQAC
3) Course files- concern
4) LCS capturing system -updates
5) Moodle LMS coordination- Prof.Amrut: Updates
6) Any other matter with permission of chair

PROCEEDINGS

Agenda1. Approval of the proceeding of 5th Meeting of the IQACheld on 19th May, 2018.

The Dean IQAC presented the minutes of 5th IQAC meeting and actions taken before the committee.

Decision: The committee approved the proceeding of 5th Meeting of the IQACheld on 19th May, 2018.

Agenda2.ATR Update of 5th IQAC Meeting.

Decision: The committee went through the action taken report of 5th IQAC meeting and approved the

same. The approved action taken report is as under.

Action Taken Report of 5th Meeting of the IQAC

Sl. No.	Pointers	Action Taken	Action Owner	Timeline	Status
1	Concerns voiced by the Vice- Chancellor regarding data that was incomplete. The VC made it clear to all members that pending data has to be updated	———	All Curators	———	———

	Crt 04: 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	_____
	2:Status updates on Wi-Fi	90 days for implementation			
	3:Status updates on finance related concerns	Mr. Vasu & team to discuss with VC			
2	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	30thAugust,2018	_____
	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	_____

3	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. He also suggested that the External Audit as required by NAAC should be fixed		Dr. Shankapal	September, 2018	_____
4 (a)	Crt:01 Dr.N.Ramesh to ensure that structured feedback forms are collected &analysed on a monthly basis		Dr. N. Ramesh & team	Ongoing	In Progress
4 (b)	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. Senthil	28ᵗʰAugust,2018	In progress
4 (c)	Crt:03: 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	_____	_____

4 (d)	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. Monthly reports to be submitted: If required some LCS can be shifted to Non-Eng. Block Study the policy Implementation plan to be in place Co-ordinate with school coordinators		Dr.N.Ramesh Prof.Amrut Mr.Sudhakar(IT) Col.Nataraj	Immediate	In progress
4 (e)	Diagnostic Tes ting: Dr.Shubha to ensure that school wise data is analysed of the diagnostic testing done and the same can be used for Crt 02 data		Dr.Shubha/ Dr.Senthil	23rd August,2018	In progress
4 (f)	Crt: 03 (b) Data partially completed. Internship student details to be provided by all schools		Dr. Kiran Kumari	28th August,2018	In progress

4 (g)	Crt 07: The VC checked on the updates on: • Energy: • E-waste: • Braille: • 10cycles are there • Bicycle pathway • Pedestrian crossing to be done All pending items being a concern, this Criterion has to be closely monitored for dependant items		Dr.Beena Col.Nataraj	18th August 2018	In progress
4 (h)	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 DrShankapal		Dr N Ramesh DrShankapal	30thAugust, 2018	In progress
	Moodle Usage to be monitored on priority. MrSudhakar to work with Prof Amruth		Prof.AmrutPurohit /Muniswamy		In progress
	Crt:3(a):Seed money. Proposals that are ready to be checked by DrShankapal		Dr. Shankapal		In progress

	Crt 03(b): Internship progress and supporting documents to be discussed by the VC at the next directors meeting Sowmya to add the same to the Agenda of the meeting		MsSowmya	_____	_____
5	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	_____	_____
6	IQAC: Reconstituted Member list to be updated IQAC meeting schedules to be drawn up by Dr. Shankapal.		MsSmitha and Ms Sai to coordinate with Dr.Shankapal	Immediate	Done
7	IIQA: Profile of the University : to be given a final check		Dr.Talawar/ Dr.Shankapal	18th August, 2018	In progress
8	All submissions to be made on or before the 28th of July, 2018	_____	_____	_____	_____

Agenda 3. Course file concern
Vice Chancellor informed Dean, IQAC to check all course files received so for and approve them.
Decision: Dr. Shankapal agreed to verify the course files and approve them.

Agenda 4. LCS system updates
Dr. N. Ramesh presented details about Lecture Capturing systemto be used to capture video lectures of all faculty members. After presentation, Vice chancellor informed members to convey to schools to use the LCS system to capture lecture videos, so that they will be made available to all students through LMS.
Decision: The committee members decided to convey the information about usage of LCS for capturing videos of lectures to concerned school directors.

Agenda 5. Moodle usage for e-resources
Prof. Amruth briefed about Moodle LMS for hosting e-resources such as: PPT's and digital notes for students usage. Further, Vice chancellor told that all schools must use the Moodle LMS and make e-resources available to all students through LMS.
Decision: The committee members decided to convey the information about usage of Moodle to concerned school directors.

Agenda 6. Any other matter with permission of chair
The Vice chancellor told Dr. Shankapal, Dean, IQAC to take care of following things.
- A separate meeting to be arranged for Crt 03(a) with the coordinator.
- Preparation of guidelines for seed money grant.
- External audit for NAAC.
- Alumni data updation
- Ramps, rails & restrooms for differently abled to be set ASAP & also to recheck for wheel chairs movement inside the rest rooms
- Braille software for visually impaired.
- Bi-cycle and pedestrian crossing.
- Internal Audit of NAAC documents.

Decision: The committee members agreed and approved the same.

   Dean IQAC and Member Secretary   **Vice Chancellor and Chairman**
    (Dr.Surendra Rao Shankapal)   **(Dr.S.Y.Kulkarni)**