3rd 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 10th June 2017. All members of IQAC are hereby requested to attend the meeting scheduled on 10th June 2017 at 11:00am 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 2nd minutes of the meeting held on 10th December, 2016.
2. Presentation of the Academic Audit Report.
3. Feedback obtained from the students, Alumni, parents &Industry Experts.
4. Any other matter with the permission of the Chair.

Director, IQAC
(Dr. P.S. Venkataramu)

Proceedings of the meeting of 3rd IQAC held on 10th June, 2017 at 11.00 AM

(Conference hall, Rukmini Knowledge Park, REVA University, Kattigenahalli, Yelahanka, Bangalore – 560 064.)

Members Present:

SI. No.	Name	
1.	Dr. S Y Kulkarni Vice-Chancellor	Chairperson
2.	Smt. Tanisha U Raju, Trustee	Member
3.	Dr. V G Talawar Advisor	Member
4.	Dr. M. Dhanamjaya Registrar	Member
5.	Dr. Ramachandra.P Registrar (Evaluation)	Member
6.	Dr. P.S. Venkataramu Director-IQAC	Member Secretary
7.	Dr. N. Ramesh Dean – Training, Placement & Planning	Member
8.	Dr. DivakarB.P. Dean Research & Innovation Council	Member
9.	Mr. Raghuram B.R Sr. Consultant M/s. DivyaSree Co. Ltd	Member
10.	Mr. Sundar K. S Associate Vice President & Senior Lead Principal, Education, Training & Assessment, GEC, Infosys Limited, Mysore	Member
11.	Mr. D.S Manjunath, Sr. Engineer, CISCO Systems, Bangalore	Member
12.	Mr. Rajesh K Aspire Woods Pvt. Ltd., Bangalore	Member
13.	Dr. Jagadeeshwaran.N. School of Mechanical Engineering	Member
14.	Prof. Bijay Kumar Jyotishi School of Computing and Information Technology	Member
15.	Prof. Prem Swaroop Reddy, School of Civil Engineering	Member
16.	Dr. Vishu Kumar, School of Physical Sciences	Member

17.	Prof. Beena. G. School of Arts & Humanities	Member
18.	Prof. Shubha. A. School of Commerce & Management Studies	Member

Members not present:

SI. No.	Name	
1	Prof. Neha Mishra School of Legal Studies	Member

Proceedings:

Prof. P S Venkataramu, Member Secretary welcomed the Honorable Chancellor, the Vice-Chancellor and all the members of the IQAC. He informed to all the members that Dr. S.Y.Kulkarni, Pro-Vice Chancellor of REVA University has taken over as the Vice Chancellor of REVA University and hence he will lead the IQAC as new Chairperson. He also briefed about the agenda of the meeting and requested for an opening remarks from the Honorable Chancellor.

Honorable Chancellor initially thanked all the external members for their continued services to enhance the academic quality of the University. He further said that, the input from the exit meeting that every year conducted by him is to be incorporated as one of the useful feedback in to the system and the corrective actions are to be taken based on the feedback received from the students. He also suggested knowing the gradual growth of the university it is advisable to have one member from each of the passing out batch. All the members agreed to the Hon'ble chancellor's suggestion.

Mr. Sundar briefed to the Honorable chancellor about the visit of selected REVA Students to the Infosys campus and the Chancellor thanked Infosys for the courtesy extended and requested to continue the same.

The Vice-Chancellor in his initial remarks emphasized the need for enhancing the quality of Higher Education in general and the Teaching-Learning and evaluation process in particular. He mentioned some of the measures initiated in this direction by REVA University. After his initial remarks the Vice-Chancellor requested the Member Secretary to present the agenda.

Agenda IQAC3.1:
Approval of 2nd minutes of the meeting held on 10th December, 2016

Member Secretary presented the Minutes of 2ⁿᵈ meeting held on 10ᵗʰ Dec, 2016 and explained the actions already initiated based on the decisions taken. All the members actively participated in discussing the action taken report and following are some of the important observations made by the distinguished members:

A) Preparation of Action Plan for Implementation of Outcome Based Education (OBE)

i. Mr. Raghuram, appreciated the steps taken to implement the OBE. However he mentioned that one or two industry experts must be present in the second and third phase of implementation of the training programme to teachers on OBE and this will help in orienting the faculty members towards industry while preparing the course plan. All the members accepted the suggestion made by Mr. Raghuram.

ii. Mr. Sundar, was very happy with the input that is being provided to the faculty members for their course planning. He suggested that it is better to develop an overall visualization about the program and the industry expectations at the time of planning instead of limiting to a course. The Member Secretary explained that the course plan originates from the selection of the specific program outcomes and the sample job description of the industry and hence the plan in a way is comprehensive. However he has agreed to incorporate the same.

iii. Mr. Manjunath and Mr. Rajesh suggested to incorporate the same planning for the Students' Project activities. They also said that it is better to start the project at the earlier semesters and continue the same till the end semester so that the students will develop a comprehensive knowledge and skills.

B) Implementation of Computer based examination:

All the members expressed their satisfaction about the speedy implementation of the computer based examination and expressed the need to keep a watch on the quality of the questions.The house after discussing the above suggestions about the minutes of the previous meeting decided as under:

Decision:

The members resolved to approve the minutes of the meeting held on 10ᵗʰ December, 2016.

Agenda IQAC3.2:

Presentation of the Academic Audit Report

Member Secretary presented the Academic Audit report and briefed about the process of the audit.

All the members were happy with the process followed for the internal auditing.

Mr. Raghuram mentioned the need for the external audit and the Member Secretary mentioned that in the form of ISO certification two rounds of external audit is completed. However after the second internal audit one more external audit as per the UGC norms will be conducted.

Prof. Bijay Kumar Jyotishi suggested that some of the important provisions of the regulations related to Academic Procedure-2015 have to be specifically mentioned in the audit questions so that the implementation of the same can be cross verified. He cited the example of the provision with regard to allotting the same course for faculty member for at least 2 to 3 years. The Member secretary clarified that all such provisions are covered in the check list to be followed by the Directors and care has been already taken to cross verify whether the provisions in the Academic Proceeding are being followed or there are lapses.

Mr. Sundar was happy to note that the system at REVA has a provision to subject its process in to internal audit and to record the shortcomings honestly. He said once the shortcomings are recorded, accepted and discussed naturally the system shall gradually grow towards zero tolerance. After the detailed discussion and deliberation the members decided as under:

Decision:
All the members have approved and noted the academic report as presented.

Agenda IQAC3.3:
Feedback obtained from the students, Alumni, parents &Industry Experts.
Member Secretary presented the Feedback report obtained during the session from Dec. 2016 to May, 2017.

With reference to the students' feedback, members expressed that the method of presentation of the analysis needs to be made scientific.

Mr.Manjunath presented the NET PROMOTERS SCORE (NPS) method of performance evaluation which is being followed by many industries. He volunteered to assist the university in implementing it and be provided with the entire feedback questionnaires currently being followed. The Member Secretary have agreed to provide the questionnaires being followed in the University.

With reference to the alumni feedback, all the members have suggested to follow this and elicit as much feedback as possible as this forms a very important data base to plan for the course planning and delivery.

Trustee Smt. Tanisha U. Raju asked for the clarifications about the faculty members meeting the students individually at any point of time during the semester either for feedback or for evaluation.

The Vice Chancellor clarified that the individual interactions takes place during the laboratory sessions at regular intervals. Apart from this, students meet their mentors, as each teacher has been assigned a group of students for mentoring.

Agenda IQAC3.4:

Any other matter with the permission of the Chair

The following points were discussed apart from the agenda under any other related matter with the permission of the chair:

Mr. Raghuram suggested to permanently appointing one or two members to each school from the relevant industries as the mentors. This is apart from the BOPS members. These members shall be visiting the school once in two months and interact with the students, faculty members, directors and offer their comments on the activities of the school. This will help to orient all the school activities towards building Industry – Academia relation better.

All the members have agreed to this and members secretary assured that, this recommendation will be taken up in the appropriate forum and efforts will be made to implement the same.

Mr. Sundar suggested developing a systemic thinking in the students instead of learning the courses in isolation. All the other industry members strongly supported this suggestion.

Mr. Rajesh suggested to have the Project work component in the curriculum has to be taken seriously and the project works being under taken by the students must have an industry relevance.

Mr. Raghuram suggested to have at least one extramural lecture per month to all the students and faculty members in order to constantly motivate them. All the members agreed to this suggestion made by Prof. Raghuram.

Mr. Sundar suggested a model in which all the mentee and mentors must meet for about 10 minutes every day after the class hour. This will help in bonding the good relation between the students and the teachers. Member secretary mentioned that currently this meeting happens on weekly basis for all the students and

some specific students meet the mentors often. To make it on daily basis may be effective but practically difficult to operate due to paucity of time available to both students and teachers.

Prof. Beena suggested that the mentoring activity must not be a data collection process it has to be more in to a human bonding activity.

Mr. Manjunath suggested having thorough mentors' training at regular intervals.

The Vice-Chancellor mentioned that there is a move to make laptops / computers compulsory to students. Appreciating the move the external members suggested that instead of laptops and computer a tablet can be provided with all the regulations, course materials loaded in to it.

At the end, the member Secretary summarized all the points discussed and the decisions taken in the meeting. He expressed his gratitude particularly to the external members for their continued input and support in implementing quality measures in REVA University. He requested the Registrar Dr. M Dhanamjaya to extend formal vote of thanks.

Dr. M Dhanamjaya, Registrar thanked all the members for being so kind and continuously supporting REVA University to monitor quality in higher education and research and move in right direction. The meeting was then concluded.

Member Secretary   **Chairperson**
Internal Quality Assurance Cell   **Internal Quality Assurance Cell**
(Dr. P.S. Venkataramu)   **(Dr. S Y Kulkarni)**