

Date: 07/05/2018

5th 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 19th May 2018. All members of IQAC are hereby requested to attend the meeting scheduled on 19th May 2018 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) Approval of the proceeding of 4th IQAC Meeting held on 14th December 2017
- 2) ATR Update of 4th IQAC Meeting.
- 3) Course plan – First Draft for approval.
- 4) 1 or 2 KIs to be worked on and with timelines.
- 5) Templates to be shared for the KIs.
- 6) Documentation process – coding, how we go about it.
- 7) Website updates
- 8) Any other matter with permission of chair.

Director, IQAC.
(Dr. Venkataramu)

PROCEEDINGS OF THE 5th MEETING OF THE IQAC

DATE : 19/05/2018
 Day & Time : Friday
 Venue : Board Room – 6th Floor, Administrative Block
 Chairperson : Vice Chancellor
 Member Secretary : Director – IQAC

Members Present:

SL. NO.	NAME	DESIGNATION	Signature
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. Venkatramu	Director, 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	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	Signature
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 – Scholl of CSA	
5	Dr. Vidya Shankar Shetty	Director, International Relations & Public Relations	
6	Dr. Kirankumari Patil	Director, UIIC	

AGENDA:

1. Approval of the proceeding of 4th IQAC Meeting held on 14th December 2017
2. ATR Update of 4th IQAC Meeting.
3. Course plan – First Draft for approval
4. 1 or 2 KIs to be worked on and with timelines
5. Templates to be shared for the KIs
6. Documentation process – coding, how do we go about it
7. Website updates
8. Any other matter with the permission of chair

PROCEEDINGS

Agenda1. Approval of the proceedings of 4th IQAC Meeting held on 14th December 2017.

The Director IQAC presented the minutes of 4th IQAC meeting and actions taken before the committee for the approval.

Decision: The committee approved the proceedings of 4th IQAC Meeting held on 14th December 2017.

Agenda2. ATR Update of 4th IQAC Meeting.

Decision: The committee went through the action taken report of the previous meeting and approved the same. The approved action taken report is as under.

Action taken report of 4th IQAC meeting held on 14th Dec 2017.

Sl. No	Pointers	Action points	Action owner	Timelines	Status
1	Agreement on the distribution of the criterion by each of the steering committee members	Steering committee members	-	-	-
2	Presentation by Dr. Vidya Shankar Shetty about the NAAC REVA strategy and process implementation.	Agreed to by the Chair-VC and also by all members of the Steering Committee	Dr. Vidya Shankar Shetty	19 th May, 2018	Done
3	Sharing of the presentation with all Steering Committee members so that they can in turn train their respective teams	Dr. Vidya Shankar Shetty to share the ppt	Dr. Vidya Shankar Shetty	19 th May, 2018	Done
4	Steering Committee to submit the list of Lead Design for each Criteria	Templates to be shared by Dr. Vidya Shankar Shetty so that there is uniformity in submission of names to the Chair	Dr. Vidya Shankar Shetty	22 nd May, 2018	Done
5	Recommended by the SC that we have Dr. KirankumariPatil supporting in Criterion 3	Agreed by the Chair	Dr. Divakar	25 th May, 2018	
6	Work on the website architecture to suit NAAC requirement	To Study the features of present website Design website to support NAAC document	To be identified	_____	_____
7	Steering Committee to meet at least once a week to begin with as per the Chair		Dr. Vidya Shankar Shettyto convene the meeting	Ongoing	Regular

Sl. No	Pointers	Action points	Action owner	Timelines	Status
8	Readiness of the IIQA by end June, 2018		Dr. V.G.Talawar	End of June 2018	In progress
9	Take up criterion wise data handling by the next meeting	First cut of the criterion to be kept ready to be gone through in detail as per the Chair	Dr. Vidya Shankar Shetty	25 th May, 2018	In progress
10	Dr. Beena to play a crucial role in drafting and documenting the Best practices of the University	Advised by the Chair that the Best practices of other NAAC accredited institutions is also studied	Dr. Beena	Ongoing	In progress
11	Avoid duplication of work	_____	_____	_____	_____
12	Build a score card for each member/each School	Respective coordinators		Ongoing	

Agenda 3. Course plan – First Draft for approval

Dr. Vidya Shankar Shetty presented the detailed draft of the course plan. The members after discussion decided as under.

Decision: The IQAC committee decided to approve the course plan prepared by Dr. Vidya Shankar Shetty.

Agenda 4. 1 or 2 Key Indicators (KI's) to be worked on and with timelines

Dr. Vidya Shankar Shetty presented in detail various metrics (quantitative and qualitative) under each key indicators to prepare for NAAC and requested the members to discuss and decide whether to work in detail and collect data on the first 2 KI's.

The Vice Chancellor further explained criteria-wise metrics and informed that it is better to start working on first 2 KI's. The committee after deliberations decided as under.

Decision: The IQAC members decided to work on first 2 KI's and collect data required.

Agenda 5. Templates to be shared for the KI's.

Dr. Vidya Shankar Shetty presented in detail templates for data collection by the steering committee members. After detailed discussion the committee decided as under.

Decision: The committee members decided to collect data in templates presented by Dr. Vidya Shankar Shetty.

Agenda 6. Documentation process – coding, how do we go about it

Dr. Vidya Shankar Shetty presented in detail draft coding pattern for uniform data collection to prepare NAAC documents. After detailed discussion the committee decided as under.

Decision: The committee members decided to follow coding patterns data for uniform data collection to prepare NAAC documents.

Agenda 7. Website Updates

The Vice Chancellor brought before the committee the observations made by the Chancellor about the present Website of the University. He also explained some of the features and limitations of the REVA Website. He called for the members to work on updating the data on the existing website. The members after discussion decided as under.

Decision: The members decided to request Directors of respective schools to get the data updated on the University Website.

Agenda 8. Any other matter with the permission of chair.

Decision: The members after detailed discussion took the following decisions.

- To have REVA Campus complete WIFI.
- To work on library & finance related.
- To consider External audit for NAAC.
- To check all the criterion updates.
- To upload data in office 365.
- To Reconstitute IQAC members.
- Dr. Talawar to work on the Quality Metrics & profile of the University.

The meeting was concluded with the vote of thanks by the Member Secretary.

Director IQAC and Member Secretary
(Dr.Venkataramu)

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